

## COMMITTEE ON INSTRUCTION

### MINUTES

September 9, 2010

#### Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	George Kramm, Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
ASCSM	Stephanie Chiou

#### Non Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,

#### Members Absent or Excused

Student Services	Martin Bednarek, Modesta Garcia, Rudy Ramirez
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#### Non Voting Members Absent or Excused

Marsha Ramezane

#### Other Attendees

Kathy Ross, Andreas Wolf

Chair, Laura Demsetz called the meeting to order at 2:18 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of introductions and spelling correction to Plyometric course.

Motion was MSCU to approve the Minutes of May 13, 2010.

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

##### ***Business/Technology***

CIS 490 Computer Forensics: Network Analysis and Defense (3)  
(distance education supplement)  
*Accepted by email vote prior to meeting.*

##### ***Creative Arts/Social Science***

ART 354 Color Photography I (3)  
(course revision, minor changes in description, change in student hours)  
*Accepted pending revision to SLO #3, "become familiar" is hard to assess, should be reworded; spelling and punctuation corrections; removal of number of exams on Methods of Evaluation and checking off appropriate boxes on course revision form*

ART 355 Color Photography II (3)  
(course revision, minor changes in description, change in student hours)  
*Accepted pending revision to SLO #3, "become familiar" is hard to assess, should be reworded; spelling and punctuation corrections; removal of number of exams on Methods of Evaluation; checking off appropriate boxes on course revision form; revision of validation form first line to read ART 355, Color Photography II*

ART 381 Beginning Digital Photography (3)  
(course revision, minor changes in description, change in student hours)  
*Accepted pending spelling and punctuation changes; removal of number of exams on Methods of Evaluation; and checking off appropriate boxes on course revision form;*

### **Language Arts**

ESL 845 Conversation for Non-Native Speakers I (3)  
(course revision, minor changes in content and description)  
*Accepted pending checking minor change on course revision form; addition of READ 807 to recommended preparation; revision of #9 HBA to indicate supervised by faculty member rather than faculty or staff member; revision of course objectives 2 & 3 to be examples of everyday use of language*

ESL 846 Conversation for Non-Native Speakers II (3)  
(course revision, minor changes in content and description)  
*Accepted pending checking minor change on course revision form; revision of #9 HBA to indicate supervised by faculty member rather than faculty or staff member*

ESL 847 Conversation for Non-Native Speakers III (3)  
(course revision, minor changes in content and description)  
*Accepted pending checking minor change on course revision form; revision of #9 HBA to indicate supervised by faculty member rather than faculty or staff member*

ESL 848 Conversation for Non-Native Speakers IV (3)  
(course revision, minor changes in content and description)  
*Accepted pending checking minor change on course revision form; revision of #9 HBA to indicate supervised by faculty member rather than faculty or staff member*

### **P.E./Athletics/Dance**

FITN 134 Track and Trail Aerobics (3)  
(distance education supplement)  
*Accepted by email vote; suggested modifications to distance education supplement to indicate that instruction in self-assessment is part of the course; specify the contents of quizzes and explain how the design a program is incorporated in online version of course. It was suggested that students be surveyed regarding-satisfaction with distance education mode and that the FITN faculty find out how validation of student activity is handled in online activity courses at other community colleges*

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

#### **Counseling**

CRER 880MA Career and Life Planning (.5)  
*Accepted pending FLC calculation and more development of how course content #8D is accomplished*

### **PE/Dance/Athletics**

FITN 680MD Plyometric Conditioning (.5 or 1)

*Accepted pending signed forms, addition of corequisite to catalog and schedule description, and change wording of SLO #2 & 4 from understand to describe*

FITN 680ME TRX Suspension Training (.5 or 1)

*Accepted pending addition of trademark to TRX; spelling correction of SLO a. "trainer" and course content #5 Concepts of "Circuit"; clarification of whether Plyometric is aerobic or anaerobic (see justification of FITN 680MD anaerobic or aerobic); completion of library form*

### **Motion was MSCU to accept the following Information Only Items:**

#### **Business/Technology**

- Removal of materials fees from ACTG 100, 103, 121, 131, 144, 145, 161, 162, 163, 164, 171, 172, 175
- Reinstatement of Certificate of Specialization in Electric Power Systems

#### **Creative Arts/Social Science**

- Memo banking Art 106, PLSC 120, 150, 212, PSYC 108, SOSC 111  
*(note: review degrees affected and submit degree modification memos)*

#### **Language Arts**

- Memo banking ESL 825

#### **Math/Science**

- Memo correcting faculty load credit for NURS 808 and 809
- Memo correcting lecture hours from 3 to 4 for NURS 845

### **Open Agenda**

#### **CurricUNET – update**

Laura Demsetz, COI Chair, briefed the committee on the status of our new curriculum software, CurricUNET. Implementation is planned for the spring semester, with training commencing in November.

#### **Forms and Website**

Complete migration to the new website should be complete by the middle of next week. The URL is <http://collegeofsanmateo.edu/committeeoninstruction/>.

#### **Distance Education**

The Committee on Instruction will be working with the Distance Education Committee to revise our distance education supplement and review process. An email request for COI volunteers for this effort will be sent soon.

#### **New Certificates/Majors**

- a) AB 1440 - Mandates transfer degrees. It is still unknown how it will be implemented and what effect it will have on our committee workload.

This bill would enact the Student Transfer Achievement Reform Act, which, commencing with the 2011-12 academic year, would require a student that receives an associate degree for transfer to be deemed eligible for transfer into a California State University

baccalaureate program when the student meets prescribed requirements.

This bill would prohibit a community college district from imposing any requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and would prohibit remedial noncollegiate level coursework from being counted towards the units required for the associate degree for transfer.

[http://www.aroundthecapitol.com/Bills/SB\\_1440](http://www.aroundthecapitol.com/Bills/SB_1440)

#### Areas of emphasis

The Interdisciplinary Studies major was intended to provide greater flexibility to undecided transfer students. Volunteers are needed for a subcommittee to investigate additional degree options.

#### Global Studies

The Global Studies major must also be reviewed to determine if it should continue with modifications or be banked. The major has been available but has had few if any recent awards. Since banking PLSC 120 will prompt a modification memo to the Global Studies degree, it may be feasible to request that the Social Science faculty also research the future of this major.

#### Honors Program

Background material on the Honors Program will be available next week. Volunteers are needed for a subcommittee to define options for a revised honors program.

#### AA/AS GE Review

The AA/AS General Education requirements are due to be reviewed this year and any changes prompted by AB 1440 will also need to be addressed.

#### Handbooks: GE, Curriculum Committee

The GE Handbook is in need of updating and review. Requests for volunteers will be forthcoming.

#### COI Goals and Assessment, 2010-11

One of the responsibilities of COI is to document committee goals and then assess how well the goals were met. The draft goals below and some possible approaches to assessment were discussed; discussion will continue at the next meeting.

1. Review and approve new and modified courses and programs (ongoing)  
Assessment: number reviewed and outcome?
2. COI subcommittee working with the Distance Education Committee will review the Distance Education Supplement forms and approval process. The resulting review and information will be included in the Distance Education Substantive Change Proposal.  
Assessment: revised form available, approval process developed and approved.
3. Develop recommendations for Honors Program and Global Studies. This goal is required for accreditation purposes.  
Assessment: recommendations made?
4. Review requirements to see whether a major with greater flexibility for undecided transfer students than the interdisciplinary studies major can be developed.  
Assessment: ??
5. Revise GE handbook.
6. Update COI website

7. Switch to CurricUNET

An email requesting volunteers for the various subcommittees and a draft of our goals will be sent out to committee members prior to our next meeting.

