

College of San Mateo

Committee on Instruction
February 9, 2017 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen, Jeremy Wallace
Library	Kalina Tabatt
Math/Science Division	Chris Smith, Christopher Walker
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Academic Support and Learning Technologies	Tabitha Conaway
ASCSM	Natalia Gomez

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Excused Non-Voting Members

Niruba Srinivasan

Other Attendees

Katie Bliss, James Carranza, Laura Demsetz, Allie Fath, David Laderman, Deb Laulusa, Jennifer Taylor-Mendoza, Peter VonBleichert

Chair, Teresa Morris called the meeting to order at 2:16 p.m.

Motion was MSCU to approve the revised February 9, 2017 agenda. Approval of the January 26, 2017 minutes is postponed.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of January 26, 2017 Minutes-postponed**

- **Course Modifications**

- BIOL 220 General Botany (5)
(DE update; changes in recommended preparation, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- DGME 102 Media Law and Ethics (3)
(DE update; changes in SLOs and text)
- DGME 104 Digital Media Career Pathways (3)
(DE update; changes in SLOs and objectives)
- FITN 226 Plyometric Conditioning (.5-1)
(Changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- P.E. 101 Theory of Baseball (3)
(Changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and text) (Proposal for GE Area: E5d Career Exploration and Self-Development to be discussed at 2/23/17 meeting)
- P.E. 106 Theoretical Analysis of Softball (3)
(Addition of recommended preparation; changes in methods of instruction, assignments, evaluation, and texts) (Proposal for GE Area: E5d Career Exploration and Self-Development to be discussed at 2/23/17 meeting)

- **Course Modifications – by memo**

Removal of TBA hours from ART 400.1, 400.2, 400.3, and 400.4

- **Course Deactivations**

- DANC 161.1 Tango Argentino I
- DANC 161.2 Tango Argentino II
- DANC 161.3 Tango Argentino III
- DANC 161.4 Tango Argentino IV

- **Program Modifications**

- Dance – AA Degree (Removing DANC 152.1, 152.2, 152.3, 152.4, 161.1, 161.2, 161.3, 161.4 – banked/being banked)
- Kinesiology – AA-T (Replacing FITN 336 with FITN 336.1, 336.2, 336.3, 336.4; removing DANC 152; removing DANC 161.1, 161.2, 161.3, 161.4 – being banked)

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.

- **New Courses**

- CIS 680MI Internet of Things (3) - **approved**
(New DE supplement)
Approved, pending further consultations on DE contact and Library resources.
- ~~DGME 110 Photoshop Fundamentals (.5) - **postponed**~~
(DE supplement)
- ~~DGME 111 Dreamweaver Fundamentals (.5) - **postponed**~~
(DE supplement)
- DGME 164 User Interface/User Experience Design (3) - **approved**
(DE supplement)
Approved with a change in the description from "Familiarity with Adobe..." to "Basic knowledge of Adobe..."

- **Course Modifications**

- ART 351 Beginning Black and White Photography (3) - **approved**
(Changes in hours, content, methods of instruction, assignments, and text; removal of TBA hours)
- ART 352 Intermediate Black and White Photography (3) - **approved**
(Changes in hours, content, methods of instruction, assignments, and text; removal of TBA hours)
- ART 353 Advanced Black and White Photography (3) - **approved**
(Changes in hours, content, methods of instruction, assignments, and text; removal of TBA hours)
- ART 383 Intermediate Digital Photography (3) - **approved**
(Changes in hours, content, assignments, and text; removal of TBA hours)
Approved with changes in the lab content.
- ART 384 Advanced Digital Photography (3) - **approved**
(Changes in hours, content, assignments, and texts; removal of TBA hours)
- ART 385 Master Portfolio – Digital Photography (3.5) - **approved**
(Changes in units, hours, content, assignments, and texts; removal of TBA hours)
- ART 388 Master Photography Portfolio (3.5) - **approved**
(Changes in units, hours, content, assignments, evaluation, and texts; removal of TBA hours)
- ART 391 Experimental Photography 1 (3) - **approved**
(Changes in hours, content, assignments, and text; removal of TBA hours)
- ART 392 Experimental Photography 2 (3) - **approved**
(Changes in hours, content, assignments, and text; removal of TBA hours)
- ART 393 Experimental Photography 3 (3) - **approved**
(Changes in hours, content, and assignments; removal of TBA hours)
- ART 394 Experimental Photography 4 (3) - **approved**
(Changes in hours, content, and assignments; removal of TBA hours)
- ART 405 Sculpture I (3) - **approved**
(Change in hours)

