College of San Mateo

Committee on Instruction
May 11, 2017 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen
Library	Kalina Tabatt
Math/Science Division	Chris Smith, Christopher Walker
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Academic Support and Learning Technologies	Ron Andrade
Creative Arts/Social Science Division	Nico van Dongen
Language Arts Division	Jeramy Wallace
ASCSM	Natalia Gomez

Non-Voting Members	Sandra Comerford, Ada Delaplaine, Niruba Srinivasan, Alma Gomez

Excused Non-Voting Members	Marsha Ramezane

Other Attendees	Laura Demsetz, Michelle Schneider

Chair, Teresa Morris called the meeting to order at 2:26 p.m.

Motion was MSCU to approve the revised May 11, 2017 agenda. *BUSW 105 was moved from the Consent Agenda to the Substantive Agenda. An Action Item was added to the Substantive Agenda: Vote on COI Chair for next year.*

Action Items

Motion was MSCU to approve the revised Consent Agenda.

- **Approval of April 27, 2017 Minutes**

- **Course Modifications**

HSCI   100   General Health Science (3)
                (DE update; changes in description, SLOs, objectives, content, methods of
                instruction, assignments, evaluation, and texts)

- **Course Deactivations**
    ELEC   444   Automated Process Control System Design (4)
    FILM   680MA   Watching Cable Television (3)
    TEAM   680MC   Tournament Volleyball (.5)
    TEAM   680MD   Beginning Volleyball (.5-1)

- **Course Deactivations – by memo**
    AJPS and FTPS 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.

- **New Courses**
    COUN   115   Transfer Essentials II (.5) – *approved with GE*
                (Proposed for GE area E5d: Career Exploration and Self-Development)
                Approved with the addition of Eligibility for ENGL 100 or ENGL 105 as recommended preparation, and changes in textbooks.

                A general question was raised about listing textbooks in the course outline, which could set a precedent when reviewing this section. It is required that the Representative Texts section be completed. What might not be clear is if the textbooks on the list are required for students to purchase or are for faculty to use as reference. We should consider the cost to students. If there are expensive books on the list, are there other options for students? The Chair suggested listing books under "Other" to indicate these are possible resources instead of textbooks. The outline lists representative texts; they are not necessarily the required texts.

- **Course Modifications**
    COUN   114   Transfer Essentials I (1) - *approved*
                (Changes in title, units, hours, description, SLOs, objectives, content, assignments, and evaluation)
                Approved with the addition of Eligibility for ENGL 100 or ENGL 105 as recommended preparation.
    BUSW   105   Introduction to Microcomputers (1.5) - *postponed*
                (Changes in SLOs, objectives, methods of instruction, assignments, and texts)

This course will be returned to the author. There were discussions on possibly changing the title to Introduction to Personal Computers, updating the textbooks, and making other updates to better serve student needs. There is interest in course enrollment data and student demographics.

ENGR 680MB Introduction to Rocket and Drone Science and Engineering (3) - **approved**
(Changes in title and prerequisites)
The discipline assignments for this course are ENGR and PHYS.

PHYS 680MB Introduction to Rocket and Drone Science and Engineering (3) - **approved**
(Changes in title and prerequisites)
The discipline assignments for this course are ENGR and PHYS.

KINE 101 Introduction to Kinesiology (3) - **approved**
(DE update; addition of recommended preparation; changes in SLOs, objectives, methods of instruction, assignments, evaluation, and texts)

- **Program Modifications**
  - CAD/Drafting Technology - AS Degree (Changes in units and courses) - **approved**
  - CAD/Drafting Technology - CA (Addition of description and career opportunities, changes in units and courses) - **approved**
  - Digital Media: Graphic Design - AA Degree (Change in units, removal of DGME 212 - banked, and DGME course title updates) - **approved**
  - Digital Media: Graphic Production - CA (Changes in units and career opportunities, removal of DGME 212 - banked, and DGME course title updates) - **approved**

- **Action Item**
  - Vote on COI Chair for next year
  Teresa Morris was nominated and unanimously approved to be the COI Chair for next year.

  One of the members inquired about the status of the name change from Committee on Instruction to Curriculum Committee. The Chair has brought this up in Academic Senate and will bring it up again as a change in bylaws to be voted on at their first meeting.

