Members Present
Chair	Laura Demsetz
Business/Technology	Patricia Brannock, Stacey Grasso
Creative Art/Social Science Division	Janet Black, Mike Galisatus
Language Arts Division	George Kramm, Kate Motoyama
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff	Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane

Members Absent or Excused
ASCSM	N/A
Business/Technology	Patti Appel

Other Attendees	Roy Brixen, Kathy Ross, Andreas Wolf

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of DANC 121, ELEC 680MD, ELEC 680ME and ELEC 680 MF.

Motion was MSCU to approve the Minutes May 14, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology

BUSW   450   Microsoft Project Fundamentals I (1.5)
                        (distance education supplement only)

BUSW   451   Microsoft Project Fundamentals II (1.5)*
                        (distance education supplement only)

ELEC   110   Introduction to Fundamentals of Electronics (3)*
                        (course revision – change in enrollment limitation and minor changes)
                        Approved pending revision to prerequisite and description to "Successful completion of ENGL 828 or ESL 400 or equivalent OR appropriate skill level as indicated by the English or ESL placement test or other measures."

ELEC   401   Power and Water Systems Infrastructure (1.5) *
                        (new course)

ELEC   403   Introduction to Industrial Safety (1.5)*
               (new course)

ELEC   405   Transformers and Rotating Machinery (2)*
               (new course)

P.E./Dance/Athletics
COMB   102   Mixed Martial Arts (.5 or 1)*
               (new course)

DANC   116   Waltzing through History (.5 or 1)*
               (new course)

DANC   121   Contemporary Modern Dance (.5 or 1)*
               (course revision – minor changes and removing HBA)

DANC   150   Hip Hop Dance (.5 or 1)*
               (new course)

DANC   665   Dance in a Multicultural Context (.5 or 1)*
               (new course)

FITN   116   Body Conditioning (.5 or 1)*
               (six year update)

FITN   207   Periodized Weight Conditioning (.5 or 1)*
               (new course)

FITN   338   Yoga/Pilates Fusion (.5 or 1)*
               (new course)
               Approved with one abstention

P.E.   301   Introduction to Personal Training (3)*
               (new course)

Motion was MSCU to accept the following 680/880 courses:

Business/Technology
ACTG   680MB   Peachtree (2)*
ACTG   680MC   Microsoft Dynamics (2)*
BLDG   680MB   Green Design for UPC &UMC (3)*
CIS   680MD   Project Management Professional Certificate Preparation (1.5)*
ELEC   680MD   Power and Water Systems Infrastructure (1.5) *
ELEC   680ME   Introduction to Industrial Safety (1.5)*
ELEC   680MF   Transformers and Rotating Machinery (2)*

Motion was MSCU to accept the following Information Only Items:

Creative Arts/Social Science
SOSC 211 – **Banking**

Language Arts
ENGL 101, LIT. 153 – **Banking**

Math Science
GEOL 210 – Banking
GEOL Major Requirement update

Open Agenda
CurricUNET – update
CurricUNET software was purchased for the district at a big discount from the original prices quoted last spring. By using this curriculum software district wide, there will be motivation to bring courses, degree, programs and procedures into alignment, although we will still have some college-to-college flexibility in implementation. The CurricUNET Committee will have its first meeting next week to start on the implementation process.

Hours by arrangement – update (Susan Estes)
The State Chancellor's Office has released more detailed information on Hours By Arrangement (HBA). Our Instructional Deans are currently working with faculty to ensure that courses offering HBA are in agreement with the guidelines. An overview was presented which covered acceptable instructional activities, the process for informing students (via syllabi, course outline, Schedule of Classes, addenda on Websmart), tracking attendance and the minimum qualification requirements for instructors conducting HBA. Special circumstances, such as foreign language HBA, were also covered. In order for the on-site Foreign Language Center to be in compliance, an instructor with an FSA in the appropriate language must be present for students using the lab, e.g., an instructor with an FSA in German cannot supervise students enrolled in French. Some foreign language courses could offer the HBA by online instruction; however, the course would then become a hybrid course and the attendance method would be affected. These courses will be reviewed on a case by case basis to determine the appropriate course of action. The *To Be Arranged (TBA) Hours Compliance Advice Legal Advisory* and the follow-up memos from the State Chancellor's Office will be distributed to the Deans for reference. The objective is to have all courses with HBA in compliance by January 2010.

Forms and website
Laura Demsetz, the COI Chair, went over the revisions on the Six Year Update/Course Revision form, the Permanent Course Approval form and the Course Outline form. The Course Revision form has a new check box for changes in HBA. The Permanent Course Approval form has the audit question reworded and the title of Dean, Articulation and Research has been changed to Articulation Officer. The Course Outline form now includes the FLC calculation and under Representative Instructional Methods the form asks how and where the HBA activity will take place. She also noted that the spell check feature works on the form now. The newly revised forms will be placed on the COI website soon.

Information Competency
The new degree requirement for information competency will be effective Fall 2010. The requirement can be met by: a passing score on an Information Competency pre-test, completing a stand-alone library course, or completing and integrated subject course. Guidelines need to be developed for the integrated subject course. The subcommittee will continue to work on the guidelines however, it was

requested that a COI member volunteer to help the subcommittee as James Carranza is unavailable this semester. The position is currently vacant.

Degree Requirements
Since Title 5 regulations for GE requirements call for less than what we currently require, the question of reviewing and streamlining our requirements was posed. The information competency requirement will be added effective Fall 2010 and the Counseling Division has submitted a request to review the degree and general education requirements to determine whether additions, deletions and changes are appropriate. Other discussion points included the increased attention to the number of students who actually earn degrees and how students will meet requirements given budget cuts and reduced course offerings. If it is determined that the degree requirements will be changed, work must be completed by February 2010 to meet the GE Handbook and CSM Catalog production timelines. It will also be decided later if this topic will be discussed in a full committee or subcommittee format. Laura will be posting the Title 5 regulations, what other schools require and additional information on degree requirements.

New Certificates/Majors
To provide students with more options to receive certificates and degrees, it was suggested that certificates with 12 to 17 units be reviewed to see if they would be potential candidates to become Certificates of Achievement (18+ units). This would require faculty to initiate the paperwork to convert the certificates. These changes would benefit students by giving them credit for all of their course work as well as benefiting CSM by reflecting the certificates earned. There is also interest in investigating new majors or additional options to existing majors that would provide more flexibility for students who are planning to transfer.

Additional Issues
Feedback was requested on the way the course paperwork is posted for the COI Committee. WebAccess will be used next time in conjunction with listing the courses on the server, this process will allow for displaying comments on each course as needed.

COI goals, 2009-10
This agenda item will be carried over to the October meeting.

Motion was MSCU to adjourn the meeting at 4:17p.m.

COMMITTEE ON INSTRUCTION
MINUTES
October 8, 2009

Members Present
Chair   Laura Demsetz
Business/Technology   Patti Appel, Patricia Brannock
                                                         Stacey Grasso (alternate)

Creative Art/Social Science Division   Janet Black, Mike Galisatus
Language Arts Division   George Kramm, Kate Motoyama
Library   Teresa Morris
Math/Science Division   Ken Brown, Barbara Uchida
Physical Education Division   Shana Young
Student Services   Martin Bednarek, Aisha Upshaw
ASCSM   Jade Zoghbi

Non Voting Administrators/Staff   Ada Delaplaine, Susan Estes, Arlene Fajardo,
                                                         Marsha Ramezane

Members Absent or Excused   None

Other Attendees   Diana Bennett, Charlene Frontiera, Linda Hand,
                                                         Linton Bowie, Jim Robertson

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the
addition of welcoming the new student member, the P.E. memo removing hours by arrangement and
two additions under additional items; the accreditation response and the resolution regarding an ad hoc
committee.

Motion was MSCU to approve the Minutes of September 10, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology

BUS   315   Keyboarding I (3)
              (course revision – minor changes)

BUS   316   Keyboarding II (3)
              (course revision – minor changes, removing HBA)
              *Approved pending correction on course revision explanation of changes from #9f to #9d and
              correcting the lettering on #8 of the course outline from a-f to a-d.*

BUSW 105   Introduction to Microcomputers (1.5)
            (course revision – minor changes, removing HBA and change in prerequisite)
            Approved pending submission of a separate validation form for each recommended preparation.

BUSW 114   Windows Fundamentals I (1.5)
            (course revision – minor changes and removing HBA)
            Approved pending submission of a separate validation form for each recommended preparation.

BUSW 115   Windows Fundamentals II (1.5)
            (course revision – minor changes and removing HBA)

BUSW 214   Word Processing I Using Word for Windows (1.5)
            (course revision – minor changes, removing HBA and change in prerequisite)
            Approved pending submission of a separate validation form for each recommended preparation.

BUSW 215   Word Processing II Using Word for Windows (1.5)
            (course revision – minor changes and removing HBA)

BUSW 383   Business Presentations Using PowerPoint for Windows (1.5)
            (course revision - minor changes, removing HBA and change in prerequisite)

BUSW 384   Business Presentations II Using PowerPoint for Windows (1.5)
            (course revision – minor changes and removing HBA)

BUSW 415   Spreadsheet I Using Excel for Windows (1.5)
            (course revision - minor changes, removing HBA and change in prerequisite)
            Approved pending submission of a separate validation form for each recommended preparation.

BUSW 416   Spreadsheet II Using Excel for Windows (1.5)
            (course revision – minor changes and removing HBA)

BUSW 464   Database Management Fundamentals Using Access for Windows (3)
            (course revision - minor changes, removing HBA and change in prerequisite)

BUSW 534   HTML I (Hypertext Markup Language) (1.5)
            (course revision – minor changes and removing HBA)

BUSW 535   HTML II (Advanced Hypertext Markup Language) (1.5)
            (course revision – minor changes and removing HBA)

Motion was MSCU to accept the following Information Only Items:

Counseling
CRER 120, 121, 122 and 123 - **Removing Hours By Arrangement**

Language Arts
ASL 111, 112, 121, 122; FREN 110-112, 120-122, 130-132; GERM 110-112, 120-122, 130-132; ITAL 110-112, 121-122; JAPN 110-112, 120-122 – **Removing Hours By Arrangement**

Math Science
DENT 744 Dental Sealants – revising course FLC (memo and revised Permanent Course Approval Form submitted).

MATH 812 – **Banking**

MATH 110, 115, 120, 200, 222, 241, 251, 252, 253, 268 – eliminating extended hours option for evening classes. Revised course outlines to follow.

NURS 264, 265 – **Banking**

DANC 161, FITN 237, 301, 334, 335 – **Removing Hours By Arrangement**

Motion was MSCU to *not accept* the following Information Only Item:

PE/Dance/Athletics
Change all varsity course descriptions from "minimum of 240 lab hours per term" to "maximum of 175 lab hours per term" to be in compliance with Title V apportionment. Revised course outlines to follow.

The committee decided to postpone the acceptance of the change in the varsity course descriptions until the course outlines are submitted reflecting the changes in hours and corresponding units/flcs.

