

In order for a substantive proposal to be reviewed and considered for approval, the writer or the writer's designee must be present at the meeting at which their course or program is presented or the proposal will be tabled. Attendance is not required for consent agenda proposals.

The day before the meeting, faculty submitters should check in CurricUNET for possible last minute comments from the full committee review. Comments are visible under My Proposals -- CHECK STATUS

Revised 10-10-17

# College of San Mateo

Committee on Instruction  
October 12, 2017 (2:15 p.m.)  
Building 10, Room 468

## AGENDA

### I. Call to Order (a quorum is six voting members)

### II. Approval of Agenda

#### Action Items

### III. Consent Agenda

*Courses listed on the consent agenda have been reviewed for listed changes. Though courses on the consent agenda have had no 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.*

- **Approval of September 28, 2017 Minutes**

- **Course Modifications**

- ACTG 103 Ten-Key Skills (.5)  
(DE update)
- ACTG 106 Accounting Cycle Survey (1)  
(DE update; changes in description, SLOs, and texts)
- ACTG 107 Time Value of Money Survey (1)  
(DE update; changes in description, SLOs, methods of instruction, assignments, and texts)
- ACTG 119 Personal Financial Planning (3)  
(DE update; changes in SLOs and texts)
- ACTG 121 Financial Accounting (4)  
(DE update; changes in SLOs and texts)
- ACTG 131 Managerial Accounting (4)  
(DE update; changes in SLOs and texts)
- ACTG 144 Quickbooks: Set-up and Service Business (1.5)  
(DE update; changes in SLOs and texts)
- ACTG 145 Quickbooks: Payroll and Merchandising Business (1.5)  
(DE update; changes in SLOs and texts)
- ACTG 161 Intermediate Accounting I (4)

- (DE update; changes in description, SLOs and texts)
- ACTG 162 Intermediate Accounting II (4)  
(DE update; changes in description, SLOs, content, and texts)
- ACTG 163 Auditing (3)  
(DE update; changes in description, SLOs, and texts)
- ACTG 165 Cost Accounting (3)  
(DE update; changes in description, SLOs, and texts)
- ACTG 167 Advanced Accounting (4)  
(DE update; changes in description, SLOs, methods of instruction, assignments, and texts)
- ACTG 168 Financial Management for Accountants (3)  
(DE update; changes in title, description, SLOs, methods of instruction, and texts)
- ACTG 175 Volunteer Income Tax Preparation (2.5)  
(Changes in SLOs and texts)
- ACTG 176 Enrolled Agent Exam Preparation (3)  
(Changes in SLOs and text)
- ACTG 181 Taxation of Individuals Using Tax Software (4)  
(Changes in description, SLOs, and text)
- ACTG 182 Taxation of Business Entities Using Tax Software (4)  
(Changes in description, SLOs, and text)
- ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software (2)  
(Changes in description, SLOs, and text)
- ACTG 665MB Taxation and Employee Stock Options (.5)  
(Change in SLOs)
- ACTG 665MC The Retired Taxpayer (1)  
(Change in SLOs)
- ACTG 665MD Lacerte Tax Software Basics (.5)  
(Change in SLOs)
- ACTG 665ME Electronic Tax Research (.5)  
(Change in SLOs)
- ACTG 665MF Depreciation Basics (.5)  
(Change in SLOs)
- ACTG 665MH Foreclosures & Debt Cancellation (.5)  
(Change in SLOs)
- ACTG 665MI Taxation of Rental Real Estate (1)  
(Change in SLOs)
- ACTG 665MJ Employee Business Expenses (.5)  
(Change in SLOs)
- ACTG 665MK Taxation of Investments (.5)  
(Change in SLOs)
- ACTG 665ML Taxation of Net Operating Losses (.5)  
(Change in SLOs)
- ACTG 665MM IRS Reporting for Nonprofits (.5)  
(Change in SLOs)
- ACTG 665MN Sole Proprietorships (.5)  
(Change in SLOs)

ACTG	665MQ	Estate Taxation Update (.5) (Change in SLOs)
ACTG	665MR	Tax Practice and Procedure (.5) (Changes in SLOs and texts)
ACTG	665MS	Tax Controversies and Client Representation (.5) (Changes in SLOs and texts)
ACTG	665MT	Preparing Form 706 Estate Tax Return (.5) (Change in SLOs)
ACTG	665MU	Foreign Tax Credit (.5) (Changes in SLOs and texts)
ACTG	665MV	Foreign Account & Asset Tax Reporting (.5) (Changes in SLOs and texts)
ACTG	665MW	IRS Representation & Ethics (.5) (Change in SLOs)
ADMJ	185	Introduction to Forensic Science (3) (Changes in SLOs, objectives, and text)
AJPS	100	Law Enforcement Field Training (1-12) (2 year update requirement: no changes)
AJPS	107	Basic Police Academy (22) (Changes in SLOs and objectives)
AJPS	112	Dispatch Academy (3) (2 year update requirement: no changes)
AJPS	705	Advanced Officer Training (.5-2) (2 year update requirement: no changes)
AJPS	707	Basic Pub.Sfty Dispatch Update (1-5) (2 year update requirement: no changes)
AJPS	708	Street Gangs (.5) (2 year update requirement: no changes)
AJPS	714	Citizen's Academy (.5-1) (Addition of representative text)
AJPS	718	Communication Training Officer (1) (2 year update requirement: no changes)
CIS	137	iOS/Swift Programming (4) (DE update; change in texts)
COUN	111	College Planning (1) (Increase in units; changes in hours, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts) <b><i>Returned under consent agenda to review updated description.</i></b>

- **Course Deactivations**

ART	315	Mixed Media Art (3)
ART	316	Mixed Media Art 2 (3)
ART	317	Mixed Media Art 3 (3)

#### IV. 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**

- ART 253 Plein Air Painting II (3)
- ART 254 Plein Air Painting III (3)
- ART 255 Plein Air Painting IV (3)

- **Course Reactivation**

- ART 124 Old Masters' Aesthetics and Techniques (3)  
(Changes in hours, transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

Modifications

- ACTG 665MO Tax Update & Ethics (.5)  
(Change in SLOs)
- ACTG 100 Accounting Procedures (3)  
(DE update; changes in SLOs and texts)

- **Open Agenda**

- Discipline Assignment – Policy and Procedure