Motion was MSCU to adjourn the meeting at 4:02 p.m.

## COMMITTEE ON INSTRUCTION

### MINUTES

October 14, 2010

#### Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel
Creative Art/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm, Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek
ASCSM	Annie Yang

#### Non Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

#### Members Absent or Excused

Patricia Brannock, Modesta Garcia

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 open agenda item on Proposed Academic Senate By-laws.

Motion was MSCU to approve the Minutes of September 9, 2010.

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

##### ***Creative Arts/Social Science***

ART 804 Art of the 20<sup>th</sup> Century (3)  
(course update, minor changes in content, added SLOs)  
*Approved pending removal of term "in a general way" from the course SLOs*

##### ***Math/Science***

ASTR 100 Introduction to Astronomy (3)  
(course revision, minor changes in content and descriptions)  
*Approved pending revision to ENGL 838/848 Validation form to include a more detailed rationale and justification*

ASTR 101 Astronomy Laboratory (1)  
(course revision, minor changes in content and descriptions)

ASTR 103 Observational Astronomy Lab (1)  
(course revision, minor changes in content and descriptions)

ASTR 115 The Solar System (3)  
(course revision, minor changes in content and descriptions)  
*Approved pending revision to ENGL 838/848 Validation form to include a more detailed rationale and justification*

***P.E./Athletics/Dance***

FITN 226 Plyometric Conditioning (.5 or 1)  
(new course)  
*Not approved, course to be reviewed again pending revision to enrollment limitation; corequisite needs to include "or equivalent fitness level as evidenced by a (particular) measurable standard"*

FITN 227 TRX Suspension Training (.5 or 1)  
(new course)

**Motion was MSCU to accept the following Information Only Items:**

***P.E./Athletics/Dance***

- Memo revising Pilates Certificate Programs, changing prefixes from FITN to PE

**Open Agenda**

AB1440 - information

Transfer degrees will consist of general education courses and 18 units of major courses. Currently, model degrees are being created at the state level. The Chair encouraged faculty to participate if possible to provide representation for their discipline. The motivation behind AB1440 is to streamline the transfer process. However, the transfer degree guarantees admission to CSUs, but not necessarily to admission to a specific major program. Members were asked to take back AB1440 information to their divisions for discussion.

Prerequisites - information

When existing courses are being revised, or when new courses are proposed that are offered at our sister colleges, the prerequisites must be consistent across the district. Faculty communication needs to take place to ensure consistency. If consensus is not reached the issue can be taken to the District Curriculum Committee.

Proposed Changes to Academic Senate By-laws - information

The Academic Senate is working on revising their by-laws. The Chair noted the section of by-laws that pertains to the duties and responsibilities of the Committee on Instruction.

Discussion about how to clearly define the role of COI took place. Below are the by-laws along with suggested wording in bold font.

The proposed revisions to #1 were due to the concern about the appropriateness of a subcommittee reporting directly to the Board.

1. Committee on Instruction shall **report and recommend to (which?) Council and** advise the Vice President, Instruction, ~~and make recommendations to the Board~~ concerning curriculum,

instructional courses and programs, and instructional procedures, including program review. Committee on Instruction provides for two student representatives with voting privileges. In addition, the Committee on Instruction may establish subcommittees on library, distance education, and other instructional matters as it deems necessary. **All responsibilities of the Curriculum Committee shall be carried out in accordance with applicable State laws.**

#### Duties and Responsibilities:

For areas a and b, the Chair has questions about the intent and wording.

- a. Carries on a regular review of the entire college curriculum through the program review process.  
What is the purpose of the review? What would be the outcome? How would it be used? The current process is that positions and equipment are requested through program review and the instructional deans prioritize the requests. The "big picture" guidance comes from College Council, IPC, and ASGC. The PIV process is used to review programs considered to be at risk.
- b. Considers for recommendation all matters of administrative policy concerning the curriculum.  
What is meant by "administrative policy"? If the intent is to direct COI to deal with issues like hours-by-arrangement, lab/lecture hours, etc, in which we adhere to the Education Code, perhaps this could be reworded as "**Oversees adherence to curricular aspects of the Education Code.**"

Areas c and d are acceptable as is.

- c. Considers for recommendation proposals for new courses and programs.
- d. Considers for recommendation all deletions, classifications and changes in-courses and programs.

#### Website - information

The website should be completed by Monday, October 18<sup>th</sup>. The link is <http://collegeofsanmateo.edu/committeeoninstruction>.

#### Honors Program - discussion

Most schools that have honors programs have a coordinator with release time and some also have an honors committee to assist the coordinator. Possible professional development project for faculty would be to research feasibility and groundwork for program; this committee does not have the available time to facilitate this project. For additional information on honors programs, go to the following link: <http://www.honorstcc.org/transfer/agreements.html>.

#### COI Goals and Assessment, 2010-11

1. Review and approve new and modified courses and programs (ongoing)  
Assessment: Number reviewed and outcome.
2. With Distance Education Committee (newly reconstituted), review Distance Education supplement paperwork and approval process. (accreditation; DE substantive change proposal) Postponed from 09-10.  
Assessment: Revised form available, approval process developed and approved.
3. Develop recommendations for Honors Program and Global Studies. (accreditation) Continued from 09-10.  
Assessment: recommendations forwarded to ASGC



4. Review requirements to see whether a major with greater flexibility for undecided transfer students than the interdisciplinary studies major can be developed.  
Postponed from 09-10; check AB 1440
5. Revise GE handbook. Postponed from 09-10.  
Assessment: revised handbook available for use in 2011-2012
6. Update website  
Assessment: migration to new website complete
7. Switch to CurricUNET; update COI website and handbook accordingly.
8. Guidelines for enrollment limitations.
9. Guidelines for use of proprietary software or equipment.

Fall meeting dates – information

- The Committee was asked and agreed to hold an extra meeting on October 28th. The purpose of the meeting will be to review course submissions and to work on the honors program.
- The November 11<sup>th</sup> COI meeting will be reserved for review of the new DGME curriculum. Since our District observes the Veteran's Day holiday on the 12<sup>th</sup> instead of the 11<sup>th</sup>, the Chair asked if any members were unable to attend the meeting to please notify her in advance.
- CurricUNET hands-on training will take place on November 18<sup>th</sup> from 2:00-4:00 p.m.
- The deadline for submission of new and revised courses for the 2011-12 catalog is November 19<sup>th</sup> for review at the December 9<sup>th</sup> meeting.
- The Committee was asked to plan on having an extra meeting on January 27 to review the spillover of courses from December.

Motion was MSCU to adjourn the meeting at 3:47 p.m.

**COMMITTEE ON INSTRUCTION**

**MINUTES**

October 28, 2010

Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Modesta Garcia,
ASCSM	Annie Yang

Non Voting Administrators/Staff

Ada Delaplaine, Arlene Fajardo,  
Marsha Ramezane

Members Absent or Excused

Creative Arts/Social Science Division	Rudy Ramirez
Language Arts Division	George Kramm

Non Voting Members Excused

Susan Estes

Other Attendees

Sandra Comerford, David Danielson, Colleen Kirby-Banas, Tim Maxwell, Lee Miller, Kathy Ross, Jane Williams

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 with the reordering of the agenda to move all Sprinkler Fitter items to the beginning and the addition of introductions.

Motion was MSCU to approve the Minutes of October 14, 2010.