- ART 406 Sculpture II (3) - **approved**
(Change in hours)
- ART 409 Sculpture III Extended Expertise (3) - **approved**
(Change in hours)
- ART 410 Sculpture IV Advanced Expression (3) - **approved**
(Change in hours)
- ART 411 Ceramics I (3) - **approved**
(Change in hours)
- ART 412 Ceramics II (3) – **approved**
(Change in hours)
Approved with changes in the content and methods of instruction.
- ART 417 Ceramics Glaze (3) - **approved**
(Change in hours)
- ART 418 Ceramics III (3) - **approved**
(Change in hours)
- BUS. 150 Entrepreneurship – Small Business Management (3) - **approved**
(Changes in prerequisite and recommended preparation)
- CIS 121 UNIX/Linux (3) - **approved**
(DE update; changes in hours, content, assignments, and texts)
- CIS 151 Networks and Digital Communication (3) – **for further discussions**
(DE update; changes in hours, prerequisites, recommended preparation, methods of instruction, assignments, evaluation, and texts)
Need further discussions regarding prerequisite, including clarification of the “and/or work experience in the IT field that adequately prepares the student” language. Could the work experience be recommended preparation instead of a prerequisite?
- CIS 479 Network Security Fundamentals (3) - **approved**
(DE update; changes in recommended preparation, assignments, evaluation, and texts)
- DENT 753 Dental Assisting Clinical Practice (5) - **approved**
(Changes in hours, description, SLOs, objectives, and content)
- DGME 165 Digital Animation (3) - **approved**
(DE update; changes in hours, recommended preparation, description, SLOs, objectives, content, assignments, and texts)
- DGME 166 Web Authoring: ActionScript (3) - **approved**
(DE update; changes in hours, description, SLOs, objectives, content, and texts)
- DGME 167 Web Design I (3) - **approved**
(DE update; changes in hours, recommended preparation, description, SLOs, objectives, content, assignments, evaluation, and texts)
- DGME 168 Web Design II (3) - **approved**
(DE update; changes in hours, recommended preparation, description, SLOs, objectives, content, and texts)

- DGME 169 Web Design III: HTML, CSS (3) - **approved**
(DE update; changes in title, hours, recommended preparation, description, SLOs, objectives, content, and texts)
- DGME 211 Introduction to Graphic Design (3) - **approved**
(Changes in title, hours, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- ECON 100 Principles of Macroeconomics (3) - **approved**
(DE update; change in prerequisites)
- ECON 102 Principles of Microeconomics (3) - **approved**
(DE update; change in prerequisites)
- FILM 100 Introduction to Film (3) - **approved**
(DE update; changes in hours, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- FILM 120 Film History I (4) - **approved**
(Changes in units, hours, content, and texts)
- FILM 121 Film History II (4) - **approved**
(Changes in units, hours, content, and texts)
- FILM 122 Film History Focus (4) - **approved**
(Changes in units, hours, content, and texts)
- FILM 130 Film Directors (4) - **approved**
(DE update; changes in units, hours, content, and texts)
- FILM 135 Film Genres (4) - **approved**
(Changes in units, hours, content, and texts)
- FILM 140 Contemporary World Cinema (4) - **approved**
(Changes in units, hours, content, and texts) (Proposal for GE area: E5c Humanities to be discussed at 2/23/17 meeting)
- FILM 145 Watching Quality Television (4) - **approved**
(DE update; changes in units, hours, content, and texts)
- FILM 200 Film in Focus (4) - **approved**
(DE update; changes in units, hours, and content)
- FILM 215 Film and New Digital Media (4) - **approved**
(Changes in units, hours, content, and texts)
- LCTR 105 Keys to Success (1) – **approved with one abstention: Christopher Walker**
(Changes in description, SLOS, objectives, content, assignments, evaluation, and texts)
There was a discussion on the discipline assignment. Many courses have no discipline assignment. LCTR uses the discipline assignment of Learning Assistance. The department can propose a discipline as a follow-up. COI currently has no process for discipline assignments; further discussions will be needed. When a course has more than one discipline, we ask for a memo to be attached to the course outline. A member commented that LCTR 105 has some similarities to COUN 111, 121, and 122.
- MUS. 231 Afro-Latin Percussion Ensemble I (2) - **approved**
(Changes in hours, description, and assignments)