Open Agenda

Information Competency Subcommittee (information) Teresa Morris
The draft Information Competency Graduation Requirement on Integrated Subject Courses was posted on WebAccess. The document outlines what must be included in a course in order for it to meet the information competency requirement. It also provides a link to the ACRL, Association of Colleges and Research Libraries site, which includes the standards, performance indicators and outcomes that help in creating SLOs for the integrated courses. It was requested that COI members take this information back to their divisions for comment and feedback. Any changes should be given to Teresa Morris in a timely manner. One suggestion was already made, asking for an appendix listing sample courses from different disciplines. The Information Competency report will be forwarded to the Academic Senate and Governing Council. To be included in the 2010-11 catalog, courses that are being modified or developed to satisfy the requirement must be submitted for consideration at the December 10th COI meeting. The Information Competency Graduation Requirement on Integrated Subject Courses will be an action item on our November meeting.

New Certificates/Majors (information)
Update from last meeting, the request for submitting new certificates and majors has been taken to the instructional deans by the Vice President of Instruction.

Curricular impact of budget reduction recommendations (information; action by email or at future meeting)
An extra COI meeting has been called on Thursday, October 15th from 2:15 to 4:15 as a working meeting to go over the proposed changes. Also, there will be an all-faculty meeting held soon to talk about the forthcoming budget reduction proposal.

Laura Demsetz, COI Chair, paraphrased the information presented by President Claire at the campus Budget Reduction Meetings, going over the background, our college mission, expertise we drawn on and the bottom line. She outlined the committee's role in the process and asked for thoughts on the discussion. Over the summer, the Vice President of Instruction and the instructional deans met to assess the curriculum; they reviewed enrollments, loads, and other pertinent information to identify courses and programs that could be reduced. Unfortunately, over the last few months, the budget situation turned out to be worse than expected, and additional courses and programs were identified by cabinet. The resulting list forms will be emailed to all college employees on Monday, October 12th as a preliminary proposal for course and program reduction. Faculty will be asked to review this list, where appropriate, provide alternatives.

CSM is developing an accelerated review process for faculty input. Skyline will be using the complete PIV process; Canada will be using an abbreviated PIV process. There will be a district committee to review and coordinate any district-wide consolidation.

Committee on Instruction's responsibilities are to assess the impact of the proposals on our curriculum and to take appropriate administrative action (e.g. banking of courses) when final decisions are made. In anticipation of future cuts, we may also want to review our curriculum and requirements to identify changes that could be made to allow the college to continue to serve our community in spite of reductions.

Once proposed reduction list is available, faculty may submit additional information regarding the courses and programs proposed for reduction. In addition, faculty may submit proposals for alternate course/program reductions with the same financial impact. Additional information and proposals will be sent to the Academic Senate President and the COI chair and will be organized and collated by an ad hoc committee and then presented to ASGC for approval to forward to the VPI (this is approval to forward the proposals as input from the faculty, not approval of the proposals themselves). The administration will review the faculty's proposals and develop a revised reduction list. This revised list will be sent to faculty for discussion, including discussion by COI, and for approval by the Academic Senate Governing Council. If everyone is in agreement, the President will take the revised list to the Board in December for anticipated Board action in January. COI will then handle banking courses and place programs on hiatus. If the President and the faculty are not in agreement, COI can present an alternate report to the board. The tight timeline is dictated by the need for action in time for the 2010-2011 catalog to reflect any changes.

The COI Committee members were asked to look at courses and see which ones could be offered in different venues, such as Community Education and adult school. Also, members were asked to revisit degree requirements; Title 5 mandates are less than what CSM requires for general education graduation requirements.

Additional issues
2007 Accreditation Self Study – plan to improve honors and global studies: The self study is posted on the PRIE and Accreditation websites. In the self study plan for improvement, descriptions of what needed to be done along with a plan were documented. In the next mid-term report, we must address

how the planning is progressing. The plan for improvement cannot be changed. The oversight committee listed all the plans and standards and the persons or groups responsible for addressing them. At the last Institutional Planning Committee meeting, it was determined that COI was best suited to address if and how we will improve the honors program and global studies. If the decision is to strengthen the program, for example, then an action plan and timelines need to be established. Regardless of the decision to follow through or not, evidence will need to be provided and included in the mid-term report. There was a request for members to submit models of honors programs from other schools. The COI Chair will assemble a document describing the past and current state of the honors and global studies programs and sample programs from other colleges. The honors and global studies programs will be on our agenda in Spring 2010.

Resolution regarding Ad hoc committee: An ad hoc committee has been working on a process for faculty input regarding the proposed budget reductions. The committee includes the Academic Senate President (Diana Bennett) and Vice President (Huy Tran), the COI chair (Laura Demsetz), and a faculty member with experience in the PIV process (Jim Robertson). At our next meeting, COI will be asked to approve the formation and composition of the ad hoc committee.

COI goals, 2009-10: Item postponed to November meeting.

Motion was MSCU to adjourn the meeting at 4:15p.m.

COMMITTEE ON INSTRUCTION
SPECIAL COI MEETING ON
CURRICULAR IMPACT OF BUDGET REDUCTION
MINUTES
October 15, 2009, continued on October 23, 2009

<u>Members Present</u>
Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
	Stacey Grasso (alternate)
Creative Art/Social Science Division	Janet Black, Mike Galisatus
Language Arts Division	George Kramm, Kate Motoyama
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw
ASCSM	Jade Zoghbi

<u>Non Voting Administrators/Staff</u>   Ada Delaplaine, Arlene Fajardo, Marsha Ramezane

<u>Members Absent or Excused</u>   Susan Estes

<u>Other Attendees</u>   Tania Beliz, Sandra Comerford, Steve Cooney, Kate Deline, Charlene Frontiera, Dan Kaplan, Yin Mei Lawrence, Jesus Moya, Larry Owens, Kathy Ross, John Sewart, Erin Scholnick, Andreas Wolf, Angela Skinner, Laura Babbitt (San Matean)

Chair, Laura Demsetz called the meeting to order at 2:17 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda

I.   **Review of COI/Academic Senate process for budget proposals – information**
    The emergency process was reviewed for the committee again.
    - Faculty can submit proposal providing additional information on items listed on the preliminary course list and can also provide additions or replacements.
    - Proposals can be submitted by email no later than **October 30** to csmacademicsenate@smccd.edu and to csmcoi@smccd.edu.
    - Ad hoc committee will organize and collate faculty proposals.
    - Resulting document will go to Academic Senate (COI and ASGC) in November for discussion and "approval" (note: this is approval to forward list to VPI; not approval for reduction of courses/programs)
    - VPI brings to Cabinet; Cabinet and President finalize list (based in part on available financial information)
    - COI and then Academic Senate Governing Council review final recommendations in December.

- If the faculty, represented through the committees, is in agreement with the final recommendations, then COI acts by banking and placing courses on hiatus, as appropriate and the President takes the list to the Board of Trustees.
- Otherwise, the President takes list to board; but COI can take alternate recommendations to the Board directly.
- The Board reviews the list in December and possibly votes in January.

The process has now been discussed at Academic Senate and COI and the preliminary proposals will be discussed at the all-faculty meetings on Friday, 10/16 from 2:00-4:00 p.m. in #36-319 and again on Friday 10/23 from 5:00-7:00 p.m., in #36-319 to accommodate those who cannot attend the afternoon meeting. At that time, the proposal format will be available.

II. Resolution regarding ad hoc committee – action

An addition to the ad hoc committee was proposed and approved at the Academic Senate Governing Council meeting to add "an adjunct faculty member selected by the Academic Senate President in conjunction with the adjunct faculty…" The ad hoc committee will now consist of the President and Vice President of the Academic Senate, the Committee on Instruction Chair, James Robertson, an ASGC member with expertise in the Program Improvement and Viability process and an adjunct faculty member. The group will serve to review faculty recommendations to budget-induced curricular changes during the 2009/2010 academic year. The resolution was brought to a vote and motion was moved, seconded and carried unanimously to approve the ad hoc committee.

III. Brief review of preliminary proposals - information and discussion

When reviewing proposals, consider them in the context of our community and curriculum, service to students with varied goals and the impact on degree and certificate options (GE and major flexibility). Criteria will be discussed for shifting courses from our curriculum to other venues, such as community education, high school adult education, private providers and any other potential venues. The COI Chair has suggested having a temporary arrangement with community education of accepting displaced courses to at least show in course listings with hopes of sufficient enrollment, to give a course a chance. If courses are moved to other venues, such as community education, they will no longer be considered transferable courses. However, some courses could qualify for continuing education credit.

IV. Overview of CSM's curriculum as a whole - information and discussion

Several areas were highlighted as areas for discussion and possible action at our next meeting;, including major/certificate requirements, competency requirements, general education requirements, transfer preparation and stand alone courses.

Students use general education courses not only to satisfy requirements, but also to explore majors and broaden their knowledge. At present, Title V requires a minimum of 18 units distributed as follows:
3 units in natural sciences
3 units in social/behavioral sciences
3 units in humanities
3 units in English composition
3 units of Communication/Analytical thinking
Remainder from the above or locally determined; ethnic studies must be offered in at least one of these areas.

Accreditation standards specify that general education has comprehensive learning outcomes for the students who complete it, including the following:
a. An understanding of the basic content and methodology of the major areas of knowledge: areas include the humanities and fine arts, the natural sciences, and the social sciences.
b. A capability to be a productive individual and lifelong learner: skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means.
c. A recognition of what it means to be an ethical human being and effective citizen: qualities include an appreciation of ethical principles; civility and interpersonal skills; respect for cultural diversity; historical and aesthetic sensitivity; and the willingness to assume civic, political, and social responsibilities locally, nationally, and globally.

CSM's current AA/AS general education requires a total of 26 units, as follows:
E.1. American History, CA State and Local Government (5 to 9 units)
E.2. Language and Rationality (6 to 9 units)
E.3. Health Science (2 units)
E.4. Physical Education (2 classes; 1 to 2 units)
E.5. Additional GE (12 units to include natural science, humanities, social science, lifelong learning)

Starting in Fall 2010, the requirements will also include information competency (units yet to be determined). Therefore, CSM requires at least 8 units above the state requirement. Degrees at other schools have the following unit requirement for general education: Skyline, 26 units; Cañada, 20-21 units; Chabot, 25 units; Foothill, 20-22 units; City College of San Francisco, 18-24 units; Cabrillo, AA 30 and AS 21 units.

V.   Impact of reductions in courses/programs - information and discussion
The proposed course/program reductions were discussed. The Committee was asked to keep in mind the options that would be available to students if the proposed changes were to be enacted. One issue raised was the language other than English (LOTE) requirement for UC transfer. If all language courses are cut except Spanish, students transferring to a UC campus would in effect be required to take Spanish if they had not satisfied the LOTE requirement with high school classes. However, UC stipulates that students may not satisfy LOTE with their native language. Thus, a Spanish speaking student would no longer be able to satisfy the LOTE requirement at CSM.
It was also noted that the elimination of CA&S 310 would make it impossible for students to complete the transfer requirement for bachelor's degree programs in nursing. Suggestions were made to look at changing repeatability, providing parallel credit with community education offerings, and to get coordination across the district, in general and especially for consolidation.

