

College of San Mateo

Committee on Instruction

September 14, 2017 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt
Language Arts Division	Fermin Irigoyen, David Laderman
Library	Matthew Montgomery
Math/Science Division	Chris Smith, Christopher Walker
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Academic Support and Learning Technologies	Ron Andrade
Creative Arts/Social Science Division	Nico van Dongen
Kinesiology Division	Shana Young
ASCSM	

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan, Alma Gomez

Other Attendees

Laura Demsetz

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

Motion was MSCU to approve the September 14, 2017 agenda.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of May 11, 2017 Minutes**
- **Approval of August 24, 2017 Minutes**
- **Course Modification**
 - BIOL 110 General Principles of Biology (4)
(Changes in description, objectives, content, methods of instruction, assignments, evaluation, and texts; addition of materials fee)

- **Course Modification – by memo**
 - Removal of TBA hours from ARCH 680MB
 - Removal of TBA hours from PHYS 220 and PHYS 270
- **Course Deactivations**

NURS	264	Perioperative Nursing (7)
NURS	265	Perioperative Nursing Preceptorship (10)
- **Program Modifications – by memo**
 - Technical memo for catalog cleanup

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.

- **Approval of 2017 – 2018 Committee on Instruction goals - *approved***
 - Goal: Review and approve new and modified courses and programs (ongoing)
 - Benchmark: Number reviewed and outcome.
 - Goal: Review General Education pattern for possible revision
 - Benchmark: open forums concerning GE requirements, COI and ASGC approvals for revisions to GE pattern.
 - ~~Goal: Review and update General Education Handbook and Curriculum Handbook~~
 - ~~Benchmark: new versions issued effective the next academic year~~

The Committee voted to approve the first two goals. The GE and Curriculum handbooks can be updated as we revise policies. This doesn't need to be a goal. Committees could be assigned to look at specific areas.

Discussions on GE pattern revisions will involve all the divisions. We will also need to check alignment with Skyline and Cañada.

A motion was made and approved to dedicate the COI meetings scheduled on 2/22/18, 3/22/18, and 4/12/18 for discussions on goals and the GE requirements and GE pattern. The Chair advised members to inform their divisions about the schedule changes so that submitters can plan accordingly.

- **Open Agenda**
 - ~~SLO Policy~~

The SLO policy will not be discussed at this meeting. There are changes going on with catalog production. We need clearer guidelines on timelines before we start discussing the SLO policy.

- Additional training
- Discipline assignments

The Chair asked members to check out the Minimum Qualifications document posted on the COI website. COI members need to understand disciplines; we need to codify what we want to do. We have normally assumed that the prefix and the discipline are the same, but this is not always the case.

The Chair shared an example: FILM 277 and LIT. 277 are cross listed courses. They have the same title and course outline. The disciplines are Literature or Film. The minimum qualifications to teach the course would be the MQs for either Literature or Film. A member asked if cross listed classes are listed in both areas. There has been a local practice to offer the Literature class in one semester, then offer the Film class in the next semester. David Laderman added that the classes have been team-taught in the past.

Another example of similar courses: SOCI 110 and PSYC 110: Courtship, Marriage and the Family. The titles are the same but the outlines are different. A student can't take both. In terms of articulation of cross listed courses, credit can only be given for one, not both.

There followed an exercise on matching prefixes and disciplines and checking the qualifications for teaching. The following information was discussed:

- OCEN: There is no Oceanography discipline. The closest disciplines are Geography, Earth Science and maybe Biological Sciences. The Chair pointed out what faculty with the qualifications for these discipline areas can teach. We have to review the course content and match it with the educational background for teaching.
- The deans have the right to assign classes and have to get involved in the discipline assignments and MQ review. The discipline assignment needs to be documented on our course outline. Part of the process is dictated by Title 5.
- LIT.: There is no Literature discipline. We can match Literature courses with the English discipline. Faculty can be assigned a class if minimum qualifications are met. If there is a conflict, the dean will decide based on course needs; preference is to assign a course to the faculty with the higher level.
- There is some state regulation on who can teach specific courses, e.g. DSKL, EOPS, ADAP.
- GBST was designed to have multiple discipline assignments. COI discussed this in Spring 2017.

- ETHN: There are some History courses that are taught under Ethnic Studies. These courses may be articulated/transfer as Ethnic Studies.

The Chair will meet with the deans next week, then will attend the division meetings to discuss discipline assignments. She plans to distribute a list of courses to divisions for their review. Most course authors will not be familiar with discipline assignments. COI members can help with this, including checking out the MQs. Deans will also be involved. Consult the COI Chair if there are questions. If a prefix is clearly the same as the discipline assignment, submit a memo to COI reaffirming this, with the list of courses so we can get those cleared. During the review, check if the prefix and discipline match. If they don't match, initiate a conversation or make a comment in CurricUNET.

A committee member asked for clarification on the following procedural questions:

1. What is the policy if during review, it is noted that a course matches the curriculum offered in one division but is being offered in another division, should this be called out?
2. If such a course is not being submitted for review, can it be reviewed outside of the regular process?

It is better to have such courses go through the natural workflow of review. This will also be the case if a department thinks a course in another division should have another discipline, e.g., MATH and COMM for some BUS. courses. When the course comes up for review, comments can be made and addressed then. Over time, all courses will go through COI for review, following the natural process. It's also possible that a course will be submitted ahead of its cycle.

Other schools that are assigning disciplines include Chaffey College and Napa Valley College. The Chair will email copies of their policies to COI members for review, as well as post the documents on the COI website.

The Chair mentioned that this is a good time to be reviewing discipline assignments. In the past, when there had been budget issues, faculty load assignments were dependent upon minimum qualifications.

Meeting adjourned at 3:58 pm.