

# College of San Mateo

Committee on Instruction  
October 26, 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, David Laderman |
| Math/Science Division                      | Chris Smith, Christopher Walker |
| Student Services                           | Mary Valenti                    |
| ASCSM                                      | Gabriela Topete Eng Goon        |

### Absent/Excused

|                  |                    |
|------------------|--------------------|
| Library          | Matthew Montgomery |
| Student Services | Martin Bednarek    |

### Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan, Alma Gomez

### Excused Non-Voting Members

Sandra Stefani Comerford

### Other Attendees

Heidi Diamond, Laura Demsetz, Peter von Bleichert, Tatiana Irwin

Chair, Teresa Morris called the meeting to order at 2:17 p.m.

***Motion was MSCU to approve the revised October 26, 2017 agenda. The ACTG SLO memo was moved from consent to substantive agenda.***

### Action Items

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

- **Approval of October 12, 2017 Minutes**
- **Course Modifications**  
ACTG 100 Accounting Procedures (3)

|      |       |  |
|------|-------|--|
|      |       | (DE update; changes in SLOs and texts)   |
| ACTG | 665MO | Tax Update & Ethics (.5)<br>(Change in SLOs)   |
| ART  | 104   | Modern Art (3)<br>(Changes in title, description, SLOs, objectives, content, methods of instruction, evaluation, and text) |
| CIS  | 128   | Mobile Web App Development (4)<br>(DE update; changes in SLOs, objectives, and texts)                                      |
| MUS. | 275   | History of Jazz (3)<br>(Changes in methods of instruction, assignments, evaluation, and text)                              |

- **Course Deactivation**

|     |     |                                   |
|-----|-----|-----------------------------------|
| ESL | 825 | Writing for Non-Native Speakers I |
|-----|-----|-----------------------------------|

### **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 | 807 | Extended Fine Arts Studio Workshop (1) – <b>approved; discipline assignment: ART</b><br><i>Approved with revisions in SLOs #1 and #2. This class will provide guidance from the instructor, as well as serve as a venue for students working on projects.</i>   |
| CIS | 138 | Internet of Things (3) – <b>approved, with GE; discipline assignment: Computer Science</b><br>(DE supplement; proposed for GE area: E2c Communication and Analytical Thinking)<br><i>A question was raised about including a lab. This can be revisited when the course comes up for review in 2 years.</i> |

- **Course Modifications**

|      |     |   |
|------|-----|---|
| HIST | 310 | California History (3) – <b>returned to faculty author</b> for changes to description and SLO #4; deletion of instructional objective # 5; textbook update. Will return to COI under consent agenda at the next meeting.<br>(New DE supplement; changes in transferability, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts) |
| MGMT | 100 | Introduction to Business Management (3) - <b>approved</b><br>(New DE supplement)<br><i>Approved with an update in text.</i>   |

- **Course Modifications – by memo**  
ACTG SLO memo - **approved**

### **Updates from District Curriculum Committee**

The College of San Mateo is ahead of Cañada and Skyline in assigning disciplines. Discussions are still ongoing. At Skyline, there is a discussion on IDST and the minimum qualifications to teach an IDST course. It is preferred that the 3 colleges be in alignment on discipline assignment for shared courses. Alignment is also preferred for courses with the same course titles and prerequisites. The other colleges might follow a different process for discipline assignment, e.g., assign disciplines when courses come up for review instead of assigning disciplines all at one time.

**Meeting adjourned at 3:26 pm.**