There was discussion of possible criteria for shifting courses from our curriculum to other venues such as community education, including
- Course not required for AA/AS or transfer major
- Other options exist to satisfy general education
- Many students take ONLY this course
- Many students take this course many times
- Licensing/regulatory requirements can be met in another venue
- Students come looking specifically for this type of course/training
- Other venues exist

VI. AA/AS degree requirements - information and discussion; possible action at November regular or extra meeting

The Committee decided to review the AA/AS degree requirements, in particular the requirements not mandated by the state or required for accreditation. One option considered was moving health science and PE to the Area 5d (Career Exploration and Self Development). Other options could be explored as well.

Health Science: Health Science faculty are in agreement on moving the health science requirement from its own General Education area to area 5 d. under Career Exploration and Self-Development. This topic will be an information item at the November meeting and an action item at the December meeting.

Physical Education: The Committee also looked at the general education requirement in Physical Education. CSM currently requires two P.E. activity courses. A review of community colleges across the state yielded three models for addressing P.E.: a specific requirement for activity courses expressed either as number of units (1-3) or number of courses (1-3); a broader health and wellness requirement that can be satisfied through activity courses, first aid courses, or courses in health; no requirement for activity courses.

Some schools permit completion of the IGETC or CSU-GE pattern as an alternative to local GE requirements. AB440, currently in discussion, would authorize a community college to grant an associate degree that is designated as being "for transfer" in a student's field of study to a student who completes 60 transferable semester units and meets the minimum requirements for transfer. The bill would prohibit a community college district from imposing any additional requirements for a degree with the "for transfer" designation.

There was concern, that removing PE from the GE requirements would diminish the importance of Physical Education classes. The PE Division Dean stressed the importance of Physical Education classes, stating that they help students succeed and improve their quality of life. Also, if PE was merged with health and wellness, the Dean felt the benefits of physical activity would not be achieved.

One motivation for reviewing the PE requirement was to streamline the general education requirements so more students who currently transfer without an associate degree would be able to receive a degree. The college would benefit from higher graduate numbers. However, the Dean of Planning and Research stated that he was not aware of any incentives from the state regarding number of degrees. However, the number of degrees awarded is published and considered to be a measure of a college's success.

It was noted that there is a need for additional information on the extent to which the current P.E. requirements provide a barrier to degree completion. The discussion will be continued at a future meeting when more information is available.

American History and Institutions: A request was made to look at the associate degree American History and Institutions, CA State and Local Government requirement. Options 1 and 2 of the requirement are unique to CSM. The recently approved option 3 allows students to meet the requirement by completing the CSU American History and Institutions graduation requirement. Cañada College does not have an American History and Institutions requirement; Skyline College's requirement is the equivalent to our option 3. Marsha Ramezane, Counseling Dean and Articulation Officer, suggested possibly moving the American History and Institutions requirement

to another area of requirements and only keeping option 3 for CSM. This discussion will be continued at a future meeting.

VII. **COI tasks for the next month - information and discussion; possible action at November regular or extra meeting**
A continuation of the October 15th meeting was scheduled for Friday, October 23rd from 2:00 to 4:00 p.m. The committee will be looking at renaming requirements and moving them outside of the general education requirement area. Also the committee will be discussing the criteria for shifting courses to other venues and seeing how the current reduction list will affect certificates, degrees, transfer requirements, and the curriculum impact district-wide.

Due to the additional workload placed on COI, the committee decided to definitely convene on January 28th to ensure coursework is reviewed in time for the catalog deadline.

VIII. **Preview of regular November meeting - information**
Along with the typical course approvals, approximately 10 courses will be reviewed for approval to meet GE requirements.

Motion was MSCU to adjourn the meeting at 4:13p.m.

Members Present
Chair   Laura Demsetz
Business/Technology   Patti Appel, Patricia Brannock
                                                    Stacey Grasso (alternate)

Creative Art/Social Science Division   Mike Galisatus
Language Arts Division   George Kramm
Library   Teresa Morris
Math/Science Division   Ken Brown, Barbara Uchida
Physical Education Division   Shana Young
Student Services   Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff   Ada Delaplaine, Susan Estes, Arlene Fajardo,
                                                    Marsha Ramezane

Members Absent or Excused
ASCSM   Jade Zoghbi
Creative Art/Social Science Division   Janet Black
Language Arts Division   Kate Motoyama

Other Attendees   Kathy Ross

Chair, Laura Demsetz called the meeting to order at 12:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda.

Motion was MSCU to approve the Minutes of October 8, 2009 and the combined Minutes of October 15 & 23, 2009.

Review and discussion of revised proposal for course and program reduction
The observations presented by COI members at the October 15th and 23rd meetings were addressed in the revised proposal as follows:

- Proposed reductions mean that Spanish is the only option for students who wish to transfer to a UC campus and did not complete the foreign language requirement in high school. Native speakers of Spanish cannot use Spanish to satisfy the UC language requirement.
  Revision: Offer one section per semester of ASL, Italian, and Japanese. Presumably, ASL 111 and ASL112 will be offered in alternate semesters. ASL 112 satisfies (LOTE) Language other than English requirement.

- Students who participate in study abroad in, for example, Italy, will not be able to learn the host language at CSM.
  Revision: Offer one section per semester of Italian.

- Proposed reductions limit the number of fields that students can choose from within a GE area for the associate degree and for transfer. There may be room to sacrifice breadth of offerings in a given field so that there are more fields available for students to explore.
  Revision: Several areas proposed for elimination will be retained with reduced offerings. Additional reductions in other programs meet fiscal requirements. The discussion from cabinet asks whether this strategy will be appropriate if we face further cuts in the future.

- Elimination of CA&S 310 makes it impossible for students to complete the transfer requirements for bachelor degree programs in Nursing.
  Revision: CA&S 310 (telecourse) will be revised as BIOL 310 and retained.

Previously suggested criteria for shifting courses from our curriculum to other venues were reviewed. Next, the counter-proposal submission process was outlined:

11/11   10 am - Ad-hoc meeting with deans/faculty (those submitting counter proposal)
11/12   2 pm-Final counter proposal due to ad-hoc
11/12   after 2 pm – Ad-hoc submits counter proposals to Cabinet
11/16   3:30 pm – Cabinet discusses response with ad-hoc
11/16   evening (or 11/17 morning)- Cabinet's response to all faculty via email
11/17   2pm - Information item on AS Agenda
11/24   2pm - Action item on AS Agenda

Lastly, it was decided to revisit the Health Science requirement as information in December and action in January. Other GE requirements will appear as information items in January or February with possible action taken in February or March.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology
ACTG   100   Accounting Procedures (3)
                       (six year update – minor changes to descriptions)

ACTG   103   Ten-Key Skills (0.5)
                       (six year update – minor changes to descriptions)

BUS   295   Computer Systems in Business (4)
                       (six year update – removing HBA and minor changes in content)
Postponed to December meeting, further outside discussion needed regarding similarity with CIS 110.

BUS   401   Business Communication (3)
                       (six year update & course revision – minor changes in descriptions)

BUSW   530   Introduction to Internet Competency for Business (1.5)
                       (six year update & course revision – minor changes in content, title, HBA, grade mode and descriptions; distance ed. supplement)
Postponed to December meeting, further outside discussion needed regarding title and corresponding course content.

ELEC   111   Intro to Electronics Fundamental (3)
                       (new course & course revision – change in course number)
Approved pending the addition of the FLC calculation.

ELEC   112   Advanced Electronics Fundamentals (3)
                 (new course)
Approved pending the addition of the FLC calculation.

Creative Arts/Social Science
MUS   131   Harmony I
                 (six year update – minor changes in descriptions)

Language Arts
ENGL   161   Creative Writing I (3)
                 (course revision – minor changes in descriptions)

ESL   827   Writing for Non-Native Speakers III (5)
                 (Course Revision – minor changes to content and descriptions)

ESL   848   Conversation for Non-native Speakers IV (3)
                 (Six year update – no changes)
Approved pending the addition of the FLC calculation.

Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:
ELEC   111   Introduction to Electronics Fundamentals – Area E5a (Natural Science)
COMB   102   Mixed Martial Arts – Area E4 (Physical Education)
DANC   116   Waltzing through History - Area E4 (Physical Education)
DANC   150   Hip-Hop - Area E4 (Physical Education)
DANC   665   Dance in a Multicultural Context - Area E4 (Physical Education)
FITN   134   Track and Trail Aerobics - Area E4 (Physical Education)
FITN   207   Periodized Weight Conditioning- Area E4 (Physical Education)
FITN   338   Yoga/Pilates Fusion – Area E4 (Physical Education)
P.E.   301   Introduction to Personal Training – Area E5d (Career Exploration & Self Development)

Area to be satisfied by Interdisciplinary Studies major:
The Committee accepted the proposal to use similar wording for the Interdisciplinary Studies major as previously listed for the Liberal Studies major under Additional General Education Requirements in the 05-06 CSM Catalog. "Of the following four areas a, b, c, d, 12 units are required. The major may satisfy one area. If so, the 12 units would be selected from the remaining three areas with at least 3 units from each. (Students majoring in Interdisciplinary studies may elect to have area a, b, or c satisfied provided they complete at least 6 units in the area fulfilling their major.)

Motion was MSCU to accept the following Information Only Items:
Business/Technology
ADMJ 776, 777, 778, 779 - **Banking**
ELEC 110 – Rescind changes approved in October 2009
New Certificate of Specialization – Electrical Power Systems and Instrumentation
(the memo that was originally submitted was revised to correct ELEC 110 to ELEC 111, change the units for ELEC 232 from 2 to 1, and change the total units for the certificate from 17 to 16; it was subsequently accepted via email vote)

Creative Arts/Social Science
SOSC 220, 221 – **Banking**

Language Arts
READ 809, 854 and 855 - **Banking**

Library
LIBR 107, 110, and 665 - **Banking**

PE/Dance/Athletics
Change all varsity course descriptions from "minimum of 240 lab hours per term" to "maximum of 175 lab hours per term" to be in compliance with Title V apportionment.

<u>Open Agenda</u>
Information Competency Graduate Requirement – Integrated Subject Courses (action)
To allow for division discussions to take place, this action item was deferred to the December meeting.

COI goals, 2009-10
Discussion of the COI goals was postponed to a future meeting.

Additional issues
The Committee did not have additional issues for discussion.

Motion was MSCU to adjourn the meeting at 2:15 p.m.

