

# College of San Mateo

Committee on Instruction

April 13, 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

### Absent/Excused

Math/Science Division	Christopher Walker
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Natalia Gomez

### Non-Voting Members

Ada Delaplaine, Niruba Srinivasan, Alma Gomez

### Excused Non-Voting Members

Sandra Comerford, Marsha Ramezane

### Other Attendees

Denaya Dailey, Raymond Kaupp, Carol Newkirk-Sakaguchi, Peter VonBleichert

Chair, Teresa Morris called the meeting to order at 2:21 p.m.

***Motion was MSCU to approve the revised April 13, 2017 agenda with a change in the review order. Approval of the March 9, 2017 minutes is postponed.***

### Action Items

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

- **Approval of March 9, 2017 Minutes - postponed**

- **Course Modifications**

- ACTG 665MB Taxation and Employee Stock Options (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665MJ Employee Business Expenses (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665MK Taxation of Investments (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665ML Taxation of Net Operating Losses (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665MN Sole Proprietorships (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- ACTG 665MO Tax Update & Ethics (.5)  
(Changes in content, methods of instruction, assignments, and evaluation)
- AQUA 127.1 Swim Stroke Development I (.5-1)  
(Changes in description, SLOs, and text)
- AQUA 127.2 Swim Stroke Development II (.5-1)  
(Changes in SLOs and text)
- AQUA 127.3 Swim Stroke Development III (.5-1)  
(Changes in SLOs and text)
- AQUA 127.4 Swim Stroke Development IV (.5-1)  
(Changes in SLOs and text)
- AQUA 135.1 Aqua Exercise I (.5-1)  
(Change in SLOs)
- AQUA 135.2 Aqua Exercise II (.5-1)  
(Change in SLOs)
- AQUA 135.3 Aqua Exercise III (.5-1)  
(Change in SLOs)
- AQUA 135.4 Aqua Exercise IV (.5-1)  
(Change in SLOs)
- BLDG 710 Advanced Building Inspection (4.5)  
(Changes in description, SLOs, and objectives)
- CHIN 111 Elementary Chinese I (3)  
(DE update; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- CHIN 112 Elementary Chinese II (3)  
(DE update; changes in description, SLOs, objectives, methods of instruction, assignments, evaluation, and texts)
- CHIN 134 Chinese Reading and Writing (3)  
(DE update; changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- FITN 112.1 Cross Training I (.5-1)  
(Change in SLOs)
- FITN 112.2 Cross Training II (.5-1)  
(Change in SLOs)

- FITN 112.3 Cross Training III (.5-1)  
(Changes in SLOs and methods of instruction)
- FITN 112.4 Cross Training IV (.5-1)  
(Changes in SLOs, methods of instruction, and assignments)
- FITN 116.1 Body Conditioning I (.5-1)  
(DE update; changes in SLOs and text)
- FITN 116.2 Body Conditioning II (.5-1)  
(Changes in SLOs and text)
- FITN 116.3 Body Conditioning III (.5-1)  
(Changes in SLOs, methods of instruction, evaluation, and text)
- FITN 116.4 Body Conditioning IV (.5-1)  
(Changes in SLOs, methods of instruction, and text)
- FITN 235.2 Boot Camp II (.5-1)  
(Changes in SLOs and text)
- FITN 235.3 Boot Camp III (.5-1)  
(Changes in SLOs and text)
- FITN 334.2 Yoga II (.5-1)  
(Changes in SLOs and text)
- FITN 334.3 Yoga III (.5-1)  
(Changes in SLOs, methods of evaluation, and text)
- FITN 334.4 Yoga IV (.5-1)  
(Changes in SLOs, methods of evaluation, and text)
- INDV 121.4 Badminton IV (.5-1)  
(Changes in SLOs, objectives, assignments, evaluation, and text)
- TEAM 111.1 Basketball I (.5-1)  
(Changes in SLOs and text)
- TEAM 111.2 Basketball II (.5-1)  
(Changes in SLOs and text)
- TEAM 111.3 Basketball III (.5-1)  
(Changes in SLOs and text)
- TEAM 111.4 Basketball IV (.5-1)  
(Changes in SLOs, objectives, and text)
- TEAM 116 Basketball: Individual Skill Development (.5-1)  
(Change in SLOs)
- TEAM 135 Advanced Football and Conditioning (.5-2.5)  
(Changes in method of grading, description, SLOs, objectives, content,  
methods of instruction, assignments, evaluation, and text)
- TEAM 148.1 Indoor Soccer I (.5-1)  
(Changes in SLOs and texts)
- TEAM 148.2 Indoor Soccer II (.5-1)  
(Changes in SLOs and texts)
- TEAM 148.3 Indoor Soccer III (.5-1)  
(Changes in SLOs and texts)
- TEAM 148.4 Indoor Soccer IV (.5-1)

