

# College of San Mateo

Committee on Instruction

April 26, 2018 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
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, Christopher Smith
Student Services	Martin Bednarek

### Absent/Excused

Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Kamran Eftekhari
Creative Arts/Social Science Division	Judith Hunt
Student Services	Mary Valenti
ASCSM	Gaby 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, Jeremy Ball, Vincent Li, Michelle Mullane

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

***Motion was MSCU to approve the April 26, 2018 agenda.***

### Action Items

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

- **Approval of April 12, 2018 Minutes**

- **Course Modification**  
NURS 232 Medical/Surgical Nursing (5)  
(Changes in content, assignments, and texts)
  
- **Course Modification by Memo**  
MGMT 306 Essentials of Facility Management (3)  
Addition of Building Maintenance as a discipline assignment
  
- **Program Modifications**
  - Addiction Studies – AA Degree (Changes in description, career opportunities, PLOs, and course requirements)
  - Addiction Studies – Certificate of Achievement (Change in description, addition of career opportunities, changes in course requirements)
  - Communication Studies – Certificate of Specialization (Addition of description, addition of COMM 115 as an elective course)
  - Ethnic Studies – AA Degree (Changes in required core courses and selective courses)
  - Film, Television, and Electronic Media – AS-T (Removal of FILM 277 [being banked] as a selective course)
  - Electronic Music – AA Degree (Addition of new selective courses: MUS. 210 and MUS. 296)
  - Electronic Music – Certificate of Achievement (Addition of new selective courses: MUS. 210 and MUS. 296)
  - Music – AA Degree (Addition of 2 new selective courses: MUS. 124 and MUS. 210)

### **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 Course**  
COMM 115 Survey of Human Communication (3) – **approved with GEs; discipline assignment: Communication Studies**  
(Proposed for GE areas: E2b English, literature, Speech Communication; E2c Communication and Analytical Thinking; E5d Career Exploration and Self-Development)
  
- **Course Modifications**  
BUS. 125 International Business (3) – **approved, with minor revisions in description**  
(New DE supplement; changes in SLOs and texts)  
BUS. 150 Entrepreneurship – Small Business Management (3) - **approved**  
(New DE supplement; changes in SLOs and texts)

- BUS. 171 The Entrepreneurial Mindset (1.5) – **approved, with minor revision in description**  
(New DE supplement; change in SLOs)
- BUS. 180 Marketing (3) - **approved**  
(New DE supplement; changes in SLOs and texts)
- BUS. 295 Computer Systems in Business (4) – **for further discussion, to return at the next meeting**  
(New DE supplement; changes in description, SLOs, and texts)  
*There was a suggestion to revise the description to match that of Cañada’s, which has the same C-ID number. The Business Department will be consulted. CSM’s BUS. 295 has 4 units compared to Cañada’s 3 units. There are other components that might be different.*
- COUN 111 College Planning (1) - **approved**  
(New DE supplement)
- COUN 114 Transfer Essentials I (1) - **approved**  
(New DE supplement)
- COUN 115 Transfer Essentials II (.5) - **approved**  
(New DE supplement)
- MATH 242 Applied Calculus II (3) - **approved**  
(Removal of DE; changes in methods of instruction, evaluation, and text)

- **New Programs**

- Individual Tax Professional – Certificate of Specialization - **approved**
- Athletic Coaching Certificate – Certificate of Specialization - **postponed**
- Law, Public Policy, and Society – AA-T - **approved**
- Child and Adolescent Development – AA-T – **approved, with the removal of BIOL 130 as a selective course**
- Pre-Counseling – Certificate of Achievement – **approved, with a change in title to add “Psychology”**
- Psychology – AA Degree – **approved, with the removal of BIOL 130 as a selective course**
- Psychology: Pre-Counseling – Certificate of Specialization - **approved**

- **Approval of Discipline Assignments – Discipline List 4/26/2018 was approved.**

Any changes to discipline assignments can be made by submitting a memo to COI; we will not require full proposals. David Laderman will follow up on the discipline assignments for ESL, Reading, and Modern Languages. The Chair will check the Geography assignment. She noted that some of the BUS. or MGMT courses might be able to use Business OR Management as discipline assignments.

**Open Agenda:**

- Continuation of GE discussions – **postponed**

**Announcement:** The Chair announced that the Spring Curriculum Regional North Conference will be held at San Jose City College on May 18. Interested members may register for the conference. She can share her Google notes from the conference with members.

**Meeting adjourned at 3:45 p.m.**