COMMITTEE ON INSTRUCTION
MINUTES
December 10, 2009

Members Present
Chair   Laura Demsetz
Business/Technology   Patti Appel, Patricia Brannock
                                                       Stacey Grasso (alternate)

Creative Art/Social Science Division   Janet Black
Language Arts Division   George Kramm, Kate Motoyama
Library   Teresa Morris
Math/Science Division   Ken Brown, Barbara Uchida
Physical Education Division   Shana Young
Student Services   Martin Bednarek, Aisha Upshaw
ASCSM   Jade Zoghbi

Non Voting Administrators/Staff   Ada Delaplaine, Susan Estes, Arlene Fajardo,
                                                       Marsha Ramezane

Members Absent or Excused
Creative Art/Social Science Division   Mike Galisatus

Other Attendees   Tania Beliz, Bruce Maule, Michelle Schneider,
                                                       Kathy Ross

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the postponement of open agenda item #5 and the correction to from CIS 114 to 112 on the banking memo.

Motion was MSCU to approve the Minutes of November 12, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology
ACTG   121   Financial Accounting (4)
             (six year update – minor changes in descriptions)

ACTG   131   Managerial Accounting (4)
             (six year update – minor changes in descriptions, change in prerequisite)
             Accepted with one abstention

ACTG   144   Quickbooks: Set-up and Service Business (1.5)
             (six year update – minor changes in descriptions and grade option)

ACTG   145   Quickbooks: Payroll and Merchandising Business (1.5)
             (six year update – minor changes in descriptions and grade option)

ACTG 161 Intermediate Accounting I (4)
(six year update – minor changes in descriptions and grade option)

ACTG 162 Intermediate Accounting II (4)
(six year update – minor changes in descriptions, grade option and prerequisite)

ACTG 163 Auditing (3)
(six year update – minor changes in descriptions, grade option and prerequisite)

ACTG 164 Governmental and Nonprofit Accounting (3)
(six year update – minor changes in descriptions and grade option)

ACTG 165 Cost Accounting (3)
(six year update – minor changes in descriptions and grade option)

ACTG 171 Individual Income Taxes (3)
(six year update – minor changes in descriptions and grade option)

ACTG 172 Business Income Taxes (3)
(six year update – minor changes in descriptions, grade option and prerequisite)

ACTG 173 Trust, Estate and Gift Taxes (1.5)
(six year update – minor changes in descriptions and removed recommended preparation)

ACTG 175 Volunteer Income Tax Preparation (3)
(six year update – minor changes in descriptions)

ACTG 176 Enrolled Agent Exam Preparation (3)
(six year update – minor changes in descriptions and removed recommended preparation)

BUS 295 Computer Systems in Business (4)
(six year update – removing HBA and minor changes in content)

BUSW 530 Intro to Internet Competency (1.5)
(six year update & course revision – minor changes in content, title, HBA, grade mode and descriptions; distance ed. supplement)

CIS 114 Internet Programming: JavaScript/Ajax (4)
(new course)

CIS 121 UNIX/Linux (3)
(new course)

CIS 255 (CS1) Programming Methods: Java (4)
(six year update – minor changes in descriptions, removed HBA, changed recommended preparation)

CIS   379   Internet Programming: XML (3)
              (six year update – minor changes, removed HBA & recommended preparation, changed prerequisite)

CIS   380   Internet Programming: PHP (3)
              (six year update – minor changes in descriptions, removed HBA and changed prerequisite)

DRAF   110   Solidworks I (3)
              (course update – minor changes, removed HBA, added materials fee)
              Accepted pending submission of tech review revisions

DRAF   111   Solidworks II (3)
              (new course)
              Approved pending revision to move DRAF 110 or equivalent from the recommended preparation to prerequisite.

DRAF   121   Computer Aided Drafting I (3)
              (course update – minor changes, removed HBA, added materials fee)
              Postponed to January meeting

DRAF   122   Computer Aided Drafting II (3)
              (course update – minor changes, removed HBA, added materials fee)
              Postponed to January meeting

FIRE   795   Emergency Medical Technician I: Basic (7)
              (six year update – minor changes in description, added materials fee)

Creative Arts/Social Science

ART   101   Art and Architecture from the Ancient World to Medieval Times (3)
              (six year update – minor changes, change in recommended prep)
              Accepted pending correction to remove "eligibility for" from the recommended preparation of ENGL 838/848.

ART   102   Art and Architecture of Renaissance and Baroque Europe (3)
              (six year update – minor changes, change in recommended prep)
              Accepted pending correction to remove "eligibility for" from the recommended preparation of ENGL 838/848.

ART   103   Art of Europe and America from the Rococo to the Present (3)
              (six year update – minor changes, change in recommended prep)

ART   104   Art of the 20th Century (3)
              (six year update – minor changes, change in recommended prep)

ART   352   Intermediate B&W Photography (3)
              (six year update – minor changes in descriptions and changes in hours)

ART   353   Advanced B&W Photography (3)
              (six year update – minor changes in descriptions and changes in hours)

Language Arts

ENGL 162 Creative Writing II (3)
(six year update – minor changes in description, added materials fee)

ENGL 163 Creative Writing III (3)
(six year update – minor changes in description, added materials fee)

SPCH 855 Speech for Non-Native Speakers (3)
(six year update – minor change in content)
Accepted pending correction to remove "Eligibility for" from the recommended preparation of #3 on the course outline

SPCH 860 Communication in the Workplace (1)
(six year update – minor changes in descriptions, added HBA)
Accepted pending addition of FLC calculation to the course outline

Math/Science

BIOL 310 Nutrition (3)
(New course – change in course number from CA&S 310; distance education)

HSCI 100 General Health Science (3)
(course revision – change in units, minor change in content and descriptions, distance education)
Accepted pending correction to typo "diseases" under #4 of the course outline

The following Information Only Items were to be reviewed and voted on electronically, but will instead be included on the February 4 agenda:
Business/Technology
- CIS 112, 377, 488 – Banking
- AS degree and Certificate of Achievement in Computer Support Specialist Option 2: PC Hardware and System Support – Banking
- Certificate of Specialization in Internet Programming – Update
- AS degree and Certificate in Computer Science Applications and Development – Update
- Certificate of Specialization in Network Security Specialist – Update
- Certificate of Specialization in Computer Forensics – Update
- AS degree and Certificate in Computer and Network Forensics – Update
- AS degree and Certificate in Computer Support Specialist Option 1: Network Support – Update

Open Agenda
1. **Information Competency Graduate Requirement – Integrated Subject Courses (action)**
   The information competency guidance document for integrated subject courses was amended to allow the use of SLOs from discipline-specific professionally accepted information competency standards and a vote was taken. The amended Information Competency document was accepted.

2. **Substantive change proposal for distance education -information (Estes)**
   The Vice President of Instruction informed the committee about the Substantive Change Proposal. All colleges offering 50% or more courses in the distance education mode are required to submit a Substantive Change Proposal to the Accrediting Commission. The proposal is being completed and proofed. In January, the Board will be asked to approve our distance education course offerings for transfers, certificates and degrees.

CSM is requesting approval from the Accrediting Commission to offer the following number of programs in distance education mode:
57 associate degrees
14 Certificates of Achievement
15 Certificates of Specialization

CSM is also requesting approval to offer the general education program through the distance learning mode. In addition, CSM has identified 20 majors that meet the 50% threshold, and has identified majors that have a substantial course percentage offered via distance education mode. Also more than 50% of IGETC and more than 50% CSU breadth requirements can be completed in the distance mode at CSM.

3. **Changes to AA/AS Health Science requirement - information (action in January)**
The elimination of the AA/AS Health Science requirement and the incorporation of Health Science into the AA/AS GE Area 5e has been previously discussed. At the January meeting, we will vote on this proposed change.

4. **Timeline for further consideration of AA/AS requirements – information**
The remaining courses submitted for December will be reviewed during our special January 28th COI meeting. Any proposals that affect the next catalog must have action taken by our March 11th meeting, which means the submission must be brought to committee as an information item by our February 11th meeting. In addition, due to time limitations and volume of committee work, an additional meeting in February made be required. The committee was asked to tentatively hold February 4th as the possible additional meeting date.

5. **Honors program – information**
The Honors program discussion was postponed to a future meeting.

6. **Update on budget considerations – information**
Programs or courses that were either banked or placed on hiatus were not required to go to Board. The reductions went through the established process, managed at the College level.

After Skyline and Canada have finalized their cuts there will be a District-wide meeting with the Vice President's of Instruction and the Academic Senate Presidents. Once everything has been finalized, the Board will review the reductions and consolidations.

7. **COI goals – discussion**
   1. Review and approve new and modified courses and programs (ongoing)
   2. Assess the curricular impact of proposed course/program reductions (budget)
   3. Establish guidelines for information competency requirement. (accreditation)
   4. Review AA/AS degree requirements and modify if needed. (mission; budget)
   5. Develop recommendations for Honors Program and Global Studies. (accreditation)
   6. With Distance Education Committee, review Distance Education supplement paperwork and approval process. (accreditation; DE substantive change proposal)
   7. Review requirements to see whether a major with greater flexibility for undecided transfer students that the interdisciplinary studies major can be developed.
   8. Revise GE handbook.
   9. Additional items.

Motion was MSCU to adjourn the meeting at 4:17 p.m.

Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	George Kramm, James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff	Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane

Members Absent or Excused

Business/Technology	Janet Black
ASCSM	Jade Zoghbi

Other Attendees	Sarah Bolton, Andreas Wolf

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the withdrawal of DRAF 121 and 122.

Motion was MSCU to approve the Minutes of December 10, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology
DRAF   121   Computer Aided Drafting I (3)
             (course update – minor changes, removed HBA, added materials fee)
             Removed from Agenda

DRAF   122   Computer Aided Drafting II (3)
             (course update – minor changes, removed HBA, added materials fee)
             Removed from Agenda

Creative Arts/Social Science
ART   405   Sculpture I (3)
             (six year update – minor changes to descriptions, rewording materials fee)
             *Approved pending addition of hours by arrangement description on #9 of the course
             outline and correction of typo on course outline #10 from "of" to "on"*

ART 406 Sculpture II (3)
(six year update – minor changes to descriptions, rewording materials fee)
Approved pending addition of hours by arrangement description

ART 411 Ceramics I (3)
(six year update – minor changes to descriptions, rewording materials fee)
Approved pending addition of hours by arrangement description

ART 412 Ceramics II (3)
(six year update – minor changes to descriptions, rewording materials fee and repeatability)
Postponed until 2/11 (add description of HBA and trim down description of #8, submit course revision form)

LIBR 100 Introduction to Library Research (1)
(six year update – minor change in content, adding SLOs)
Approved pending addition of Skyline recommended preparation and addition of "varies" to short course check box on course update form.

PHIL 100 Introduction to Philosophy (3)
(six year update – change in prerequisites)
Postponed until 2/11 to verify HBA.

PSYC 105 Experimental Psychology (3)
(six year update – minor change in content, adding SLOs)
Approved pending revision to SLO 12 possibly combine with 11 "to processes and communicate results orally," remove 12 and renumber 13; SLOs 4 & 5 start with capital letters; also remove number of weeks from class content and clarify HBA.

