

College of San Mateo

Committee on Instruction

September 28, 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
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen, David Laderman
Library	Matthew Montgomery
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Math/Science Division	Chris Smith, Christopher Walker
ASCSM	

Non-Voting Members

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

Other Attendees

Laura Demsetz, Heidi Diamond, Raymond Kaupp, Peter von Bleichert, Ashley Phillips, Cynthia James, Michelle Schneider, Jeremy Ball

Chair, Teresa Morris called the meeting to order at 2:18 p.m.

Motion was MSCU to approve the revised September 28, 2017 agenda. Changes were made in the order of courses to be reviewed.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of September 14, 2017 Minutes**
- **Course Modifications**
 - ADMJ 100 Introduction to the Criminal Justice System (3)

- (Changes in SLOs, objectives, and text)
- ADMJ 102 Principles and Procedures of the Criminal Justice System (3)
(Changes in SLOs, objectives, and text)
- ADMJ 104 Concepts of Criminal Law (3)
(Changes in SLOs, objectives, and text)
- ADMJ 106 Legal Aspects of Evidence (3)
(2 year update requirement; no changes)
- ADMJ 108 Community Relations and the Justice System (3)
(2 year update requirement; no changes)
- ADMJ 120 Criminal Investigation (3)
(Changes in SLOs and objectives)
- ADMJ 125 Juvenile Procedures (3)
(Changes in SLOs and objectives)
- ADMJ 771 PC832 Arrest and Control Training (3)
(Changes in SLOs and objectives)
- ADMJ 775 PC 832 Firearms Training (.5)
(Changes in SLOs and objectives)
- ADMJ 780 Regular Basic Course Module III (7)
(Changes in SLOs and objectives)
- ADMJ 781 Regular Basic Course Module II (9.5)
(Changes in SLOs and objectives)

- **Course Deactivation**

- CIS 420 Project Management Professional Certificate Preparation (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**

- MGMT 680MC Essentials of Facility Management (3) - **approved**
(DE supplement)
Approved with changes in the description.
- COSM 880MH Cosmetology NIC Test Preparation (3) - **approved**
(DE supplement)
Approved with changes in the content.
- FILM 123 Documentary Film: Studies and Practice (4) – **approved with GE**
Approved with a correction in the content. Approved for GE area E5c Humanities.

- **Course Modifications**

- PHIL 103 Critical Thinking (3) - **approved**

- (New DE supplement)
- PHIL 244 Introduction to Ethics: Contemporary Social and Moral Issues (3) - **approved**
(New DE supplement)
- COUN 111 College Planning (1) – **approved preliminarily, will return as a consent item at the next COI meeting to review updated description**
(Increase in units; changes in hours, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

- **Open Agenda**

- Discipline Assignments Working Sessions
COI members participated in a working session on Discipline Assignments.

Meeting adjourned at 4:00 pm.