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

***Business/Technology***

***SPFI courses approved pending unit revision from 4.5 to 3.5 units.***

SPFI	711	Sprinkler Fitter Apprenticeship I (4.5) (new course; previously existing course change in number and units)
SPFI	712	Sprinkler Fitter Apprenticeship II (4.5) (new course; previously existing course change in number and units)
SPFI	713	Sprinkler Fitter Apprenticeship III (4.5) (new course; previously existing course change in number and units)

- SPFI 714 Sprinkler Fitter Apprenticeship IV (4.5)  
(new course; previously existing course change in number and units)
- SPFI 715 Sprinkler Fitter Apprenticeship V (4.5)  
(new course; previously existing course change in number and units)
- SPFI 716 Sprinkler Fitter Apprenticeship VI (4.5)  
(new course; previously existing course change in number and units)
- SPFI 717 Sprinkler Fitter Apprenticeship VII (4.5)  
(new course; previously existing course change in number and units)
- SPFI 718 Sprinkler Fitter Apprenticeship VIII (4.5)  
(new course; previously existing course change in number and units)
- SPFI 719 Sprinkler Fitter Apprenticeship IX (4.5)  
(new course; previously existing course change in number and units)
- SPFI 720 Sprinkler Fitter Apprenticeship X (4.5)  
(new course; previously existing course change in number and units)

***Counseling/Student Services***

- DSKL 800 Learning Skills Assessment for DSPS (.5)  
(new course)  
*Approved pending addition of checkmark to semester-long box for length of course offering on the Permanent Course form*

***Creative Arts/Social Science***

- PLSC 100 Introduction to Political Science (3)  
(course revision, minor changes in content and descriptions)  
*Approved pending change to SLO #5 from “explore” to “evaluate” and spelling correction to #9 from an elected officials to an elected official; and pending email review of validation forms*
- PLSC 210 American Politics (3)  
(course revision, changes in content)  
*Approved pending revision to course revision form to check Major Changes in Content (new course number not required); and change recommended preparation for Skyline College PLSC 210 to eligibility for ENGL 836; and pending email review of validation forms*
- SOCI 100 Introduction to Sociology (3)  
(distance education supplement)  
*Postponed pending revision to remove specifics in Attachment A participation, evaluation and assignments sections; also correct Section B calculations (will take vote by email)*

### **Math/Science**

- DENT 743 Coronal Polish (.5)  
(course revision, minor changes in hours and descriptions; corequisite change)
- DENT 744 Dental Sealants (.5)  
(course revision, minor changes in hours and descriptions; corequisite change)
- MATH 115 Geometry (5)  
(course revision, minor changes in description and recommended preparation)  
*Approved pending fixes to typos*

### **PE/Dance/Athletics**

- FITN 226 Plyometric Conditioning (.5 or 1)  
(new course)  
*Postponed to future meeting*

### **Motion was MSCU to accept the following 680/880 Courses:**

#### **Pending revision to course units from 4.5 to 3.5 units**

#### **Business/Technology**

- |      |       |  |
|------|-------|--|
| SPFI | 879MA | Sprinkler Fitter Apprenticeship I (4.5)    |
| SPFI | 879MB | Sprinkler Fitter Apprenticeship II (4.5)   |
| SPFI | 879MC | Sprinkler Fitter Apprenticeship III (4.5)  |
| SPFI | 879MD | Sprinkler Fitter Apprenticeship IV (4.5)   |
| SPFI | 879ME | Sprinkler Fitter Apprenticeship V (4.5)    |
| SPFI | 879MF | Sprinkler Fitter Apprenticeship VI (4.5)   |
| SPFI | 879MG | Sprinkler Fitter Apprenticeship VII (4.5)  |
| SPFI | 879MH | Sprinkler Fitter Apprenticeship VIII (4.5) |
| SPFI | 879MI | Sprinkler Fitter Apprenticeship IX (4.5)   |
| SPFI | 879MJ | Sprinkler Fitter Apprenticeship X (4.5)    |

### **The following Information Only Items have been postponed to a future meeting**

#### **Business /Technology**

- Memo banking SPFI 701-710
- Memo revising Sprinkler Fitter A.S. Degree and Certificate of Achievement  
*Certificate pulled to revise memo to correctly list Sprinkler Fitter Apprenticeship instead of Electrical and revision to course units from 4.5 to 3.5 (NOTE: under SPFI & ELEL in catalog add "see Apprenticeship Training")*

### **Open Agenda**

#### **Honors Program – discussion and information**

An honors program should provide enhanced educational opportunity, be structured to allow participation by students in all disciplines, avoid undue or uncompensated demands on faculty, and be sustainable in light of budget changes.

Canada and Skyline have honors programs. At Canada, the program admission requirements for entering high school students are a 3.5 GPA and eligibility for ENGL 100 and Math 120. For continuing college students the admission requirements are a GPA of 3.5 after 9 units of degree applicable coursework and eligibility for ENGL 100 and Math 120. The graduation/transfer requirements are 15

units in honors classes with a GPA of 3.25. At Skyline, faculty are given release time to coordinate the honors program.

Several models for honors offerings are in use. When many sections of a course are offered, one or two sections may be designated as honors and reserved for honors students. Participation under this model may be difficult or impossible for students in high unit majors with limited offerings if the honors sections conflict with required major courses.

A second model is an honors course or colloquium in a particular subject area. Enrollment in the course is limited to honors students who have completed additional prerequisite courses.

A third model consists of an honors contract attached to an existing course. The contract, arranged between the student and faculty member, specifies additional work to be completed by the student under the supervision of the faculty member. The student receives an honors designation for the class, but is not awarded additional units. The faculty member does not receive additional compensation. In the past, there have been concerns about both the additional workload for faculty and the lack of a standard for what constitutes an honors project.

Professor Maxwell presented a potential new model that arose out of a discussion with the COI Chair. A small number of honors seminars would be offered, each representing a cluster of disciplines. Students would enroll in an existing course (for example, PSYC 100) and also in the corresponding honors seminar (for example, honors seminar in the social sciences). Students would select a topic related to the existing course. The seminar would provide students with an academic home in which to carry out their honors work. The early weeks of the seminar might be devoted to research techniques. Later weeks could resemble a research seminar, in which students present and discuss progress on their honors project. Upon successful completion of the honors project and successful completion of the existing course, the student would receive credit for the honors seminar and a designation of honors in the existing course.

With appropriate definition of discipline clusters, this seminar model could provide the opportunity for honors work in any discipline. Guidelines would be developed for the various kinds of honors projects appropriate for each discipline cluster. For example, within a creative arts cluster, an honors project might consist of a performance or a portfolio of advanced work. The seminar model also appropriately recognizes work by students and by instructors: students receive additional credit for the seminar (as well as the honors designation on the existing course); seminar instructors earn load associated with the seminar. An honors program based on these seminars and possibly on additional models of honors work would still require coordination, but with less release time than in some other models.

Several questions need to be addressed before we can determine whether the seminar approach is feasible and desirable. Under what department would the seminars be offered? What would be the minimum qualifications needed to teach a seminar that supports work in many different programs? How would honors courses and levels of participation in an honors program be designated?

Following the honors program discussion, the Committee decided the proposal was worth pursuing. The Chair will follow up with the administrative issues.

**Computerized prerequisite checking - information**

Effective Fall 2011, automatic prerequisite checking will be implemented for all courses with the same prerequisites across the district and also for courses offered at only one college. Concerns were raised about prerequisites that can be satisfied by equivalent experience. Currently, a prerequisite equivalence form must be submitted and approved before the student can register for the course. This may discourage students with equivalent experience from registering. It was suggested that perhaps students who try to register could be presented with a pop-up window describing the type of experience that would be considered acceptable for enrollment.

