

# College of San Mateo

Committee on Instruction  
December 8, 2016 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen, Jeramy Wallace
Math/Science Division	Chris Smith
Student Services	Martin Bednarek, Mary Valenti

### Absent/Excused

Library	Kalina Tabatt
Math/Science Division	Christopher Walker
ASCSM	Natalia Gomez

### Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Alma Gomez

### Excused Non-Voting Members

Sandra Comerford, Niruba Srinivasan

### Other Attendees

Jeremy Ball, Laura Demsetz, Margaret Kaluzny, Deb Laulusa, Beth LaRochelle, Bruce Maule, Amy Sobel

Chair, Teresa Morris called the meeting to order at 2:19 p.m.

***Motion was MSCU to approve the revised December 8, 2016 agenda.***

### Action Items

#### **Motion was MSCU to approve the Consent Agenda**

- **Approval of November 10, 2016 Minutes**
- **Course Modifications**
  - BUSW 450 Microsoft Project Fundamentals I (1.5)  
(DE update; changes in methods of instruction, assignments, and text)

BUSW	451	Microsoft Project Fundamentals II (1.5) (DE update; changes in SLOs, objectives, methods of instruction, assignments, evaluation, and text)
BUSW	530	Introduction to Internet Competency (1.5) (DE update; changes in SLOs, objectives, methods of instruction, assignments, and text)
DENT	703	Allied Health Communication (1) (Changes in description, SLOs, objectives, evaluation, and texts)
DENT	763	Dental Radiology (2) (Changes in description, SLOs, objectives, evaluation, and texts)
DENT	770	Dental Office Procedures (2.5) (Changes in description, SLOs, and objectives)
PHYS	127	Teaching Science II: Middle School Classroom Experience and Seminar (1) (Changes in SLOs, objectives, content, methods of instruction, assignments, and evaluation)
PHYS	128	Teaching Science III: High School Classroom Experience and Seminar (1) (Changes in SLOs, objectives, content, methods of instruction, assignments, and evaluation)
PLSC	150	Introduction to Political Thought (3) (New DE supplement [discussed DE supplement at 10/27/16 meeting], change in SLOs)
READ	830	College and Career Reading (3) (Removal of DE; changes in SLOs, content, assignments, evaluation, and texts)

- **Course Modifications – by memo**

Changes in SLOs: FITN 201.1, 201.2, 201.3, 201.4

- **Course Deactivations**

DGME 235 Graphic Design Theory and Application

DGME 251 Graphic Design Practicum

DGME 252 Web/Multimedia Practicum

FTPS 720 Fire Prevention 1B

- **Program Modification**

- Psychology – AA-T (Moved PSYC 105 from List B to C; moved PSYC 200 from List C to B)

### **Substantive Agenda**

*Courses listed on the substantive agenda have been reviewed for listed changes. Though courses on the substantive agenda may have changes in prerequisites and/or recommended preparation, the full committee is expected to review prerequisites and recommended preparations statements for all proposals to ensure compliance with Title V regulations.*

- **Program Modification**

- Digital Media: Applied Audio and Video Production – Certificate of Specialization (Increase in units from 9 to 12: addition of DGME 119) - **approved**  
*Approved with change in title.*