PSYC 110 Courtship, Marriage and the Family (3)
(six year update – minor change in content, adding SLOs)
Approved pending revision of methods of evaluation to not specify number of tests, etc.; revise SLOs 1 & 2 to answer "correctly" ; submission of validation forms.

PSYC 200 Developmental Psychology (3)
(six year update – minor change in content, adding SLOs)
Approved pending revision of methods of evaluation to not specify number of tests, etc.; revise SLOs 1 & 2 to answer "correctly" ; submission of validation forms for ENGL, READ.

PSYC 225 Theories of Personality (3)
Approved pending revision of methods of evaluation to not specify number of tests, etc.; revise SLOs 1 & 3 to answer "correctly"; submission of validation forms for PSYC, ENGL, READ.

PSYC 300 Social Psychology (3)
(six year update – minor change in content, adding SLOs)
Approved pending revision of methods of evaluation to not specify number of tests, etc.; revise SLOs 1 & 2 to answer "correctly"; submission of validation forms for PSYC, ENGL, READ.

PSYC   410   Abnormal Psychology (3)
               (six year update – minor change in content, adding SLOs)
               Approved pending revision of methods of evaluation to not specify number of tests, etc.;
               revise SLOs 1 & 3 to answer "correctly"; submission of validation forms for ENGL, READ;
               correction to typo on catalog description.

PSYC   675   Honors Colloquium (1)
               (six year update – minor change in content, adding SLOs)
               Postponed currently no honors program; submission of separate validation forms for
               Honors and PSYC; clarification of #9 "pen/paper techniques"

SOCI   141   Race and Ethnic Relations (3)
               (six year update – minor change in content, adding SLOs)
               Approved pending rewording of course revision form pertaining to similar requirements
               need clarification, #10 on course outline remove "daily"; correct date on course outline.

P.E./Athletics/Dance: Postponed to 2/11/10 COI Meeting
FITN   339   Pilates Circuit Training (.5-1)
               (new course)

P.E.   121   Pilates Mat I & II (1)
               (new course)
               Correction from BIO to BIOL on course outline recommended prep and descriptions,
               addition of basic core anatomy under course content

P.E.   122   Pilates Reformer I, II & III (1)
               (new course)
               Correction from BIO to BIOL on course outline recommended prep and descriptions,
               addition of basic core anatomy under course content

P.E.   123   Pilates Apparatus (1)
               (new course)
               Remove mention of HBA on #9 of course outline

P.E.   124   Pilates Lab (.5-1)
               (new course)
               Correction from BIO to BIOL on course outline

Accepted Information Only Items:
   Business/Technology (had been postponed from the December 10, 2009 meeting)
- CIS 112, 377, 488 – Banking
- AS degree and Certificate of Achievement in Computer Support Specialist Option 2: PC Hardware and System Support – Banking
- Certificate of Specialization in Internet Programming – Update
- AS degree and Certificate in Computer Science Applications and Development – Update
- Certificate of Specialization in Network Security Specialist – Update
- Certificate of Specialization in Computer Forensics – Update
- AS degree and Certificate in Computer and Network Forensics – Update
- AS degree and Certificate in Computer Support Specialist Option 1: Network Support – Update

Language Arts
- Removing Certificate of Specialization for American Sign Language, Chinese, French, German, Italian, Japanese
- SPCH 180 - Banking

P.E./Athletics/Dance
- Amended HBA memo reducing Varsity course hours from 240 to 175 to include change from open entry and change in units from variable range to 2 units

Postponed until 2/11/10 COI Meeting
- Certificate of Specialization - Pilates Instructor
- Certificate of Specialization – Pilates Mat Instructor
- Certificate of Specialization – Pilates Mat & Reformer Instructor Certificate

Open Agenda
1. **Changes to AA/AS Health Science requirement (action)**
   A summary of prior discussions was presented then a vote was taken. The action item passed unanimously to remove the Health Science requirement (Area E3) from the AA/AS Degree Requirements and add Health Science courses under Career Exploration and Self-Development (Area E5E).

2. **Further consideration of AA/AS requirements – partial discussion, remaining discussion postponed to 2/11/10 meeting**
   This topic will be discussed in four parts: requirements beyond Title V and accreditation; Language and Rationality; district-wide residency/major requirements; GE Handbook.

   The committee will be looking at possibly easing the AA/AS degree requirements that are not mandated by Title V or accreditation, such as the PE and history requirements. In order to make an informed decision, John Sewart is working with ITS to get information on the number of students that make transcript requests and the transferring institutions then see how many students did not receive an associate degree and also which degree requirements were not satisfied.

   John, however, suggests a more substantial qualitative research study using surveys and focus groups as a more appropriate way to determine why transfer students do not complete AA/AS degrees; and identify the extent to which specific coursework may present barriers for transfer students. Unfortunately, we won't have this information available in time to make any changes in this year's catalog.

   Also, the committee has been asked to look at putting our residency requirements into alignment across the district. Currently, the requirements are as follows:

Cañada:	Residency – 12 units	Major – 50% of units at Canada
CSM:	Residency – 12 units	Major – 12 units at CSM
Skyline:	Residency – 12 units	Major – 50% of units at Skyline

   For majors with fewer than 24 units, CSM's requirement is more restrictive than that at the other campuses.   For majors with more than 24 units, the major requirement at Canada and Skyline exceeds the residency requirement.

It was requested that the committee bring back feedback to our February 11th meeting. The COI Chair will then take the information to the February 18th district Curriculum Committee meeting.

Lastly, our Language and Rationality requirement was briefly discussed. Continued discussion will take place at our next meeting.

3. **Honors program – information - postponed**

4. **Global studies program – information - postponed**

5. **COI goals – information and possible action - postponed**

Motion was MSCU to adjourn the meeting at 4:20 p.m.

COMMITTEE ON INSTRUCTION
MINUTES
February 11 & 25, 2010

<u>Members Present</u>

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm, James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

<u>Non Voting Administrators/Staff</u>   Ada Delaplaine, Susan Estes, Arlene Fajardo,
                                              Frederick Gaines, Marsha Ramezane

<u>Members Absent or Excused</u>

ASCSM	Jade Zoghbi
Language Arts Division	James Carranza (absent for 2/25 meeting only)

<u>Other Attendees</u>   Diana Bennett, Ed Seubert, Claudia Steenberg,
                                              Sarah Bolton, Kathy Ross

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the postponement of DGME 104, related informational DGME memos and the postponement of ART 412 and PSYC 675 to March 11.

Motion was MSCU to approve the Minutes of February 4, 2010 with the revised wording of, "Motion was MSCU to approve/accept the following Permanent Courses, except as noted".

Prior to reviewing courses, Laura presented a summary of the DGME courses received to date and the PIV recommendations that led to the development of the DGME program and the following description of the conclusion of the PIV process: The following was noted for the committee: Program faculty have worked over last year and a half to consolidate the Broadcast, Graphics, and Multimedia programs into a single Digital Media (DGME) program. The submitted DGME courses do not reflect the degree of consolidation recommended by PIV process. COI defers to discipline faculty expertise when approving courses and programs. COI defers to division faculty/dean experience to determine frequency of course offerings. Upon approval, DGME courses and programs will have completed the PIV process and will be subject to the same enrollment requirements as other courses. Courses that do not meet minimum enrollment limits may not be offered. If the DGME program is not successful, it may be considered for reduction or elimination without an additional PIV study.

Motion was MSCU to approve/accept the following Permanent Courses, except as noted:

Business/Technology
DGME 102   Media Law & Ethics (3)
              (course revisions – minor changes, revised SLOs)

DGME 103   Thinking Visually: Fundamentals of Two-Dimensional Design (3)
              (new course)
              Approved pending changes: modify SLO #3 to add "the efficacy of designs"; correct the typo on Permanent Course form C1; SLO #4 change to critically … see Ken's email revision.

DGME 104   Digital Media Career Pathways (3)
              (new course)
              Postponed due to overlap with DGME 105

DGME 160   Information Architecture and Interface Design (3)
              (new course)
              Permanent course form should include Web Design emphasis on required for major

DGME 161   Media Design VI: Fireworks (3)
              (new course)
              Approved pending r*emoval of first line of catalog description; description is acceptable for the schedule*

DGME 162   Web Design I (3)
              (new course)
              Approved pending revising to validation form - DGME 161 "media"

DGME 163   Web Design II (3)
              (new course)
              Approved pending correction to Permanent Course form to mark checkbox as transferable

DGME 165   Digital Animation: Flash (3)
              (new course)
              Approved pending rewording SLOs (Diana, Aisha, James);and checking major and memo for correct names on the permanent course approval form.

DGME 166   Web Authoring: ActionScript (3)
              (new course)
              Approved pending suggested changes; Offline discussion on descriptions (Diana, Ken, James)

DGME 211   Media Design 1: Adobe Illustrator (3)
              (new course)
              Approved pending change from prerequisite to recommended preparation in description and validation form.

DGME 212   Media Design 2: Adobe Photoshop (3)

(new course)
Approved pending change from prerequisite to recommended preparation in description and validation form.

DGME 213   Media Design III: Advanced Illustrator & Photoshop (3)
(new course)
Approved pending removal of repeatability from the course outline and permanent course form (plus Barbara's comment)

DGME 214   Adobe InDesign (3)
(new course)
Approved pending removal of materials fee amount on description; move prerequisite to recommended prep; submit new validation form

DGME 215   History of Graphic Design (3)
(new course)
Approved pending revisions to SLOs; move prerequisite to recommended preparation; submit new validation form

DGME 220   Typography (3)
(new course)
Approved pending change to check mark from yes to no on permanent course approval form; no other courses offered in District.

DGME 230   Publication Design/Production with InDesign (3)
(new course)
Approved pending change from prerequisite DGME 106 to recommended preparation; submission of new validation forms

DGME 235   Graphic Design Theory and Application (4)
(new course)
Approved pending addition of DGME 215 as prerequisite

DGME 240   Digital Publishing (5)
(new course)
Approved pending change to SLO #3, revised to "Appropriately use"; revise wording should say this course has a prerequisite, not this course is a prerequisite on the permanent course form

DGME 250   Digital Media Practicum (3)
(new course)
Postponed to March 11; revise wording o f prerequisite. Revise prerequisite to list common courses (from C1), then add the unique ones for each major/certificate. Use same wording for catalog description*; revise course description lab hours from 32 to 16.*

DGME 255   Portfolio (2)
(new course)
Postponed to March 11; revise wording o f prerequisite. Revise prerequisite to list common courses (from C1), then add the unique ones for each major/certificate. Use same wording for catalog description; SLO #1 Develop short and long term career goals;

#2 Evaluate portfolio pieces with respect to career goals; #3 Compare portfolio pieces against professional standards; add new #4 Create a print-based…; renumber the rest; adjust wording on validation forms to match prerequisites.