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

**COMMITTEE ON INSTRUCTION**  
**MINUTES**  
November 11, 2010

Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Rudy Ramirez
Language Arts Division	Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Student Services	Martin Bednarek, Modesta Garcia,
ASCSM	Annie Yang

Non Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,

Members Absent or Excused

Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	George Kramm
Physical Education Division	Shana Young

Non Voting Members Absent

Marsha Ramezane

Other Attendees

Ed Seubert, Michelle Brown, Sam Sanchez, Ed Remitz, Kathy Ross, Michelle Schneider

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 BUS 317 and 326 to December, brief overview of DGME status, addition of DGME 213 and addition to open agenda, item 5: CurricUNET training – reminder.

Motion was MSCU to approve the Minutes of October 28, 2010.

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

***Business/Technology***

- |     |     |  |
|-----|-----|--|
| BUS | 317 | Keyboarding Skill-Building (1.5)<br>(course update – minor changes in title, descriptions, grade option and course hours;<br>plus adding distance education mode)<br><i>Postponed to December meeting</i>                    |
| BUS | 326 | Electronic Filing and Records Mgmt. (1.5)<br>(Course update – minor changes in title, descriptions, grade option, course hours<br>removing hba; plus adding distance education mode)<br><i>Postponed to December meeting</i> |

**All DGME courses are approved with the contingency of the Articulation Officer's review & approval of the validation forms and the correction of errors in paperwork noted in technical and COI member reviews.**

- DGME 101 Writing Across the Media (3)  
(course revision – minor changes, requesting approval for additional GE areas, update distance education supplement)
- DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design (3)  
(course revision – minor changes in descriptions)
- DGME 104 Digital Media Career Pathways (3)  
(new course)  
*Pending revision to generalize number of quizzes listed throughout paperwork*
- DGME 112 TV Studio Production (3)  
(course revision – minor change removing recommended prep of DGME 100)
- DGME 113 Digital Video Production (3)  
(new course – formerly DGME 115 which will be banked)  
*Pending revision to 48 lecture hours and 16 lab hours throughout paperwork*
- DGME 118 Digital Audio Production (3)  
(course revision – minor changes in title, content and descriptions)  
*Pending revision to 48 lecture hours and 16 lab hours throughout paperwork*
- DGME 120 Advanced Video & Editing (3)  
(course revision – change in course title, hours, descriptions, prerequisite and recommended preparation)
- DGME 128 On-Air Talent (3)  
(course revision)
- DGME 130 Lighting for Studio & Field (3)  
(course revision)
- DGME 143 Motion Graphics (3)  
(new course – revision of DGME 142 which will be banked)  
*Pending submission of Permanent Course form and Validation form and review by chair & admin.*
- DGME 150 Advanced Audio: Radio Production (3)  
(course revision – change in course title)
- DGME 152 Advanced Digital Audio: Pro Tools (3)  
(new course – revision of DGME 192 which will be banked)  
*Pending revision of catalog description removing "Students with prior experience should consult the instructor to determine whether to start with DGME 118 or 152"*



- DGME 155 Video Journalism (3)  
(course revision – DGME 260 added as prerequisite)  
*Pending revision to enrollment limitations to distinguish between prerequisites and corequisites and approval of revised validation forms*
- DGME 165 Digital Animation: Flash (3)  
(course revision – minor changes in title, course content and description and DE update)  
*Note: add text to schedule regarding requirement to purchase software or attend the DGME open lab for online sections*
- DGME 166 Web Authoring: ActionScript (3)  
(course revision – minor changes in title, course content and description and DE update)  
*Note: add text to schedule regarding requirement to purchase software or attend the DGME open lab for online sections*
- DGME 167 Web Design I: Fireworks (3)  
(new course – formerly DGME 161; distance education supplement)  
*Note: add text to schedule regarding requirement to purchase software or attend the DGME open lab for online sections*
- DGME 168 Web Design II: Dreamweaver (3)  
(new course – formerly DGME 162; distance education supplement)  
*Note: add text to schedule regarding requirement to purchase software or attend the DGME open lab for online sections; clarify if UC transferable, marked on perm course form but not on DL; revise wording of last paragraph under instructional media on DL attachment A*
- DGME 169 Web Design III: CSS (3)  
(new course – formerly DGME 163; distance education supplement)  
*Note: add text to schedule regarding requirement to purchase software or attend the DGME open lab for online sections; clarify if UC transferable, marked on permanent course form but not on DL*
- DGME 211 Media Design I: Illustrator (3)  
(course revision – minor changes in title and descriptions)
- DGME 212 Media Design II: Photoshop (3)  
(course revision – minor changes in title and descriptions)
- DGME 213 Media Design III: Advanced Illustrator & Photoshop (3)  
(course revision – minor changes in descriptions)
- DGME 215 History of Graphic Design (3)  
(course revision – minor changes in descriptions and lab hours)  
*Marsha will contact submitter regarding GE area, i.e. add Humanities to GE area*
- DGME 220 Typography (3)  
(course revision – minor changes in descriptions)

*Marsha will contact submitted regarding GE area, i.e. add Humanities to GE area*

- DGME 230 Publication Design and Production with InDesign (3)  
(course revision – minor changes in descriptions)
- DGME 235 Graphic Design Theory and Application (4)  
(course revision – minor changes in descriptions)  
*Pending revision to change lab hours from 32 to 48 hours*
- DGME 240 Digital Publishing (4)  
(course revision – minor changes in descriptions)  
*Pending revision to change lab hours from 32 to 48 hours; SLO #3 change to  
Appropriately use; validation forms change “is” to “has”*
- DGME 250 Digital Media Practicum (3)  
(course revision – minor changes in content, descriptions and prerequisites)
- DGME 255 Portfolio (2)  
(course revision – minor changes in descriptions)  
*Pending revision to change lab hours from 32 to 48 hours*
- DGME 260 Newswriting and Reporting (4)  
(course revision – change in title)
- DGME 261 Advanced Newswriting and Reporting (3)  
(course revision – change in title and grade option)
- DGME 265 Newspaper and Online News Production (3)  
(course revision – change in title and grade option)
- DGME 270 Special Studies in Journalism (1)  
(course revision – change in title and grade option)

**Motion was MSCU to accept the following AA/AS Degree General Education Requirements:**

- DGME 101 Writing Across the Media – Area E5d (Career Exploration and Self Development)
- DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design – Area E5d (Career  
Exploration and Self Development)
- DGME 104 Digital Media Career Pathways – Area E5d (Career Exploration and Self Development)
- DGME 215 History of Graphic Design – Area E5c (Humanities)
- DGME 230 Publication Design and Production with InDesign – Area E5d (Career Exploration and Self  
Development)
- DGME 260 Newswriting and Reporting - Area E5d (Career Exploration and Self Development)
- DGME 265 Newspaper and Online News Production - Area E5d (Career Exploration and Self  
Development)
- FITN 227 TRX Suspension Training - Area E4 (Physical Education)
- MUS 131 Harmony I – Area E5c (Humanities)
- SPFI 711 Sprinkler Fitter Apprenticeship I – Area E5d (Career Exploration and Self Development)

