

College of San Mateo

Committee on Instruction

March 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
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Math/Science Division	Chris Smith, Christopher Walker
ASCSM	Natalia Gomez

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan, Alma Gomez

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

Motion was MSCU to approve the revised March 9, 2017 agenda. COI membership was removed from the Open Agenda.

COI membership will be discussed at the next Academic Senate meeting on Tuesday. This is a bylaws issue. The Chair encouraged COI members to participate in the meeting. Discussions include committee makeup, for example, the number of representatives per division for COI. There is also ongoing discussion on dual roles of faculty representing their division: a faculty member who is also a CSEA member or faculty who is an administrator or manager.

At the May meeting, COI members need to vote on who will be Chair.

COI members are voting on minutes from the meetings held on January 26th, February 9th, and February 23rd.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of January 26, 2017 Minutes**
- **Approval of February 9, 2017 Minutes**
- **Approval of February 23, 2017 Minutes**

- **Course Modifications**
 - AQUA 109.1 Water Polo I (.5-1)
(Changes in SLOs and text)
 - AQUA 109.2 Water Polo II (.5-1)
(Changes in SLOs and text)
 - AQUA 109.3 Water Polo III (.5-1)
(Changes in SLOs and text)
 - AQUA 109.4 Water Polo IV (.5-1)
(Changes in SLOs and text)
 - FITN 220 Weight Conditioning for Varsity Football (.5-2)
(Changes in SLOs and texts)
 - FITN 301.1 Indoor Cycling I (.5-1)
(Change in SLOs)
 - FITN 301.2 Indoor Cycling II (.5-1)
(Change in SLOs)
 - FITN 301.3 Indoor Cycling III (.5-1)
(Change in SLOs)
 - FITN 301.4 Indoor Cycling IV (.5-1)
(Change in SLOs)
 - FITN 334.1 Yoga I (.5-1)
(Change in SLOs)
 - FITN 335.1 Pilates I (.5-1)
(Change in SLOs)
 - FITN 335.2 Pilates II (.5-1)
(Change in SLOs)
 - FITN 335.3 Pilates III (.5-1)
(Change in SLOs)
 - FITN 335.4 Pilates IV (.5-1)
(Change in SLOs)
 - INDV 121.1 Badminton I (.5-1)
(Changes in SLOs and text)
 - INDV 121.2 Badminton II (.5-1)
(Changes in SLOs and text)
 - INDV 121.3 Badminton III (.5-1)
(Changes in SLOs, methods of instruction, and text)
 - INDV 251.1 Tennis I (.5-1)
(Changes in SLOs and text)
 - INDV 251.2 Tennis II (.5-1)
(Change in SLOs)

- INDV 251.3 Tennis III (.5-1)
(Changes in SLOs, objectives, and text)
- INDV 251.4 Tennis IV (.5-1)
(Changes in SLOs and text)

- **Course Deactivation**

MATH 802 Preparation for Algebra

- **Program Modifications**

- Digital Media: Web Design/Multimedia - CA (Changes in description, career opportunities, PLOs, and required courses)
- Digital Media: Web Design/Multimedia - CS (Changes in description, career opportunities, PLOS, and required courses)

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.

- **Course Modification**

DGME 216 Intermediate Graphic Design (3) – ***approved with removal of recommended preparation and addition of prerequisites***
(Changes in course number, title, hours, recommended preparation, description, SLOs, objectives, content, methods of instruction, assignments, and texts)

- **Open Agenda**

- Memo: Aligning General Education Course Options for the Local Associate Degree with CSU GE Course Options

The Articulation Officer, Marsha Ramezane, summarized the modified memo and rationale. A review had been done to verify that course SLOs and GE SLOs match. One of the members asked why the alignment isn't simply implemented without having to discuss via memo each May. The Chair mentioned the implications. If we make the changes per the memo, we will be accepting the CSU review process. This impacts our GE handbook which has its own language and SLOs. There are constraints on curricular decisions, for example on SLOs and the C-ID process. There is also one area that doesn't match: Lifelong Learning. A member reiterated that this would be a good time for discussions on switching the positions of SLOs and the specific instructional objectives fields for easier review.

Pros and Cons: Pro: Following the CSU pattern provides a more direct and smoother path. Con: If CSUs make a change, we need to also make changes even if we are not amenable to the change or think it is not beneficial to students.

A question was raised about changing GE areas for courses that have already been approved, like COMM 130 which is in the CSU Social Science area but not in CSM's local pattern for Social Science. Marsha will review if there are other courses that should be on the memo and present a cleaned up list in May.

There are a handful of courses that are currently out of alignment. The Chair asked if there is any impact for Communication Studies and there is no impact. Furthermore, a question was asked about courses out of alignment being taken out of the local GE pattern. The Articulation Officer made it clear that although no courses would be removed, there would be some shifting around of courses in particular areas, i.e. ETHN 103 from Area C2 to Area D.

We can revise the handbook in such a way that we would be in alignment with CSUs but have enough flexibility to accommodate our workforce or CTE students. We can keep the handbook intact for the most part, and overlay with CSU language for transferable courses.

A member was interested to know, of the students wishing to transfer, how many actually transfer? The librarian referred to the online Fast Fact sheet which stated the percentage for 2015 at 17.8% which is considered high. The information could be used to determine how to possibly update the GE options.

The memo will be brought back to the next meeting as a consent agenda item. Members should be aware that when they vote on the consent agenda, they are also voting on approving the memo. If not in favor, a member must ask to move it to the Substantive Agenda.

- Memo: Addition of a Local Associate Degree GE Pattern Option

The CSU GE certification memo is intended to allow students the option to complete the local AA/AS degree with one of the university transfer patterns. Marsha described what is on our local pattern but not on the CSU GE pattern. The US History area is not required for transfer, nor is Information Competency. Physical activity courses also are not required for transfer to CSU, although they appear under CSU Area E: Lifelong Understanding & Self Development. Students will have 4 options for getting an associate's degree. Members felt this policy would benefit students in attaining their associate's degree.

The Chair looked at other institutions that are following multiple pathways, for example, Pasadena City College. She would like to see if there are other community colleges doing the same, as well as find out the effect of offering different options.

Approving the proposal will necessitate a big change and will have a great impact on students. The Chair asked the committee members to get feedback from their divisions on the memo. People need to know about and be comfortable with the changes. Judith asked the Chair to send out information with the pros, cons, and examples for members to bring back to their divisions.

- ~~COI Membership and~~ COI quorum

Quorum has always been 6. This was based on the number of voting members plus 1. We used to have five divisions, 2 members per division plus 1. So quorum was 50% +1. Now that there are 6 divisions, quorum will be set to 7. There will be discussions on the numbers; not all divisions might have 2 members. The Chair wanted members to be aware that a change could be coming.

Announcement:

Curriculum committee members are invited to attend the curriculum conference as professional development. It will be held in Riverside on July 12 through 15.

The COI meeting on March 23rd is cancelled.

Meeting adjourned at 3:36 pm.