- MUS. 232 Afro-Latin Percussion Ensemble II (2) - **approved**
(Changes in hours and description)
- MUS. 233 Afro-Latin Percussion Ensemble III (2) - **approved**
(Changes in hours and description)
- MUS. 234 Afro-Latin Percussion Ensemble IV (2) - **approved**
(Changes in hours and description)
- MUS. 291 Electronic Music II (3) - **approved**
(Changes in hours and text)
- MUS. 293 Audio for Visual Media (3) - **approved**
(Changes in hours and text)
- MUS. 301 Piano I (2) - **approved**
(Changes in hours, description, content, assignments, and texts; removal of TBA hours)
- MUS. 302 Piano II (2) - **approved**
(Changes in hours, description, content, assignments, and texts; removal of TBA hours)
- MUS. 303 Piano III (2) - **approved**
(Changes in hours, description, content, assignments, and texts; removal of TBA hours)
- MUS. 304 Piano IV (2) - **approved**
(Changes in hours, description, content, assignments, and texts; removal of TBA hours)
- MUS. 314 Piano Literature & Performance – The Baroque Era (2) - **approved**
(Changes in hours, description, assignments, and texts)
- MUS. 315 Piano Literature & Performance: The Classical Era (2) - **approved**
(Changes in hours, description, assignments, and texts)
- MUS. 316 Piano Literature & Performance: the Romantic Era (2) - **approved**
(Changes in hours, description, assignments, and texts)
- MUS. 317 Piano Literature & Performance: The 20th c & Beyond (2) - **approved**
(Changes in hours, description, assignments, and texts)
- MUS. 371 Guitar I (2) - **approved**
(Changes in hours, description, content, and assignments; removal of TBA hours)
- MUS. 372 Guitar II (2) - **approved**
(Changes in hours, description, content, and assignments; removal of TBA hours)
- MUS. 373 Guitar III (2) - **approved**
(Changes in hours, description, content, and assignments; removal of TBA hours)
- MUS. 374 Guitar IV (2) - **approved**
(Changes in hours, description, content, and assignments; removal of TBA hours)
- MUS. 401 Voice I (2) - **approved**

- (Changes in hours, description, objectives, content, assignments and texts; removal of TBA hours)
- MUS. 402 Voice II (2) - **approved**
(Changes in hours, description, objectives, content, assignments, and texts; removal of TBA hours)
- MUS. 403 Voice III (2) - **approved**
(Changes in hours, description, objectives, content, assignments, and texts; removal of TBA hours)
- MUS. 404 Voice IV (2) - **approved**
(Changes in hours, description, objectives, content, assignments, and texts; removal of TBA hours)
- PSYC 225 Theories of Personality (3) - **approved**
(New DE supplement; changes in SLOs, methods of instruction, and assignments)

Continued from 1/26/17 meeting:

- IDST 110 College 1 (3) – **approved**
(Proposed for GE Area E5d: Career Exploration and Self-Development)
Approved with changes in the description: typo correction from “lifeline” to “lifelong”; replace “One Book: One College” with “a shared reading experience”; revision of specific instructional objective 1 to: “Identify their reasons for being in college and explore their individual intellectual aspirations.”
Title changes were discussed but no change was made; title changes do not affect articulation.
There was a suggestion to offer the course as experimental first and see how it goes. Most experimental courses are CSU transferable unless otherwise identified. To transfer an experimental course to UC, students need to do a one-to-one transcript evaluation. A comment was made that offering experimental courses first before making them permanent could negatively impact other courses and programs being launched.
There was a discussion on consultations about courses before they are presented to COI.

Announcements:

- Ron Andrade and Tabitha Conaway will be joining the Committee on Instruction as representatives of the Academic Support and Learning Technologies division.

Questions for Further Investigation:

- What should quorum be, with the addition of new members?
- Who can initiate course changes, banking, or deletions?

Meeting adjourned at 4:22 pm.