**Motion was MSCU to deny the following AA/AS Degree General Education Requirements:**

- DGME 101 Writing Across the Media – Area E2c (Communication and Analytical Thinking), Area E5b (Social Science)
- DGME 155 Video Journalism – Area E5d (Career Exploration and Self Development)
- DGME 165 Digital Animation: Flash - Area E5d (Career Exploration and Self Development)
- DGME 166 Web Authoring: ActionScript - Area E5d (Career Exploration and Self Development)
- DGME 167 Web Design I: Fireworks - Area E5d (Career Exploration and Self Development)
- DGME 168 Web Design II: Dreamweaver - Area E5d (Career Exploration and Self Development)
- DGME 169 Web Design III: CSS- Area E5d (Career Exploration and Self Development)
- DGME 260 Newswriting and Reporting - Area E2c (Communication and Analytical Thinking)
- DGME 261 Advanced Newswriting and Reporting - Area E2c (Communication and Analytical Thinking), and Area E5d (Career Exploration and Self Development)

**Motion was MSCU to accept the following Information Only Items:**

***Business /Technology***

- Memo banking SPFI 701-710
- Memo revising Sprinkler Fitter A.S. Degree and Certificate of Achievement
- DGME banking memo; DGME 106, 115, 140, 142, 160, 161, 162, 163, 182, 192, 214
- DGME (8) Degrees and (16) Certificates

Open Agenda

**SB1440 – information**

Transfer degrees are required to be in place by next year. Six proposed curricula are currently available. With minor changes to our course offerings, CSM will be able to offer all six degrees in the fall. The 2011-12 catalog submission deadline will be extended for any necessary changes to our curriculum. Faculty should check the C-ID website, <http://www.c-id.net>, to review these curricula and find out how to participate in the development of state-wide models for additional transfer majors.

**Honors Program – information**

Discussion from the last meeting continued. The Chair spoke to the issue of minimum qualifications, saying it could be met by having an interdisciplinary FSA. The Chair also met with the VPI and President and was given assurance that funding would be available for researching and creating a proposal. Teresa Morris and Patti Appel both expressed interest in shaping the honors proposal.

**Computerized prerequisite checking - reminder**

Reminder for COI members to inform division faculty that automated prerequisite checking will be in place for Fall 2011 for courses with common prerequisites across the district and for courses unique to a college. Course revision paperwork is due by November 18<sup>th</sup> to make the deadline for Fall 2011 implementation.

**COI Chair for 2011-12 – discussion**

Our current chair will be unavailable to serve an additional term due to other obligations. A new chair will be voted-in in February or March from our current COI members.

**CurricUNET training – reminder**

Training is scheduled for next Thursday, November 18<sup>th</sup> from 2:00-4:00 p.m.

Motion was MSCU to adjourn the meeting at 4:02 p.m.

**COMMITTEE ON INSTRUCTION**  
MINUTES  
December 9, 2010

Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm, Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Modesta Garcia,
ASCSM	Annie Yang

Non Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

Other Attendees

Jane McAteer, Tania Beliz, Lin Bowie

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 revision to HORT 407 course to from 3 to 2 units.

Motion was MSCU to approve the Minutes of November 11, 2010.

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

***Business/Technology***

- |      |     |   |
|------|-----|---|
| BUS  | 317 | Keyboarding Skill-Building (1.5)<br>(course update – minor changes in title, descriptions, grade option and course hours;<br>plus adding distance education mode)   |
| BUS  | 326 | Electronic Filing and Records Mgmt. (1.5)<br>(Course update – minor changes in title, descriptions, grade option, course hours<br>removing hba; plus adding distance education mode)                              |
| FIRE | 715 | (FT1) Fire Protection Organization (3)<br>(course update – minor changes to description and addition of recommended<br>preparation)   |
| FIRE | 720 | (FT2) Fire Prevention Technology (3)<br>(course update – minor changes to description and addition of recommended<br>preparation)<br><i>pending revision to SLO #1, rephrase to reference “its” appropriately</i> |
| FIRE | 730 | (FT5) Fire Behavior and Combustion (3)  |

(course update – minor changes to description and addition of recommended preparation)

FIRE 740 (FT4) Building Construction for fire Protection (3)  
(course update – minor changes to description and addition of recommended preparation)

FIRE 745 (FT3) Fire Protection Equipment and Systems (3)  
(course update – minor changes to description and addition of recommended preparation)

FIRE 796 Emergency Medical Technician: Basic (10)  
(new course)  
*Approved as CSU Transferable pending submitter's okay*

### ***Creative Arts/Social Science***

SOCI 100 Introduction to Sociology (3)  
(distance education only)  
***To be revisited in January meeting after additional revisions***

PLSC 100 Introduction to Political Science (3)  
(course revision, minor changes in content and descriptions)  
*Course previously approved pending review of validation forms; revised validation forms accepted.*

### ***Math/Science***

ASTR 100 Introduction to Astronomy (3)  
(distance education only)

BIOL 220 General Botany (5)  
(course revision – minor changes in descriptions adding DL)  
*Accepted pending revision to validation form to specify recommended preparation of Biol 110, 195 or equivalent course with lab and Chem 192, 210 or 410 or equivalent.*

CHEM 210 General Chemistry I (5)  
(course revision – changing prerequisites and recommended preparation)  
*Accepted pending revision to SLO prelude of "Students will be able to"*

CHEM 220 General Chemistry II (5)  
(six year update – minor changes in descriptions)  
*Accepted pending revision to SLO prelude of "Students will be able to" and revise SLO #1 to student will "demonstrate understanding and perform..." and suggested revision to SLO #2 from "appreciate" to "recognize"*

HORT 402 Introduction to Floristry (3)  
(new course with DL)  
*Approved pending revision to spell out ISC, Integrated Science Center; inclusion of list of topics in addition to the syllabus.*

- HORT 403 Intermediate & Contemporary Floristry (3)  
(new course with DL)  
*Approved pending revision of title to Intermediate "&" Contemporary Floristry and revision to SLO #4 addition of "of" after understanding; revision to spell out ISC, Integrated Science Center; inclusion of list of topics in addition to the syllabus; listing the course as prerequisite on the validation form; removing the AA/AS GE of Career Exploration from the Permanent Course form*
- HORT 406 Advanced Styles and Techniques in Floristry (3)  
(new course with DL)  
*Approved pending revision to spell out ISC, Integrated Science Center; inclusion of list of topics in addition to the syllabus; listing the course as prerequisite on the validation form; correcting the descriptions from "Recommended Preparation" to "Prerequisite" of HORT 403; removing the AA/AS GE of Career Exploration from the Permanent Course form*
- HORT 407 Wedding, Tributes and Special Projects (2)  
(new course with DL)  
*Approved pending revision to spell out ISC, Integrated Science Center; inclusion of list of topics in addition to the syllabus; listing the course as prerequisite on the validation form; correcting the descriptions from "Recommended Preparation" to "Prerequisite" of HORT 406; removing the AA/AS GE of Career Exploration from the Permanent Course form*
- NURS 620 Bridge Course for Advanced Entry Students (2)  
(course revision – change in content and units)  
*Accepted pending revision to catalog and schedule description; addition of the word "also" to "This course will also help students adjust to CSM's RN program..." and the addition of AA applicability at the end of the catalog and schedule description*
- PHYS 100 Conceptual Physics (3)  
(course revision – minor changes in description, prerequisites and title)
- PHYS 150 Preparation for Physics (4)  
(course revision – minor changes in content, SLOs and description)
- PHYS 210 General Physics I (4)  
(course revision – minor changes in descriptions)
- PHYS 211 General Physics I – Calculus Supplement (1)  
(course revision – minor changes in descriptions and SLOs)

***PE/Dance/Athletics***

- FITN 226 Plyometric Conditioning (.5 or 1)  
(new course)  
*Pending rewording of prerequisite to "Completion of or concurrent enrollment in a varsity course or equivalent fitness level as documented by a physical conducted by a*

*licensed medical physician and a thorough orthopedic examination” and addition of prerequisite to Catalog and Schedule Description and revision of validation form to match revised prerequisite wording*