- **Open Agenda**
  - Memo: Addition of a Local Associate Degree GE Pattern Option – **postponed**

  - Discussion of Institutional Learning Outcomes in relation to GE Handbook
  The Chair distributed copies of a draft of the Institutional Learning Outcomes that was discussed in Academic State. There are changes in ILOS and SLOs; requirements on assessments are coming out, including how often this needs to be done. This agenda item is related to a question raised by Judith Hunt about the timeframe for making SLO changes. There is a move in many departments to simplify SLOs. This dovetails with conversations we have had about SLOs versus objectives. For C-IDs, reviewers mainly

look at course objectives. In most cases, it is not appropriate that the SLOs and course objectives should be the same.

A course outline was presented as an example and the Chair brought attention to the dates listed at the bottom of the document. These dates are standard district-wide. The Curriculum Committee Approval Date is the date when the course was reviewed by COI; this follows the 6-year or 2-year CTE review clock. Effective Term is when the course is taught using the course outline version. The dates should match. The dates might not match if only the SLOs are updated. There was a question on whether changing SLOs only starts the 6-year cycle. The Effective Date indicates that a full review was done on the course outline, not just an SLO change review. What would the policy be so that the course outline accurately reflects that only the SLOs were updated – that other items were not reviewed? One of the items that has to be reviewed every 6 years is prerequisite updating.

There was a suggestion to add a date for SLO Only Change so we can comply with required institutional changes. Adding a date for SLO Only Change would necessitate a change in Effective Term so the dates match. A second suggestion was made to add another line for Curriculum Committee Approval Date - SLO Change Only. Proposals will have to be submitted in CurricUNET.

Some departments measure every SLO every semester. One constraint is that SLOs can be changed only once a year because this information goes into Tracdat. If there are changes several times per year, it is possible that there will be syllabi with the wrong information.

The District Curriculum Committee has been discussing changes they would like to make on how the course outline appears. The current format follows the paper versions that we have used for the past few years. The Chair presented a list showing the items that are mandated by the State to appear in the course outline. SLOs are not on the list, but SLOs are required for accreditation.

Judith inquired about the process for updating SLOs, how easy or challenging this would be. When SLOs are changed, there is a lot of background work for staff to do. In response to a comment that the SLOs in some departments might not have been mapped, Sandra Stefani Comerford, Vice President of Instruction, informed the group that a map was created a few years ago, but mapping has to be done again. ~~Some changes made do not appear in Tracdat.~~

In the past, COI had created a Proposal Type: "SLO Update Only" but at that time, many course outlines needed a lot of cleanup and sometimes, other items would also be revised. Proposals might be submitted that indicate SLO Update Only but the courses might need major revisions in other areas. Should we allow SLO Update Only if COI members review the course and realize it needs other revisions? What do we say to

authors if they also change textbooks or recommended preparation? This would automatically mean it is more than just SLO only change and would start the review clock. This process could lead to confusion.

There was a request to inform the larger community about required SLO changes as soon as possible, including information on the process and deadlines for making proposal changes. If the deadline is not met, it will be another year before changes can be made.

Dean Laura Demsetz suggested that because of the SLO change requirements, COI take a one-time only – SLO Change Only memo, and inform divisions about deadlines. We can reserve one COI meeting to review these changes. Instruction Office staff will update the courses in CurricUNET. This way, we can ensure that changes are made only to SLOs and not to other areas in the course outline. Tracdat also has to be updated. Another option is to add the SLO Change Only deadline information in the COI calendar. We need to make sure people pay attention to deadlines. The Chair can consider taking a memo because this is a systemic change but we need to figure out technical issues such as version control and policies for the regular process. One issue that might crop up is that a lot of courses will be reviewed for SLO Update Only in a given year, and the same courses will be reviewed again in 6 years. The Chair will work with members on the timeline and guidelines for changing SLOs.

The Chair will bring the ILO agenda item back in Fall. Changes impact the GE Handbook.

- Math 190 - Regarding competency requirements for AA/AS Degree - ***postponed***

The following COI members will continue to represent their divisions in fall: Martin Bednarek, Mary Valenti, Christopher Walker, Melissa Green, Nico van Dongen, and Fermin Irigoyen.

Sandra gratefully thanked everyone for serving on the committee.

Meeting adjourned at 4:07 pm.