DRAF 121 Computer Aided Drafting I (3)
(course update – minor changes, removed HBA, added materials fee, changed enrollment limitations)
Approved pending removal of number of assignments on course outline #9B

DRAF 122 Computer Aided Drafting II (3)
(course update – minor changes, removed HBA, added materials fee, changed enrollment limitations)
Approved pending removal of number of assignments on #9B and correction of typo on #9 d i

Creative Arts/Social Science

ART   412 Ceramics II (3)
(six year update – minor changes to descriptions, rewording materials fee and repeatability -- from 2/4/10 add description of HBA and trim down description of #8, revise course revision form)
Postponed, pending submission of revisions

PHIL   100 Introduction to Philosophy (3)
(six year update – change in prerequisites)
Approved pending submission of approved validation form

PSYC 675 Honors Colloquium (1)
(six year update – minor change in content, adding SLOs -- from 2/4/10 submit separate validation forms for Honors and PSYC; clarification of #9 "pen/paper techniques")
Postponed, pending submission of revisions

P.E./Athletics/Dance: Approved

FITN   339 Pilates Circuit Training (.5-1)
(new course)

P.E.   121 Pilates Mat I & II (1)
(new course)
Correction from BIO to BIOL on course outline recommended prep and descriptions, addition of basic core anatomy under course content

P.E.   122 Pilates Reformer I, II & III (1)
(new course)
Correction from BIO to BIOL on course outline recommended prep and descriptions, addition of basic core anatomy under course content

P.E.   123 Pilates Apparatus (1)
(new course)
Remove mention of HBA on #9 of course outline

P.E.   124   Pilates Lab (.5-1)
               (new course)
               Correction from BIO to BIOL on course outline

Postponed to March 11 Meeting:
TEAM   141   Beginning Soccer (.5 or 1)
               (new course)

TEAM   145   Advanced Soccer (.5 or 1)
               (new course)

VARS   172   Varsity Cross Country: Men and Women (2)
               (new course)

Motion was MSCU to accept the following 680/880 Courses:
Language Arts
ESL   880MC Basic Grammar for Non-Native Speakers I (3)

Motion was MSCU to accept the following Information Only Items, except as noted:
Business/Technology: Postponed to March 11 Meeting
- Graphics Summary memo
- Graphics Banking memo
- Graphics Design Degree and Certificate memo
- Multimedia conversion to DGME memo (includes banked courses)
- Web Designer, Web Developer & Multimedia: Interactive Media Degree and Certificate Requirements memo

P.E./Athletics/Dance: Accepted
- Certificate of Specialization - Pilates Instructor
- Certificate of Specialization – Pilates Mat Instructor
- Certificate of Specialization – Pilates Mat & Reformer Instructor Certificate
- VARS 120 & 310 Banking memo
- Removal of HBA memo

Open Agenda
1. **Cabinet's Response to the Academic Senate Recommendations for the 2008-2009 PIV Processes**
   Susan Estes briefed the committee on Cabinet's response to the recommendations. Some of the recommendations will require COI action; which the committee will address at a later date.

2. **District-wide alignment of requirements for residency (overall and in major)**
   The District Curriculum Committee has been asked to bring the major residency requirement into alignment. Currently, we require 12 units of the major to be completed at CSM. Skyline and Canada require 50% of the major units to be completed on the campus awarding the degree.   CSM has been asked to consider changing from 12 units to 50% of major units. In considering this change, it is helpful to think of three groups of majors:
   For majors requiring 18 – 24 units, the change would make it easier for students who move between campuses to earn a degree.
   For majors requiring 24-30 units, the change would either make no difference or would be slightly more restrictive.

For majors require more than 30 units, the change would make it difficult for students who move between campuses to earn an associate degree. Many of our high unit majors are either offered only at CSM or require completion of courses at CSM already. However, the majors in CIS, music, and art are available across the district; students in these majors may be adversely impacted by the proposed change.

Committee members were asked to bring this issue back to their divisions for discussion.

3. **GE Handbook**
   Discussion was postponed to the March 11 meeting; members will be given assignments to review parts of the GE handbook.

4. **Honors program**
   A determination will need to be made on keeping or removing the honors program. Information will be handed out and reviewed later.

5. **Global studies program**
   Discussion was postponed to the March 11 meeting.

6. **COI goals for 2009-10**
   Discussion was postponed to the March 11 meeting.

Motion was MSCU to adjourn the meeting at 4:11 p.m.

Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm, James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff	Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane

Members Absent or Excused	
ASCSM	Jade Zoghbi

Other Attendees	Diana Bennett, Ed Seubert, Claudia Steenberg

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the postponement of DGME 104, related informational DGME memos and the postponement of ART 412 and PSYC 675.

Motion was MSCU to approve the Minutes of February 4, 2010 with the revised wording of, "Motion was MSCU to approve/accept the following Permanent Courses, except as noted".

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology

DGME 102   Media Law & Ethics (3)
          (course revisions – minor changes, revised SLOs)

DGME 103   Thinking Visually: Fundamentals of Two-Dimensional Design (3)
          (new course)
Modify SLO #3 to add "the efficacy of designs"; permanent course form C1 correct typo. SLO #4 change to critically … see Ken's email revision.

DGME 104   Digital Media Career Pathways (3)
          (new course)
          Postponed due to overlap with future DGME courses

DGME 160   Information Architecture and Interface Design (3)
          (new course)

DGME 161 Media Design VI: Fireworks (3)
     (new course)

DGME 162 Web Design I (3)
     (new course)

DGME 163 Web Design II (3)
     (new course)

DGME 165 Digital Animation: Flash (3)
     (new course)

DGME 166 Web Authoring: ActionScript (3)
     (new course)

DGME 211 Media Design 1: Adobe Illustrator (3)
     (new course)

DGME 212 Media Design 2: Adobe Photoshop (3)
     (new course)

DGME 213 Media Design III: Advanced Illustrator & Photoshop (3)
     (new course)

DGME 214 Adobe InDesign (3)
     (new course)

DGME 215 History of Graphic Design (3)
     (new course)

DGME 220 Typography (3)
     (new course)

DGME 230 Publication Design/Production with InDesign (3)
     (new course)

DGME 235 Graphic Design Theory and Application (4)
     (new course)

DGME 240 Digital Publishing (5)
     (new course)

DGME 250 Digital Media Practicum (3)
     (new course)

DGME 255 Portfolio *(2)*
     (new course)

DRAF 121 Computer Aided Drafting I (3)
     (course update – minor changes, removed HBA, added materials fee, changed enrollment limitations)

DRAF 122 Computer Aided Drafting II (3)
     (course update – minor changes, removed HBA, added materials fee, changed enrollment limitations)

Creative Arts/Social Science
ART 412 Ceramics II (3)
     (six year update – minor changes to descriptions, rewording materials fee and repeatability -- from 2/4/10 add description of HBA and trim down description of #8, revise course revision form)

PHIL 100 Introduction to Philosophy (3)
     (six year update – change in prerequisites)

PSYC 675 Honors Colloquium (1)
     (six year update – minor change in content, adding SLOs -- from 2/4/10 submit separate validation forms for Honors and PSYC; clarification of #9 "pen/paper techniques")

P.E./Athletics/Dance: Postponed to 2/11/10 COI Meeting
FITN 339 Pilates Circuit Training (.5-1)
     (new course)

P.E. 121 Pilates Mat I & II (1)
     (new course)
     Correction from BIO to BIOL on course outline recommended prep and descriptions, addition of basic core anatomy under course content

P.E. 122 Pilates Reformer I, II & III (1)
     (new course)
     Correction from BIO to BIOL on course outline recommended prep and descriptions, addition of basic core anatomy under course content

P.E. 123 Pilates Apparatus (1)
     (new course)
     Remove mention of HBA on #9 of course outline

P.E. 124 Pilates Lab (.5-1)

(new course)
Correction from BIO to BIOL on course outline

TEAM   141   Beginning Soccer (.5 or 1)
              (new course)

TEAM   145   Advanced Soccer (.5 or 1)
              (new course)

VARS   172   Men's and Women's Intercollegiate Cross Country (2)
              (new course)

Motion was MSCU to accept the following 680/880 Courses:
Language Arts
ESL   880MC Basic Grammar for Non-Native Speakers I (3)

Motion was MSCU to accept the following Information Only Items:
Business/Technology
- Graphics Summary memo
- Graphics Banking memo
- Graphics Design Degree and Certificate memo
- Multimedia conversion to DGME memo (includes banked courses)
- Web Designer, Web Developer & Multimedia: Interactive Media Degree and Certificate Requirements memo

P.E./Athletics/Dance
- Certificate of Specialization - Pilates Instructor
- Certificate of Specialization – Pilates Mat Instructor
- Certificate of Specialization – Pilates Mat & Reformer Instructor Certificate
- VARS 120 & 310 Banking memo
- Removal of HBA memo

Open Agenda
1. **Cabinet's Response to the Academic Senate Recommendations for the 2008-2009 PIV Processes**

2. **District-wide alignment of requirements for residency (overall and in major)**
   No feedback

3. **GE Handbook**
   Will be given assignments to review parts of the GE handbook

4. **Honors program**
   Need determination for keeping or removing honors program, info will be handed out and review later same for global studies

5. **Global studies program**

6. **COI goals for 2009-10**

Motion was MSCU to adjourn the meeting at 4:15 p.m.

<u>Members Present</u>

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm, James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Student Services	Martin Bednarek, Aisha Upshaw

<u>Non Voting Administrators/Staff</u>	Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane, Frederick Gaines

<u>Members Absent or Excused</u>

ASCSM	Jade Zoghbi
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez (3/11 only)
Physical Education Division	Shana Young
Non Voting member	Susan Estes and Marsha Ramezane (3/18 only), Frederick Gaines (3/11 only)

<u>Other Attendees</u>	Diana Bennett, Michelle Brown, Marilyn Lawrence, Ed Remitz, Kathy Ross, Ed Seubert, Huy Tran, Sam Sanchez, Margaret Baum (San Matean)

Chair, Laura Demsetz called the meeting to order at 1:08 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of the Academic Senate memo; postponement of DGME 191, 192 and Art 300, and the review of non-DGME courses first.

Motion was MSCU to approve the Minutes of February 11 & 25, 2010.

Huy Tran, CSM Vice President of Academic Senate presented the Academic Senate memo regarding the DGME PIV process. The Academic Senate's concerns were outlined and the request was made that the DGME courses not be reviewed but instead be put on hold until further Academic Senate review.

The decision was made by COI to review the DGME courses as originally planned. If resulting Academic Senate findings require that the DGME courses be put on hold at their March 23rd Academic Senate meeting, then COI will adhere to Academic Senate's request.