**Motion was MSCU to accept the following Experimental Courses 680/880**

MATH 880MA Math Placement Test Preparation Workshop

*Accepted pending addition of prerequisite, “completion of Math Placement Test”*

NURS 680MB Bridge Course for Advanced Entry Students

*Accepted pending revision to catalog and schedule description; addition of the word “also” to “This course will also help students adjust to CSM’s RN program...” and the addition of AA applicability at the end of the catalog and schedule description*

**Motion was MSCU to accept the following Information Only Items:**

***Business /Technology***

- Banking FIRE 795

***Creative Arts/Social Science***

- Banking ART 231/232, ANTH 350 TV, MUS 465

***Math/Science Division***

- Banking BIOL 666

**Information Only Items Postponed to January meeting**

***Creative Arts/Social Science***

- AOD Program Changes
- Memo correcting hours for ART courses
- Modification to Global Studies Certificate of Achievement

***Language Arts***

- Removal of HBA from Lit. 105
- Unbanking Lit. 115/840

***Math/Science Division***

- Modification to Major in Life Sciences: Biotechnology AS and Certificate of Achievement
- Changes to AS Math Degree
- Modification to Horticulture: Floristry AS and Certificate of Achievement

**Open Agenda**

**District alignment of AA/AS major residency requirement – information and action**

Last year, the colleges were asked to bring the major residence requirements into alignment. This item has been discussed and is now being put to vote so the results can be reported to the Board of Trustees in January.

Currently the requirements for residency/major 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 colleges. For majors with more than 24 units, the major requirement at Canada and Skyline is more restrictive and exceeds the residency requirement.

Last year, we discussed a compromise wording: "Students must complete either 12 units or 50% of units required in major, whichever is fewer." There was some support for this compromise, but also some concern that 9 units in the major is too few.

All three colleges have been asked to move forward on the compromise. At its December 1<sup>st</sup> meeting, Skyline's curriculum committee accepted the following change: from "Complete a minimum of fifty percent (50%) of the units required for the major at Skyline College" to "Either 12 units or 50% of units required in major, whichever is fewer, must be completed at the college awarding the degree."

The Committee on Instruction took a vote to change the requirements for residency/major from "*...a minimum of 18 units, 12 of which must be taken in residence at College of San Mateo*" to "*...a minimum of 18 units. Either 12 units or 50% of units required in the major, whichever is fewer, must be completed at College of San Mateo.*" The action item passed with one nay vote and will become effective 2011-12.

#### **CurricUNET – discussion**

The committee was asked to forward any questions, comments or feedback from the November 18<sup>th</sup> training to the Chair or Administration Analyst. Areas needing clarification as we migrate to CurricUNET are enrollment limitations (what is needed on the validation forms), distance education and student learning outcomes.

#### **SB1440 update – information**

SPRING 2011 DIG (Discipline Input Group) Session Dates

Discipline Input Groups (DIGs) will be convened **February 25 (North – San Jose) and March 11 (South - TBA)** to review descriptors and initiate discussions of CCC degrees in response to SB 1440.

The following disciplines will be convened:

- Accounting
- Business, Management,
- Marketing
- English
- Economics
- Computer Systems
- Information Systems
- Political Science
- Music
- Math
- Studio Art
- Education/Teacher Prep

Committee members were referred to the model curricula for Communications, Criminal Justice, Geology, Math, Psychology, and Sociology which are available at <http://www.cid.net/transfermodelcurriculum.html> (no login or review required). They can also find a link to existing course descriptors on the page. Committee members were directed to ask faculty in the disciplines that

will be meeting in spring to review current course descriptors and participate in the discipline input groups.

### **COI Chair for 2011-2012 – discussion**

An overview of the position was provided. Release time of 3 FLCs is given to the chair in Fall and in Spring (6 FLC yearly total). The Chair is required to serve a two-year term. The duties include COI meeting preparation, technical review, serving as a member of the IPC and district curriculum committee, attending ASGC, and serve as ex officio to Distance Ed Committee and Enrollment Management Committee.

The Chair requested nominations be sent to her no later than February 1st.

### **Honors program – information and discussion**

We have discussed bringing back an honors program in a form that provides enhanced educational opportunity

- is open to students in all disciplines
- does not put undue/uncompensated demands on faculty
- is sustainable in light of budget changes

In addition to the existing forms of honors courses (designated honors sections, honors colloquia focusing on a particular subject, honors contracts within a standard course), the committee discussed the idea of an honors workshop staffed by faculty able to work across a cluster of disciplines. Students enrolled in a broad variety of courses in the disciplines could enroll in the honors workshop and complete an honors project related to the standard course.

Still pending are preliminary clusters, guidelines for the nature of honors work in the various clusters (and in the other forms of honors offerings), criteria for honors program admission and continued membership and a sense of the staffing needed to run the program.

There is support from the President for moving forward with an honors program and for having at least parts of the program in place for Fall 2011. COI can apply to the President's Innovation fund for support for faculty work on this between semesters. Teresa and Patti expressed interest at the last meeting.

### **Proposed schedule:**

Between semesters: 10 -15 hours each (email and face-to-face; Susan and Laura participating also) to develop drafts versions of

- Clusters
- Guidelines for the nature of honors work in the various clusters (and in the other forms of honors offerings)
- Criteria for honors program admission and continued membership
- A sense of the staffing needed to run the program

January meeting: discuss results of between-term work; develop a proposal to bring back to divisions.

February meeting (regular and possible extra): feedback from divisions; revision of proposal; development/solicitation of course outlines

March meeting (regular and possible extra): review/acceptance of proposal; review of course outlines

April meeting: additional review of course outlines as needed

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

## COMMITTEE ON INSTRUCTION

### MINUTES

January 27, 2011

#### Members Present

Chair	Laura Demsetz
Business/Technology	Patti Appel
Language Arts Division	George Kramm, Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
ASCSM	Annie Yang

#### Members Absent/Excused

Business/Technology	Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus, Rudy Ramirez
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Modesta Garcia,

#### Non-Voting Administrators/Staff

Ada Delaplaine, Arlene Fajardo, Marsha Ramezane

#### Non-Voting Members Excused

Susan Estes

#### Other Attendees

Bruce Maule

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 Distance Education to the open agenda items.

Motion was MSCU to approve the Minutes of December 9, 2010.

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

##### ***Business/Technology***

*The Accounting course changes were accepted with one abstention*

ACTG 103 Ten-Key Skills (.5)

(Distance Education only)

ACTG 161 Intermediate Accounting I (4)

(course revision changing prerequisite to recommended preparation; Distance Education)

*Accepted pending change to wording on the Distance Education form to "The following is a sample of instructional media the course will use"*

ACTG 162 Intermediate Accounting II (4)

(course revision changing prerequisite to recommended preparation)

- ACTG 163 Auditing (3)  
(course revision changing prerequisite to recommended preparation)
- ACTG 164 Governmental and Nonprofit Accounting (3)  
(course revision changing prerequisite to recommended preparation)
- ACTG 165 Cost Accounting (3)  
(course revision changing prerequisite to recommended preparation)
- ACTG 172 Business Income Taxes (3)  
(course revision changing prerequisite to recommended preparation)  
*Accepted pending Skyline's agreement to change prerequisites to recommended preparations; if Skyline doesn't change, then CSM will change course number*
- ACTG 665 Special Topics in Taxation (.5-3)  
(course revision changing prerequisite to recommended preparation)