		(Changes in SLOs, assignments, and texts)
TEAM 150	Softball (.5-1)	(Changes in SLOs and texts)
TEAM 165	Advanced Track and Field (.5-2)	(Change in SLOs)
TEAM 171.1	Volleyball I (.5-1)	(Change in SLOs)
TEAM 171.2	Volleyball II (.5-1)	(Change in SLOs)
TEAM 171.3	Volleyball III (.5-1)	(Change in SLOs)
TEAM 171.4	Volleyball IV (.5-1)	(Changes in SLOs and objectives)
TEAM 180	Volleyball – Applications in Team Tactics (.5-1)	(Change in SLOs)
TEAM 182	Individual Volleyball Training (.5-1)	(Change in SLOs)

- **Course Modifications – by memo**

Removal of Open Entry/Open Exit designation from ACTG 103, ACTG 106, and ACTG 107

- **Program Modification**

- Art: Photography – AA Degree (Change in number of units from 21 to 18; removal of ART 350)

- **New Policy**

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

### **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**

DSKL 822 Study Smart Skills (1) - **approved**

- **New Programs**

- Business Information Worker – Certificate of Achievement - **approved with correction to Certificate of Specialization**

A question was raised about the correlation between this program and the Office Assistant II certificate. The latter certificate has been dormant. The department will

discuss the possibility of deactivating the Office Assistant II certificate. This will hopefully be done by the last COI meeting in May.

- **New Courses**

- KINE 203 Yoga Pedagogy Research 1 (3) - **approved**
- KINE 204 Advanced Yoga Pedagogy & Philosophy (3) - **approved**
- KINE 205 Advanced Yoga Asana (3) - **approved**  
*Approved with correction to SLO B: replace “flow-based yoga” with “restorative yoga”.*
- KINE 206 Yoga Pedagogy Research 2 (2) - **approved**  
(DE supplement)

- **Course Modifications**

- FITN 339 Pilates Circuit Training (.5-1) - **approved**  
(Addition of prerequisite; changes in description, SLOs, content, methods of instruction, assignments, evaluation, and texts)
- KINE 125 Pilates Mat Instructor Training (3) - **approved**  
(Changes in recommended preparation, description, content, methods of instruction, assignments, evaluation, and texts)
- KINE 126 Pilates Reformer Instructor Training (3) - **approved**  
(Changes in recommended preparation, description, content, methods of instruction, assignments, evaluation, and texts)
- KINE 127 Pilates Apparatus Instructor Training (3) - **approved**  
(Changes in recommended preparation, description, content, methods of instruction, assignments, and evaluation)

- **New Programs**

- Yoga Teacher Training – 300 Hour – Certificate of Specialization - **approved**

- **Open Agenda**

- Memo: Addition of a Local Associate Degree GE Pattern Option  
The Chair will send out the pros and cons of this memo for COI members to present to their divisions. The Articulation Officer and the representatives from the Counseling Department are not present in today’s COI meeting. They are attending a conflicting meeting about ADTs. Discussion on the addition of a local associate degree GE pattern option is postponed to the next meeting.
- COI Membership and quorum  
Discussions on COI membership and quorum will need to wait until a decision is made in Academic Senate. COI quorum may or may not change. The practice has been to use 6 as the quorum; some committee members are non-voting.

**Meeting adjourned at 3:01 pm.**