Motion was MSCU to approve/accept the following Permanent Courses, except as noted:

Business/Technology

DGME 104   Digital Media Career Pathways (3)
            (new course)
            (Returned to DGME faculty for resolution of overlap between DGME 104 & 105 and
            discussion of whether units are appropriate for content)
            Postponed until further notice

DGME 105   Introduction to Digital Media (3)
            (new course)
            (Returned to DGME faculty for resolution of overlap between DGME 104 & 105 and
            discussion of whether units are appropriate for content)
            Postponed until further notice

DGME 106   MAC OS for Digital Media (1.5)
            (new course)
            Approved

DGME 112   TV Studio Production (3)
            (new course)
            Approved

DGME 115   Digital Video Production (2)
            (new course)
            Approved by email vote

DGME 118   Basic Audio (3)
            (new course)
            Approved by email vote

DGME 120   Digital Video Editing (3)
            (new course)
            Approved by email vote

DGME 128   On-Air Talent (3)
            (new course)
            Approved by email vote

DGME 130   Lighting for Field and Studio (3)
            (new course)
            Approved

DGME 132   Lighting for Studio (1.5)
            (new course)
            Withdrawn – merged into DGME 130

DGME 140   Compression & DVD Authoring (1.5)
            (new course)
            Approved

DGME 142   Motion Graphics & Special FX (1.5)
            (new course)
            Approved

DGME 150   Advanced Audio (3)
            (new course)
            Approved by email vote

DGME 155   Video Journalism (3)
            (new course)
            Approved

DGME 181   Digital Video Basics (3)
            (new course)
            Withdrawn; merged with DGME 115

DGME 182   Digital Video Productions (2)
            (new course)
            (*Changed to 2 units and title changed to Advanced Production)*
            Approved by email vote

DGME 191   Pro Tools LE Recording (3)
            (new course)
            Withdrawn; merged with DGME 118

DGME 192   Pro Tools LE Mixing (2)
            (new course)
            Approved by email vote

DGME 250   Digital Media Practicum (4)
            (new course)
            Postponed to April meeting

DGME 255   Portfolio (2)
            (new course)
            Postponed to April meeting

DGME 260   Journalism - Newswriting (4)
            (new course)
            Approved by email vote

DGME 261   Journalism - Advanced Newswriting (3)
            (new course)
            Approved by email vote

DGME 265   Journalism - Newspaper Production (3)
            (new course)
            Approved by email vote

DGME 270   Special Studies in Journalism (1)
              (new course)
              Approved by email vote

ELEC 421   Fundamentals of Electric Motor Controls (4)
              (course revision – change in pre & corequisites, removal of HBA)
              Approved pending revision to AA applicability, homework hours and reexamination of wording of corequisite and prerequisite (revise validation form accordingly)

ELEC 441   Sensors and Data Transmission Systems (4)
              (course revision – change in pre & corequisites, removal of HBA)
              Approved pending revision to AA applicability, homework hours

Creative Arts/Social Science
ART   300   Two Dimensional Design and Color Concepts (4)
              (new course)
              Postponed to April meeting

ART   412   Ceramics II (3)
              (six year update – minor changes to descriptions, rewording materials fee and repeatability
              Approved pending submission of trimmed down description of Representative Instructional Methods #9

PSYC   675   Honors Colloquium (1)
              (six year update – minor change in content, adding SLOs
              Approved

Language Arts
LIT.   151   Shakespeare (3)
              (six year update – no changes)
              Approved pending revision to semester hours, adding homework hours and revision of SLO from Understand to Explain

P.E./Athletics/Dance
TEAM   141   Beginning Soccer (.5 or 1)
              (new course)
              Approved pending addition of Laws of the game to the course content #8 on the outline

TEAM   145   Advanced Soccer (.5 or 1)
              (new course)
              Approved

VARS   172   Varsity Cross Country: Men and Women (2)
              (new course)
              Approved

Motion was MSCU to accept the following Information Only Items, except as noted:
Business/Technology:
- Bank degree and certificate in Wireless Communication Systems *(postponed to April meeting)*

- Amend Certificate of Achievement in Electrical Power Systems and Instrumentation *(postponed to April meeting)*
- Removal of HBA – Electronics *(accepted)*

Language Arts: *postponed to April meeting*
- Banking German 111, 112, 801 and 802
- Banking French courses

Math/Science: *postponed to April meeting*
- Modification to Engineering Degree

P.E./Athletics/Dance
- Removal of HBA & banking VARS 330 and ADAP 165 *(accepted)*

A.A./A.S. Degree General Education Requirements: *postponed to April meeting*

BIOL 310 Nutrition – Area E5a (Natural Science) & E5d (Career Exploration & Self Development)
DGME 128 On-Air Talent - Area E2b (English, Literature, Speech Communication)
DGME 261 Journalism: Advanced Newswriting – Area E2c (Communication and Analytical Thinking)
DGME 215 History of Graphic Design - Area E5C (Humanities)
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design – Area E5C (Humanities) & E5d (Career Exploration & Self Development)

Area E5d:
DGME 104 Digital Media Career Pathways – Area E5d (Career Exploration & Self Development)
DGME 105 Introduction to Digital Media - Area E5d (Career Exploration & Self Development)
DGME 160 Information Architecture and Interface Design – Area E5d (Career Exploration & Self Development)
DGME 161 Media Design IV: Fireworks - Area E5d (Career Exploration & Self Development)
DGME 162 Web Design I - Area E5d (Career Exploration & Self Development)
DGME 163 Web Design II - Area E5d (Career Exploration & Self Development)
DGME 165 Digital Animation: Flash - Area E5d (Career Exploration & Self Development)
DGME 166 Web Authoring: ActionScript - Area E5d (Career Exploration & Self Development)
DGME 211 Media Design I: Adobe Illustrator - Area E5d (Career Exploration & Self Development)
DGME 212 Media Design II: Adobe Photoshop - Area E5d (Career Exploration & Self Development)
DGME 214 Adobe InDesign - Area E5d (Career Exploration & Self Development)
DGME 220 Typography - Area E5d (Career Exploration & Self Development)
DGME 230 Publication Design/Production with InDesign - Area E5d (Career Exploration & Self Development)

Motion was to deny DRAF 111, but instead, approve DRAF 110 for Area E5d (Career Exploration & Self Development)
DRAF 111 Solidworks II - Area E5d (Career Exploration & Self Development)

Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:
Area E4:
FITN 339 Pilates Circuit Training - Area E4 (Physical Education)
P.E. 121 Pilates Mat I & II - Area E4 (Physical Education)
P.E. 122 Pilates Reformer I, II & III- Area E4 (Physical Education)
P.E. 123 Pilates Apparatus- Area E4 (Physical Education)
P.E. 124 Pilates Lab - Area E4 (Physical Education)
TEAM 141 Beginning Soccer – Area E4 (Physical Education)

TEAM   145   Advanced Soccer - Area E4 (Physical Education)
VARS   172   Intercollegiate Cross Country: Men's & Women's - Area E4 (Physical Education)

Information Competency:
BUSW   530   Introduction to Internet Competency - Information Competency Area

Open Agenda *All open agenda items were postponed to future meeting*
1. Update on IPC Ad Hoc Steering Committee
2. District-wide alignment of requirements for residency (overall and in major)
3. GE Handbook
4. Honors program
5. Global studies program
6. COI goals for 2009-10

Motion was MSCU to adjourn the meeting at 4:00 p.m.

<u>Members Present</u>

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Language Arts Division	George Kramm
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

<u>Non Voting Administrators/Staff</u>	Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane, Chandra Vanajakshi

<u>Members Absent or Excused</u>

ASCSM	Stephanie Chiou
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	James Carranza

<u>Other Attendees</u>	Krys Bobrowski

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the following modifications: add update on DGME after approval of minutes, add DGME 100 course update (submitted in December) and add DGME 100 to G.E. area for information competency review; the postponement of DGME 250 and 255 to May, pending finalization of prerequisites; postponement of Art 300 pending response to technical review; and removal of DGME 104 and DGME 105 from GE content area.

Motion was MSCU to approve the Minutes of March 11 & 18, 2010.

Update on DGME courses: Courses approved by COI will appear in the 2010-2011 catalog and be offered starting Fall 2010. Academic Senate Governing Council has for a review of the submitted curriculum by PIV committee whose report recommended the merging of existing programs into DGME. The PIV committee will work with DGME faculty and an advisory board to reconcile the submitted curriculum and the PIV recommendations.

Motion was MSCU to approve/accept the following Permanent Courses:
Business/Technology
DGME 100 Digital Media (3)
    (revision: information competency SLO added; catalog description to match schedule
    description)
    Approved pending removal of first two questions from catalog description and
    modification of SLO #1 to address what the information will be used for

DGME 250   Digital Media Practicum (4)
            (new course)
            Postponed

DGME 255   Portfolio (2)
            (new course)
            Postponed

Creative Arts/Social Science
ART   300   Two Dimensional Design and Color Concepts (4)
              (new course)
              Postponed

Language Arts
ESL   850   Writing Workshop (.5-3)
              (six year course update, no changes)
              Approved pending correction to SLO #1 to fix grammar; removal of non-degree applicable
              line on description and addition of Dept and Course Number to Course Revision form

Math/Science
NURS 808   Open Skills Laboratory (.5-1.5)
            (course revision; change in units from .5-3 to .5-1.5)
            Approved pending explanation of need for or similarity to Nurs 809

P.E./Athletics/Dance
P.E.   124   Pilates Lab (.5-1)
               (course revision of newly approved course)
               Approved pending spelling correction to PE on validation form

680/880 Courses
Creative Arts/Social Science
MUS   680MI Afro-Latin Percussion Ensemble (2)
             Accepted pending change to SLO #2 to assess individual and ensemble musical growth…

Motion was MSCU to accept the following Information Only
Business/Technology:
- Bank degree and certificate in Wireless Communication Systems
- Amend Certificate of Achievement in Electrical Power Systems and Instrumentation
- Memo adding grade option to BUS and BUSW courses

Career Counseling:
- CRER 112 - **Banking**
- COOP 640 and 641 - **Banking**
- Banking Certificate of Specialization in Leadership for Service and College Peer Advisor

Creative Arts/Social Science:
- Human Services 100, 110, 115, 120, 130, 150, 151, 262, 264 - **Banking**
- Banking Human Services degree and certificates
- Humanities 101, 102, 111, 131, 133 - **Banking**

- Banking TV courses (*TV - distance mode of course is banked only, not entire course)*
ART 100, PSYC 100, 110, 201, 410, SOCI 100, HIST 202, PHIL 100 - **Banking**

Language Arts:
- German 110-112, 120-122, 130-132, 140, 680-689, 690, 801-804, 880-889 - **Banking**
- French 110-112, 115-118, 120-122, 130-132, 140, 680-689, 690, 801-804, 880-889 - **Banking**

Math/Science:
- Modification to Engineering Degree

Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:
BIOL   310   Nutrition – Area E5a (Natural Science)
DGME 128   On-Air Talent - Area E2b (English, Literature, Speech Communication)
DGME 211   Media Design I: Adobe Illustrator - Area E5d (Career Exploration & Self Development)
DGME 212   Media Design II: Adobe Photoshop - Area E5d (Career Exploration & Self Development)

Information Competency:
LIBR   100   Introduction to Library Research
DGME 100   Digital Media
DGME 102   Media Law and Ethics

Motion was MSCU to deny the following A.A./A.S. Degree General Education Requirements:
BIOL   310   Nutrition – Area E5d (Career Exploration & Self Development)