***Creative Arts/Social Science***

- LIBR 105 Advanced Online Research (3)  
(course revision – minor changes and addition of recommended preparation, DL)
- SOCI 100 Introduction to Sociology (3)  
(Distance Learning only)  
*Postponed to February meeting*
- SOCI 340 Human Sexuality (3)  
(six year update – no changes)  
*Accepted pending review by SLO Coordinator*
- SOSC 319 Co-Occurring Disorders I: Recognition & Referral (3)  
(course revision – minor changes in content, descriptions and title)  
*Postponed to February meeting*
- SOSC 325 Co-Occurring Disorders II: Management & Treatment (3)  
(new course)  
*Postponed to February meeting*
- SOSC 382 British Life and Culture (1 or 3)  
(course revision – minor changes to student hours and HBA)  
*Accepted pending review by SLO Coordinator*
- SOSC 383 Italian Life and Culture (1 or 3)  
(course revision – minor changes to student hours and HBA)  
*Accepted pending review by SLO Coordinator*
- SOSC 384 French Life and Culture (1 or 3)  
(course revision – minor changes to student hours and HBA)  
*Accepted pending review by SLO Coordinator*

SOSC 385 Spanish Life and Culture (1 or 3)  
(course revision – minor changes to student hours and HBA)  
*Accepted pending review by SLO Coordinator*

SOSC 386 South African Life and Culture (1 or 3)  
(course revision – minor changes to student hours and HBA)  
*Accepted pending review by SLO Coordinator*

**Language Arts**

ENGL 850 Individual Writing Instruction (.5-3)  
(course revision – minor changes in content and course title)  
*Accepted pending addition to catalog and schedule description of 24 hours required for each .5 units of credit and addition of minimum hours information in the schedule description*

ESL 850 Individual Writing Instruction (.5-3)  
(course revision – minor changes in content and course title)  
*Pending addition to catalog and schedule description of 24 hours required for each .5 units of credit and addition of minimum hours information in the schedule description*

LIT. 115 The Short Poem in English: A Survey (3)  
(course revision – unbanking, adding SLOs and changes to title and prerequisite)  
*Pending change to description to “The study of major short poems in English from Chaucer...”*

LIT. 840 The Short Poem in English: A Survey (3)  
(course revision – unbanking, adding SLOs and changes to title and prerequisite)  
*Pending change to description to “The study of major short poems in English from Chaucer...”*

LIT. 201 American Literature I (3)  
(course revision – minor changes to descriptions)

LIT. 823 American Literature I (3)  
(course revision – minor changes to descriptions)  
*Accepted pending corrections to reference Lit. 823 instead of Lit. 201*

LIT. 202 American Literature II (3)  
(course revision – minor changes to descriptions)

LIT. 824 American Literature II (3)  
(course revision – minor changes to descriptions)

**Information Only Items Postponed to February Meeting:**

***Creative Arts/Social Science***

- AOD Program changes
- Memo correcting hours for ART courses

- Modification to Global Studies Certificate of Specialization

### ***Language Arts***

- Removal of HBA from Lit. 105
- Unbanking Lit. 115/840

### ***Math/Science Division***

- Banking HSCI 113, 114, 119 and 125
- Modification to Major in Life Sciences: Biotechnology AS and Certificate of Specialization
- Changes to AS Math Degree
- Modification to Horticulture: Floristry AS and Certificate of Achievement

### **Open Agenda**

#### 1. Distance Education

The Committee was asked to review the proposed Web-Assisted course definition that will be used district-wide. The definition was acceptable to committee, so the Chair will take the response forward to the district curriculum meeting.

#### 2. CurricUNET and spring course submissions – information

CurricUNET is still in progress so most likely will begin using it for course submissions in the fall.

#### 3. SB1440 update – information

An email was sent out by the Academic Senate for California Community Colleges on launching the first Transfer Model Curricula (TMC) Associate Degrees for transfer, SB1440. The email directed interested parties to review information on either one of the following website, [www.cid.net/1440.html](http://www.cid.net/1440.html) or [www.cccco.edu/1440](http://www.cccco.edu/1440) and click on the 1440 documents on the right. A calendar of webinar training sessions is also posted. Members were asked to please read through the information.

#### 4. Honors program – information and discussion

An update will be presented at the February meeting.

#### 5. COI Chair for 2011-2012 – information

Nominations will be requested at our next meeting.

Motion was MSCU to adjourn the meeting at 4:08 p.m.

**COMMITTEE ON INSTRUCTION**  
MINUTES  
February 10, 2011

Members Present

Chair	Laura Demsetz
Language Arts Division	George Kramm
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek
ASCSM	Annie Yang

Members Absent/Excused

Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	Brandon Smith
Student Services	Modesta Garcia

Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

Other Attendees

David Danielson, Stacey Grasso, Tim Maxwell,  
Michelle Schneider, Angela Stocker

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 minor changes to the order of the agenda items.

Motion was MSCU to approve the Minutes of January 27, 2011.

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

***Business/Technology***

CIS 111 Introduction to Internet Programming (3)  
(distance education supplement only)

***Creative Arts/Social Science***

SOCI 100 Introduction to Sociology (3)  
(distance education supplement only)  
*Accepted pending move of calculation hours from Section B to Section C, change in wording in methods of evaluation and change in weekly count under the assignments section*

SOSC 319 Co-Occurring Disorders I: Recognition & Referral (3)  
(course revision – minor changes in content, descriptions and title)



SOSC 325 Co-Occurring Disorders II: Management & Treatment (3)  
(new course)  
*Approved pending correction to include major title on the permanent course form*

**Language Arts**

ESL 891 Accent Reduction for Non-native Speakers (3)  
(distance education supplement only)

FILM 200 Film in Focus (3)  
(distance education supplement only)

**Math/Science**

ENGR 230 Engineering Statics (3)  
(distance education supplement only)

**P.E/Dance/Athletics**

KINE 101 Introduction to Kinesiology (3)  
(new course)  
*Approved pending review of SLOs by the SLO Coordinator*

**Motion was MSCU to accept the following Experimental 680/880 Courses:**

CIS 680ME Internet Programming: HTML5 and CSS (3)  
(distance education supplement)

CIS 680MF Game Programming: OpenGL (4)

DGME 680MA Digital Media Career Pathways (3)  
(distance education supplement)  
*Accepted with the additional text of (replaces MULT 680 and will be equivalent to DGME 104) in the schedule description*

**Motion was MSCU to accept the following Information Only Items:**

**Business/Technology**

- FIRE Degree changes memo

**Creative Arts/Social Science**

- AOD Program changes
- Memo correcting hours for ART courses
- Modification to Global Studies Certificate of Specialization

**Language Arts**

- Removal of HBA from Lit. 105
- Unbanking Lit. 115/840
- Communication Studies Memo (SPCH to COMM)

**Math/Science Division**

- Banking HSCI 113, 114, 119 and 125

- Modification to Major in Life Sciences: Biotechnology AS and Certificate of Specialization
- Changes to AS Math Degree
- Modification to Horticulture: Floristry AS and Certificate of Achievement & Banking

***P.E/Dance/Athletics***

- Division name change and new department name memo

Open Agenda

**CurricUNET and spring course submissions – information**

Spring submissions will continue to be processed as is. We will begin using CurricUNET in the fall.

**SB1440 update – information**

Three Transfer Model Curriculum (TMC) degrees have been approved at the state level: Psychology, Communication Studies, Sociology. Today’s agenda addresses changes to support a TMC Communication Studies degree. Work is in progress in the courses need to support the Psychology and Sociology TMC degrees. State review for TMC degrees in Administration of Justice/Criminal Justice, Kinesiology/PE, and Math begins March 28. Members were asked to encourage faculty to review the TMC majors related to their programs.

