

College of San Mateo

Committee on Instruction
January 25, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Creative Arts/Social Science Division	Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen, David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek

Absent/Excused

Business/Technology	Kamran Eftekhari, Melissa Green
Creative Arts/Social Science Division	Judith Hunt
Math/Science Division	Chris Smith
Student Services	Mary Valenti
ASCSM	Gabriela Topete Eng Goon

Non-Voting Members

Sandra Stefani Comerford, Marsha Ramezane, Ada Delaplaine, Alma Gomez

Excused Non-Voting Members

Niruba Srinivasan

Other Attendees

Laura Demsetz, Heidi Diamond, John Lucchesi, Ashley Phillips, Angela Stocker, Peter von Bleichert, Jeramy Wallace, Shawn Westmoreland

Chair, Teresa Morris called the meeting to order at 2:22 p.m.

Motion was MSCU to approve the revised January 25, 2018 agenda.

Action Items

Motion was MSCU to approve the revised Consent Agenda.

- **Approval of December 7, 2017 Minutes**

- **Course Modifications**

- ARCH 100 Survey of Modern Architecture (3)
(Changes in objectives, methods of instruction, assignments, and texts)
- ARCH 120 Architecture + Design Drawing I: Drawing and Visual Thinking (2)
(Changes in content, assignments, evaluation, and texts)
- ARCH 140 Architecture + Design Drawing II: Design Communication (2)
(Changes in content, methods of instruction, assignments, evaluation, and texts)
- ARCH 210 Design I: Introduction to Architecture, Environmental Design, and the Design Process (4)
(Changes in description, SLOs, objectives, assignments, and texts)
- ARCH 220 Design II: Architecture Design, Form and the Built Environment (4)
(Changes in description, assignments, and texts)
- ARCH 666 Introduction to Architecture (1)
(Correction of typos in SLOs and objectives; changes in assignments and texts)
- ART 350 Visual Perception (3)
(Addition of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)
The course was reviewed at the 11/16/17 meeting, and returned to the author for recommended catalog description revisions.
- ENGL 850 Individual Writing Instruction (.5-3)
(Changes in assignments and texts)

- **Course Modification by memo**

- PLSC 130 International Relations (3)
(Typo correction in SLO 3 and SIO 3)

- **Program Modifications**

- Art History – Certificate of Achievement (Addition of ART 124 as a selective course; ART 104 title change)
- Art: Art History – AA Degree (Addition of ART 124 as a selective course; ART 104 title change)
- Computer Science Applications and Development – Certificate of Achievement (Change in career opportunities; addition of new selective courses: CIS 129 and CIS 138)
- Computer Science Applications and Development – AS Degree (Change in career opportunities; addition of new selective courses: CIS 129 and CIS 138)
- Web and Mobile Application Development – AS Degree (Addition of new selective courses: CIS 129 and CIS 138)
- Web and Mobile Application Development – Certificate of Achievement (Addition of new selective courses: CIS 129 and CIS 138)

- Web Programming – Certificate of Specialization (Addition of new selective course: CIS 129)
- Dental Assisting – Certificate of Achievement (Changes in description and requirements; units changed from 37-39 to 34)
- Film – AA Degree (Addition of new selective course: FILM 123)

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**

ARCH 146 Introduction to Advanced 3D Digital Modeling (1) – **approved, with catalog description revision; discipline assignment: Architecture**

ARCH 225 Making Architecture: Building Methods, Materials & Design Build 1 (3) – **approved; discipline assignment: Architecture**

BUS. 672 Cooperative Education: Internship (1-3) – **approved; discipline assignment: Business**

This is a practical experience course where students can get credit for work hours. There is a faculty coordinator who will supervise students. CSM's cooperative education courses have previously been banked. BUS. 672 is the first cooperative education class to be proposed for this school year; there is interest in proposing additional cooperative classes. Instead of using "COOP" as a prefix, the course number "672" will be used to designate that a course is a cooperative course. The TOP code for the corresponding discipline should be used.

ETHN 122 Black Leadership Theory (3) – **approved, with GEs; discipline assignments: Ethnic Studies, African American Studies, Sociology, English, Counseling, Business, History, Political Science**

(Proposed for GE areas: E5b Social Science and E5d Career Exploration and Self-Development)

Leadership can be covered by many different disciplines and taught by instructors with different backgrounds. Deans have the right of assignment. Sandra Stefani Comerford, Vice President of Instruction, advised caution when assigning classes; we have to make sure the instructor is qualified. This course has 8 discipline assignments for now. The list can change; we can add or subtract disciplines at a later time.

ETHN 123 Black Leadership Practicum (3) – **approved, with change in GE from E5b to E5d; discipline assignments: Ethnic Studies, African American Studies, Sociology, English, Counseling, Business, History, Political Science**
(Proposed for GE area: E5b Social Science)

After discussions, it was decided that GE area E5d Career Exploration and Self-Development is a better fit than E5b Social Science.