Area E5d:
DGME 160   Information Architecture and Interface Design – Area E5d (Career Exploration & Self Development)
DGME 161   Media Design IV: Fireworks - Area E5d (Career Exploration & Self Development)
DGME 162   Web Design I - Area E5d (Career Exploration & Self Development)
DGME 163   Web Design II - Area E5d (Career Exploration & Self Development)
DGME 165   Digital Animation: Flash - Area E5d (Career Exploration & Self Development)
DGME 166   Web Authoring: ActionScript - Area E5d (Career Exploration & Self Development)
DGME 214   Adobe InDesign - Area E5d (Career Exploration & Self Development)
DGME 220   Typography - Area E5d (Career Exploration & Self Development)
DGME 230   Publication Design/Production with InDesign - Area E5d (Career Exploration & Self Development)
DGME 261   Journalism: Advanced Newswriting – Area E2c (Communication and Analytical Thinking)
DGME 215   History of Graphic Design - Area E5C (Humanities)
DGME 103   Thinking Visually: Fundamentals of Two-Dimensional Design – Area E5C (Humanities) & E5d (Career Exploration & Self Development)
DRAF   110   Solidworks II - Area E5d (Career Exploration & Self Development)

Open Agenda
Update on IPC Ad Hoc Steering Committee
An email was sent out inviting all CSM employees to participate in the all college meeting on April 16th from 2:10 – 4:00 in #36-319. The purpose of the meeting is to discuss "starting points" to develop criteria which will be used to prioritize the institution's educational efforts. Additional smaller open meetings have also been scheduled as follows:

Monday, April 19	2:10 – 3:00	18-307

Tuesday, April 20	12:10 – 1:00	18-307
	2:10 – 3:00	18-307
Wednesday, April 21	8:10 – 9:00	18-306
	12:10 – 1:00	18-307
Thursday, April 22	8:10 – 9:00	18-305

District-wide alignment of requirements for residency (overall and in major)
The Chair, asked the committee if there were any additional comments regarding the district-wide alignment of requirements for residency, as she will be meeting with the District Curriculum Committee next week. Barbara Uchida, Math/Science Representative stated the Division was meeting regarding this issue and had concerns about whether a uniform policy makes sense given that in some majors, one college includes prerequisite courses in the major requirements while another does not. The change to a "50% of major" policy has very different implications for students in these cases.

With no additional feedback, the Chair will take forth this concern and recommendation proposed by the Counseling Division; whereby students must complete either 12 units or 50% of the units required in the major.

CurricUNET training
A webinar training session will take place on May 18th to preview CurricUNET, our new curriculum software program. An email reminder will be sent out soon. Additional hands on training will occur in late August. The tentative schedule is listed below.

Training Dates	Mode	Who Should Attend
Tue, May 18, 2-4pm	CCCconfer/web	• Curriculum Committee Members, • Steering Committee Members • Instructional Deans
Mon, Aug 30, 2:30-4:30pm	Computer Lab (TBD)	• Curriculum Committee Members, • Steering Committee Members
Tue, Aug 31, 9-11am	Computer Lab (TBD)	• Instructional Deans
Tue, Aug 31, 2:30-4:30pm	Computer Lab (TBD)	• Curriculum Committee Members, • Steering Committee Members

Honors program
The committee members were asked to review the notes on the annotated agenda and to be prepared for a discussion on the honors program in May. In essence, our honors program is no longer in existence, but our college is required to revisit the program and make a definite decision to keep or to terminate the program as part of the accreditation follow-up work.

Global Studies program
The committee members were again asked to review the notes on the annotated agenda and to be prepared for a discussion on the Global Studies program in May. This is another program that must be revisited for accreditation purposes. A decision will have to be made to keep or terminate the program. An email reminder with additional information will be sent out to committee members.

GE Handbook
Discussion was postponed to next meeting.

Motion was MSCU to adjourn the meeting at 4:05 p.m.

COMMITTEE ON INSTRUCTION
MINUTES
May 13, 2010

<u>Members Present</u>

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Rudy Ramirez
Language Arts Division	James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw
ASCSM	Stephanie Chiou

<u>Non Voting Administrators/Staff</u>   Ada Delaplaine, Susan Estes, Arlene Fajardo, Marsha Ramezane

<u>Members Absent or Excused</u>

Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	George Kramm
Non Voting Staff	Chandra Vanajakshi

<u>Other Attendees</u>   Stacey Grasso, Ed Seubert

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the following modifications: addition of the PIV 2008 banking memo; the modification memos for the Certificate in Internet Programming and the AA in Interdisciplinary Studies: Option 3.

Motion was MSCU to approve the Minutes of April 15, 2010.

Motion was MSCU to approve/accept the following Permanent Courses:
Business/Technology
CIS   278   Programming Methods: C++ (4)
              (six year update, minor changes in content & removing HBA)
              Accepted pending change to catalog description hours from weekly to term

DGME 250   Digital Media Practicum (3)
            (new course)
            Approved pending change to grade option on permanent course form

DGME 255   Portfolio (2)
            (new course)
            Approved pending change to grade option on permanent course form

Creative Arts/Social Science
ANTH 110   Cultural Anthropology (3)
                      (six year update, minor changes in description)
                      Accepted pending correction to typo from "sills" to "skills" in catalog description

Language Arts
ESL   891   Accent Reduction for Non-Native Speakers (3)
                      (six year course update, minor changes to descriptions)
                      Accepted pending clarification to HBA activities done outside of the lab

Motion was MSCU to accept the following Information Only Items
Business/Technology
- Banking from 2008-09 PIVs
- Modification to Certificate in Internet Programming

Counseling
- Application of International Baccalaureate Exams (IB)
- Application of Advanced Placement Exams (AP)
- Correction to AA in Interdisciplinary Studies: Option 3

Language Arts
- Film 110 TV, ITAL 115-118 TV, SPAN 115-118 TV - Banking Telecourses
- Revision to Speech Communication Major
  Accept pending revision to remove HMSV100 from the major selectives
- Removal of HBA from LIT 101, 220, 231, 232, 430, 804, 820, 830, 835, 837 & 838

Math/Science
- ASTR 100 TV, CA&S 310 TV, GEOL 100 TV, HSCI 100 TV - Banking Telecourses
- Dental Hygiene – Banking memo
- NURS 808 memo explaining the difference between 808 and 809

<u>Open Agenda</u>
Committee and Program updates – Information:
PIV (Estes)
VPI, Susan Estes summarized the PIV recommendations from 2008-09. The German PIV recommendation was accepted; German courses will be banked effective Fall 2010. Per the banking memo accepted at this meeting, the recommendations for Manufacturing and Industrial Technology, Machine Tool Technology, and Welding Technology will also be in place effective Fall 2010.

DGME (Estes)
Currently, the DGME faculty have been meeting with the reconstituted PIV committee and a panel of industry advisors to finalize the DGME curriculum.

Academic Senate Bylaws
Academic Senate Governing Council will be considering a change to is bylaws so that COI reports to Governing Council, rather than directly to the VPI and the Board of Trustees. Wording for this change was not available at the May 11 Senate meeting, so this item will be postponed until fall.

IPC Ad Hoc Steering Committee

A campus wide email survey will be sent out soon to gather information on the direction College of San Mateo should take. The results will then be distributed to the campus and forward to IPC to inform the 2011-2012 budget planning process.

District-wide alignment of requirements for residency (overall and in major) – Discussion:
Laura reported back on the latest discussion of aligning the residency requirements district-wide. Curriculum chairs at Canada and Skyline are willing to consider requirements that are less restrictive for high-unit majors, but would prefer not to bring an alternate proposal to their campuses unless it is supported at CSM. Based on the COI member comments, Laura will take back to district curriculum meeting that there is not full support from CSM for the proposal that "Students must complete either 12 units or 50% of units required in major, whichever is less." Although, if left with no other choice CSM has even less support for going with a requirement of 50% of units in major. Instead, it was recommended that there should be consistency in the courses within the majors first before the major residency requirement is modified.

CurricUNET training – Discussion:
CurricUNET is our new curriculum software program. All COI members are encouraged to participate in the webinar training by responding to Jing Luan's April 21st email invitation for the May 18th training session. Members should also sign up for the additional hands-on training on August 30th or 31st.

Training Dates	Mode	Who Should Attend
May 18, 2-4pm	Cccconfer/web	Curriculum Committee Members, Steering Committee Members Instructional Deans
Aug 30, 2:30-4:30pm	Computer Lab (TBD)	Curriculum Committee Members, Steering Committee Members
Aug 31, 9-11am	Computer Lab (TBD)	Instructional Deans
Aug 31, 2:30-4:30pm	Computer Lab (TBD)	Curriculum Committee Members, Steering Committee Members

Patricia Brannock suggested having faculty curriculum preparer's meet with the COI Division Representatives prior to starting a course in CurricUNET. Laura will try to attend the fall division meetings to provide general information about our new process.

Honors Program – Discussion:
A brief history of CSM's Honors Program was provided. Discussion took place on whether CSM should bring back the Honors Program or make a conscious decision to end it. Honors programs do provide benefits to students, among them are priority considerations for honors students at some transfer schools.

A subcommittee will be formed for work over the summer; Teresa, Martin, James, Barbara and Rudy are interested in participating. Laura will provide a review of Title 5 regulations on honors programs and options for CSM.

Global studies program – Discussion:
The Global Studies program also requires review. Laura will research the options during the summer. The interdisciplinary studies major was also brought up for discussion as not being general enough for students. Therefore, it will also be brought up for discussion in the fall.

GE Handbook – Discussion:

It was suggested that a subcommittee work on the GE revisions; also secondary subcommittee for the American History and Institutions area. Marsha Ramezane, Articulation Officer, offered to provide information based on UC/CSU requirements.

Review of 2009-10 COI goals and COI plans for next year – Discussion:
1. Review and approve new and modified courses and programs (ongoing)
2. Assess the curricular impact of proposed course/program reductions (F09) done!
3. Establish guidelines for information competency requirement. (accreditation) done!
4. Review AA/AS degree requirements and modify if needed. (mission; budget)
    Reviewed and removed Health Science requirement.
5. Develop recommendations for Honors Program and Global Studies. (accreditation)
    Continue in 10-11.
6.   With Distance Education Committee (newly reconstituted), review Distance Education supplement paperwork and approval process. (accreditation; DE substantive change proposal) Postponed to 10-11.
7. Review requirements to see whether a major with greater flexibility for undecided transfer students than the interdisciplinary studies major can be developed. Global studies? Pending legislation re: transfer degree? Continue in 10-11.
8. Revise GE handbook. Postponed to 10-11.

For 2010-2011:
Due to the implementation of CurricUNET and possible budget discussions, additional COI meeting may be required next year. Monthly COI meeting will continue to be schedule for the second Thursday of each month. COI members will be asked to also hold/save the fourth Thursday of the month for possible extra COI meetings or subcommittee work.

The chair thanked committee members for all their work this year.

Motion was MSCU to adjourn the meeting at 3:50 p.m.