

# College of San Mateo

Committee on Instruction  
October 12, 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	David Laderman
Library	Matthew Montgomery
Math/Science Division	Chris Smith
Student Services	Martin Bednarek, Mary Valenti

### Absent/Excused

Language Arts Division	Fermin Irigoyen
Math/Science Division	Christopher Walker
ASCSM	

### Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Alma Gomez

### Excused Non-Voting Members

Sandra Stefani Comerford, Niruba Srinivasan

### Other Attendees

Laura Demsetz, Michelle Schneider

Chair, Teresa Morris called the meeting to order at 2:24 p.m.

***Motion was MSCU to approve the revised October 12, 2017 agenda. Two sample ACTG courses were moved from consent to substantive agenda.***

The Chair commented that we are not seeing as many course proposals in CurricUNET as we should. She asked committee members to look at the lists given out at the last meeting to see if any of the courses from their divisions need to be reviewed. She urged members to remind their colleagues to put course revisions through and offer help if needed.

### Action Items

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

- **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)

### **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) – <b><i>approved; discipline assignment: ART</i></b>
ART	254	Plein Air Painting III (3) – <b><i>approved; discipline assignment: ART</i></b>
ART	255	Plein Air Painting IV (3) – <b><i>approved; discipline assignment: ART</i></b>

- **Course Reactivation**

ART	124	Old Masters' Aesthetics and Techniques (3) – <b><i>approved; discipline assignment: ART</i></b> (Changes in hours, transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts) <b><i>Approved with the correction of a typo in the description.</i></b>
-----	-----	--

- **Course Modifications**

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

There were comments on the SLOs for some ACTG courses, e.g. use of the verb “discuss” as a learning outcome; ACTG 665 MO: check the SLO language. The Chair will refer the comments to the ACTG department. We can take a memo if changes will be made.

A question was raised on whether the 665 courses should be included in the catalog. The response was that there had been a prior decision to not include the 665s in the catalog. We need to keep track of the 665 courses for repeatability.

- **Open Agenda**

- Discipline Assignment – Policy and Procedure

The Chair asked members to review the documents from Chaffey College and Napa Valley College that were handed out. She would like input for a draft on definitions of cross listing and double-coding that will be included in the curriculum handbook. This will help faculty understand their choices and the impact of their choices. A google document will be sent out for comments. A member suggested also doing research on CSU and UC definitions.

As an example, our current practice in FILM 277 and LIT. 277 had been to cross list them and have them team taught. David Laderman clarified that he has taught the FILM 277 course on its own and also team-taught it with LIT. 277 as a cross listed course. In the latter case, there are two different CRNs. Cross listing does not require team teaching if the instructor has the minimum qualifications for both disciplines. A student cannot take both courses. It would be useful to students for a course to have two disciplines for transfer or articulation reasons. The course outlines are similar in cross listed courses.

For courses with multiple disciplines, it makes more sense to use “or” rather than “and”. The hiring process would be more difficult if disciplines need “and”. Most of our courses will have a single discipline or have “or” for multiple disciplines. The course content should dictate discipline assignment, not the course prefix. We should also consider student needs when assigning disciplines; their needs might be better served if a course has more than one discipline. The committee will make decisions on disciplines with input from faculty; if something is not clear, we will ask what conversations took place.

There is a district curriculum meeting on October 24. The Chair will have more information from the other district curriculum chairs by the next COI meeting. Academic Senate will be informed about changes and their impact.

The department memos for discipline assignments are due on December 15<sup>th</sup>.

**Meeting adjourned at 3:53 pm.**