- LIT. 154 Introduction to LGBT Literature (3) – **approved, with GEs; discipline assignment: English**
(Proposed for GE areas: E2b English, literature, Speech Communication; E2c Communication and Analytical Thinking; E5c Humanities)
There is a question on the acronyms LGBT, GLBTQ, and LGBTQ which are used in the title, description, objectives, and content. The course is approved as is for now; COI can take a memo if the acronyms will be modified.
- LIT. 221 World Literature from 1600 (3) – **approved, with change in title; GEs approved; discipline assignment: English**
(Proposed for GE areas: E2b English, literature, Speech Communication; E2c Communication and Analytical Thinking; E5c Humanities)
The title changed from Survey of World Literature II to World Literature from 1600. This course will be replacing LIT. 220.
- MATH 280 Proofwriting (4) – **approved; GEs are not needed; discipline assignment: Mathematics**
(~~Proposed for CSM Competency: C1: Math/Quantitative Reasoning and GE area: E2c Communication and Analytical Thinking~~)
- MATH 800 Just-in-Time Support for Elementary Probability and Statistics (2) – **approved; discipline assignment: Mathematics**
(DE supplement)
MATH 800, 820, and 890 were created to comply with AB 705. They are considered as add-on courses to regular Math classes. Since this is the first time we are offering this type of classes, we can expect to see them again in the near future for possible revisions as we learn from experience.

The intent is to provide additional support for Math students and improve their success rate. The add-on courses help cover material that the students might have missed. Previously, students who started Math at the lowest level needed to take 3 Math classes before reaching transfer level math courses. We lose students to attrition as they go through the different Math courses.

The add-on courses will be linked to their respective corequisite courses: MATH 800 with MATH 200; MATH 820 with MATH 120; MATH 890 with MATH 190. Students are required to take and pass both classes. MATH 200, 120, and 190 are letter graded; 800, 820, and 890 courses are Pass/No Pass.

There was a comment that each paired class will take a lot of students' time, leaving them less time to take other courses. For example, MATH 820 and MATH 120 comprise 8 units. Christopher Walker replied that research shows students are more successful in courses with high unit values.

The Just-in-Time courses are being offered as distance education since historically, online MATH courses are popular. The courses will probably be more hybrid than online.

Financial Aid covers 30 units of non-degree applicable courses.

The add-on courses are patterned after Cuyamaca College's successful model. Their experience showed student success rate improved four or five times compared to previous rates. Lower-performing students had the highest gains.

There are plans to eventually drop the two lowest MATH classes: MATH 811 and 110.

- MATH 820 Just-in-Time Support for Intermediate Algebra (3) – **approved, with removal of prerequisite; discipline assignment: Mathematics**
(DE supplement)
- MATH 890 Just-in-Time Support for Path to Statistics (2) – **approved, with removal of prerequisite; discipline assignment: Mathematics**
(DE supplement)
- MGMT 306 Essentials of Facility Management (3) – **approved; discipline assignment: Business**
(DE supplement)
- MUS. 124 Jazz Improvisation I (2) - **postponed**
- MUS. 125 Jazz Improvisation II (2) - **postponed**
- MUS. 296 Electronic Music Composition Portfolio 1 (1.5) - **postponed**
(Proposed for GE areas: E5c Humanities and E5d Career Exploration and Self-Development)
- MUS. 297 Electronic Music Composition Portfolio 2 (1.5) - **postponed**
(Proposed for GE areas: E5c Humanities and E5d Career Exploration and Self-Development)
- MUS. 466.3 Advanced Band III (3) - **postponed**
- MUS. 466.4 Advanced Band IV (3) - **postponed**
- MUS. 467.3 Advanced Choir III (3) - **postponed**
- MUS. 467.4 Advanced Choir IV (3) - **postponed**
- MUS. 468.3 Advanced Orchestra III (3) - **postponed**
- MUS. 468.4 Advanced Orchestra IV (3) - **postponed**

- **Course Modifications**

- DGME 170 Digital Advertising (3) - **postponed**
(DE update; changes in hours, description, and content)
- HIST 100 History of Western Civilization I (3) - **postponed**
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

- HIST 101 History of Western Civilization II (3) - **postponed**
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- HIST 260 Women in American History (3) - **postponed**
(DE update; change in SLOs; proposed for GE area: E1 Option 3.)
- MATH 242 Applied Calculus II (3) - **postponed**
(Removal of DE; changes in methods of instruction, evaluation, and text)
- MUS. 454 Jazz Workshop Big Band (1) - **postponed**
(Changes in units, hours, content, methods of instruction, and assignments)
- SOSC 319 Co-Occurring Disorders I: Recognition and Referral (3) - **approved**
(Changes in recommended preparation, SLOs, objectives, assignments, and texts)

- **Course Reactivation**

- SOSC 321 Adolescent/Youth Substance Use Prevention, Interventions and Treatment (3) – **approved, with GE; discipline assignment: Addiction Paraprofessional Training**
(Changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts; proposed for GE area: E5b Social Science)
There is interest and funding for substance use disorders studies.

- **New Program**

- Facility Management – Certificate of Specialization - **approved**

Announcements:

- GE discussions will be held at the COI meetings on February 22, March 22, and April 12. We can have consent items on the agenda, but there will be no review of substantive items. It is important for Marsha Ramezane, Articulation Officer, to attend the meetings where GE will be discussed.
- Jeramy Wallace, Academic Senate President, announced that the requested name change of the Curriculum of Instruction to Curriculum Committee will be discussed as a bylaws change at the next AS meeting on February 13. Their agenda also includes enrollment caps; faculty participation is encouraged. Discussions will affect COI.

Meeting adjourned at 4:14 p.m.