- **New Courses**

- ACTG 168 Finance for Managers (3) - **approved**  
(DE supplement)
- ACTG 169 Accounting Ethics (3) - **approved**  
(DE supplement)  
*Approved with changes in description and content.*
- ART 203 Plein Air Painting (3) - **approved**
- ART 215 Portraiture III (3) - **approved**
- ART 216 Portraiture IV (3) - **approved**
- DENT 879MA Occupational Safety and Infection Control in Dentistry (1.5) - **approved**  
*Approved with change in units from 2 to 1.5.*
- DGME 119 Radio Production Lab (3) - **approved**
- ESL 887 Pronunciation of English Consonants and Vowels (3) - **approved**
- ESL 888 Pronunciation of English Stress, Rhythm and Intonation (3) – **approved**
- GBST 101 Introduction to Global Studies (3) – **approved with GE areas**  
(Proposed for GE areas: E5b Social Science and E5c Humanities)
- GBST 102 Global Studies and Applications (3) – **approved with GE areas**  
(Proposed for GE areas: E5b Social Science and E5c Humanities)  
There is an AA-T in Global Studies in the pipeline. The AA-T template has a Culture and Society area where we can add a World Literature class that is C-ID approved. Jeramy Wallace will look into getting C-ID approval for LIT. 220 for eventually adding it to the Global Studies AA-T.
- MUS. 466.1 Advanced Band I (3) - **approved**
- MUS. 466.2 Advanced Band II (3) - **approved**
- MUS. 467.1 Advanced Choir I (3) - **approved**
- MUS. 467.2 Advanced Choir II (3) - **approved**
- MUS. 468.1 Advanced Orchestra I (3) - **approved**
- MUS. 468.2 Advanced Orchestra II (3) - **approved**

- **Course Modifications**

- ADMJ 780 Regular Basic Course Module III (7) - **approved**  
(Changes in units, hours, prerequisites, SLOs, content, assignments, evaluation, and texts)
- ADMJ 781 Regular Basic Course Module II (9.5) - **approved**  
(Changes in units, hours, prerequisites, recommended preparation, SLOs, content, assignments, evaluation, and texts)  
Typo in units in the 12-8-16 agenda: should be 9.5 units. Technical note with correction for next meeting.

- ART 244 Oil Painting III (3) - **approved**  
 (Changes in hours, content, and assignments; removal of TBA hours)  
*Approved with the removal of the justification for recommended preparation; the course does not have recommended preparation.*
- ART 396 Documentary Photography 1 (3) - **approved**  
 (Changes in hours, content and assignments; removal of TBA hours)
- ART 397 Documentary Photography 2 (3) - **approved**  
 (Changes in hours, content, and assignments; removal of TBA hours)
- ART 398 Documentary Photography 3 (3) - **approved**  
 (Changes in hours, content, and assignments; removal of TBA hours)
- ART 399 Documentary Photography 4 (3) - **approved**  
 (Changes in hours, content, and assignments; removal of TBA hours)
- DGME 101 Writing Across the Media (3) – **postponed, for further discussions**  
 (DE update, changes in SLOs, and objectives)  
 There was a discussion on the title and GE area designation E5d. If this is a journalism class, this should be made clear.
- ENGR 215 Computational Methods for Engineers and Scientists (3) - **approved**  
 (DE update; changes in prerequisite and content)
- ENGR 230 Engineering Statics (3) - **approved**  
 (DE update; changes in prerequisites, SLOs, content, evaluation, and texts)  
*Approved with changes in the DE language.*
- GEOG 100 Physical Geography (3) - **approved**  
 (New DE supplement; changes in recommended preparation and texts)
- GEOG 110 Cultural Geography (3) - **approved**  
 (New DE supplement; change in recommended preparation)
- GEOG 150 World Regional Geography (3) - **approved**  
 (New DE supplement, changes in recommended preparation and texts)
- NURS 264 Perioperative Nursing (7) - **approved**  
 (Correction of units; changes in description and texts)

**Announcements:**

- There have been discussions with the Assessment Committee (now known as CAC) about General Education SLOs. There is a proposed name change to Institutional Learning Outcomes. There are discussions on changing SLOS to include help with creative arts/creative expression. SLO Coordinator Madeleine Murphy will be invited to a COI meeting to discuss the SLO changes, the connection with GE patterns, and the connections between SLOs and course objectives. The target date is one of the February meetings.
- There was a request to review courses and put in comments early so that faculty who have classes during the COI meeting have time to address comments.

**Meeting adjourned at 4:02 pm.**