**Honors program – information and discussion**

The Chair provided a list of potential clusters for honors program workshops. A draft workshop outline was presented. Areas for future discussion include “eligibility for” or “admission to” the honors program; course set-up (flexible hours or hybrid); SLOs. Additional discussion covering issues of grading, prerequisite checking and other details followed. Minimum qualifications for Interdisciplinary Studies and faculty pay concerns were also discussed. An email will be sent out inviting faculty to participate in a follow-up meeting to continue discussing the honors program.

**COI Chair for 2011-2012 – Action**

Teresa Morris was nominated, elected, and has accepted the COI Chair position for 2011-13.

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

## COMMITTEE ON INSTRUCTION

### MINUTES

March 10, 2011

#### Members Present

Chair	Laura Demsetz
Business/Technology	Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	George Kramm, Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Modesta Garcia, Mary Valenti
ASCSM	Annie Yang

#### Members Absent/Excused

Business/Technology	Patti Appel
Creative Arts/Social Science Division	Rudy Ramirez

#### Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

#### Non-Voting Staff Excused

David Locke

#### Other Attendees

Sandra Comerford, Kathy Ross, Michelle  
Schneider

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 DGME 260, LIBR 105 addition to GE area for info competency and addition of Horticulture/Floristry modified PIV review to open agenda items.

Motion was MSCU to approve the Minutes of February 10, 2011 with the correction to Modesta and Brandon's absence.

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

##### ***Business/Technology***

- |      |     |  |
|------|-----|--|
| DGME | 260 | Journalism: Newswriting (3)<br>(course revision – change in units and hba)<br><i>Accepted pending addition to #9 “working in newsroom”</i> |
| ELEC | 112 | Advanced Electronics Applications (3)<br>(course revision – minor changes to prerequisites, descriptions)                                  |
| ELEC | 405 | Transformers and Rotating Machinery (2)<br>(course revision – minor changes to prerequisites, descriptions)                                |

### **Creative Arts/Social Science**

- MUS 424 Small Jazz Ensembles (2)  
(new course)  
*Approved pending revisions to Permanent Course Approval form, repetitions, homework hours, and addition of “auditions taking place at first class meeting to the descriptions”*
- MUS 425 Contemporary Jazz Combo (2)  
(new course)  
*Approved pending revisions to Permanent Course Approval form, repetitions, homework hours, and addition of “auditions taking place at first class meeting to the descriptions”*
- PHIL 100 Introduction to Philosophy (3)  
(distance education supplement only)  
*Approved with revision to participation “a portion of their grade” instead of 10 percent and under Multiple Methods of Instruction, change sentence to “Rules regarding plagiarism are rigidly enforced, thus reinforcing academic standards.”*
- SOSC 313 AOD Treatment for Incarcerated Populations (3)  
(course revision – unbanking and minor revisions)  
*Pending rewording of validation form for prerequisite of SOSC 301, and pending review of SLOs with SLO Coordinator; on course update form check box regarding GE and add course number and title*

### **Language Arts**

- CHIN 211 Colloquial Mandarin Chinese I, Elementary (3)  
(course revision – minor changes in content and distance supplement)  
*Accepted distance supplement only, pending submission of completed attachment B; course revision postponed to April*
- CHIN 212 Colloquial Mandarin Chinese II, Elementary (3)  
(course revision – minor changes in content and distance supplement)  
*Accepted Distance supplement only, pending submission of completed attachment B; course revision postponed to April*

### **Math/Science**

- ARCH 100 Survey of Modern Architecture (3)  
(course revision – minor changes in content, removed materials fee)
- ARCH 120 Architecture + Design Drawing I: Drawing & Visual Thinking (2)  
(course revision – minor changes in content, removed materials fee & hba)  
*Accepted pending correction to (AA, CSU, UC) in descriptions*
- ARCH 140 Architecture + Design Drawing II: Design Communication (2)  
(course revision – minor changes in content, change in prerequisite, removed materials fee & hba)
- ARCH 210 Design I: Introduction to Architecture, Environmental Design, and the Design Process (4)

(course revision – minor changes in content, corequisite)  
*Accepted pending correction to (AA, CSU, UC) in descriptions*

ARCH 220 Design II: Architecture Design, Form and the Built Environment (4)  
(course revision – minor changes in content, prerequisite)

ARCH 666 Introduction to Architecture (1)  
(course revision – minor changes in content)

MATH 120 Intermediate Algebra (5)  
(course revision – minor changes to descriptions)

MATH 145 Liberal Arts Mathematics (3)  
(six year update – minor changes to description, adding SLOs)

***P.E./Dance/Athletics***

DANC 390 Dance Composition/Theory/Choreography (2.5-3)  
(new course)  
*Accepted pending modification of permanent course form to explain differences in enrollment limitations across the district, removal of 122 from validation form, and verification that remaining enrollment limitations are active in catalog.*

KINE 200 Yoga History & Culture (3)  
(new course)  
*Pending review by SLO Coordinator, check recommended preparation, missing validation form for ENGL 828 mismatch between content and SLOs  
Postponed to April*

KINE 201 Yoga Pedagogy Lecture (3)  
(new course)  
*Postponed to April*

KINE 202 Yoga Pedagogy Lab (1)  
(new course)  
*Postponed to April*

**Motion was MSCU to accept the following Experimental 680/880 Courses:**

***Creative Arts/Social Science***

MUS 680MJ Small Jazz Ensembles (2)  
MUS 680MK Contemporary Jazz Combo (2)

**Motion was MSCU to accept the following Information Only Items:**

***Business/Technology***

- ADMJ Degree and Certificate of Achievement changes memo
- Memo banking ELEC 110, 131, 133, 215, 216, 282, 290 and 362
- Memo replacing ELEC 110 with ELEC 111 in enrollment limitations
- BUS 115 request for AA/AS GE under Communication and Analytical Thinking area

### ***Creative Arts/Social Science***

- ART 231/232 and SOSC 313 unbanking memo
- Alcohol and Other Drug Studies Degree and Certificate changes – ***postponed***

### ***Language Arts***

- SPCH 861 banking memo
- Revised Communication Studies AA and Certificate of Specialization requirements

### ***Math/Science Division***

- Change in major title from Life Science to Biology – pending check if correct course listed under Phys
- NURS 264, 265 unbanking memo
- Architecture Major changes
- ARCH 155, 165, 230, 240 banking memo

### ***P.E/Dance/Athletics***

- Yoga certificate memo - ***postponed***
- Memo changing department name from PE to KINE for PE 120, 121, 122, 123, 124, 301
- Memo revising Pilates Certificates from PE to KINE

### **Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:**

BUS.	115	Business Mathematics – Area E2c (Communication and Analytical Thinking)
DANC	390	Dance Composition/Theory/Choreography – Area E4 (Physical Education)
HORT	402	Introduction to Floristry – Area E5d (Career Exploration & Self Development) <i>Pending consent of Floristry faculty</i>
KINE	101	Introduction to Kinesiology – Area E5d (Career Exploration & Self Development)
LIBR	105	Advanced Online Research - Area C3 (Information Competency)

### **Motion was MSCU to deny the following A.A./A.S. Degree General Education Requirements:**

DANC	390	Dance Composition/Theory/Choreography – Area E5c (Humanities)
HORT	402	Introduction to Floristry – Area E5c (Humanities) <i>Committee suggests Area E5d</i>
HORT	403	Intermediate & Contemporary Floristry – Area E5c (Humanities)
HORT	406	Advanced Styles and Techniques in Floristry - Area E5c (Humanities)
HORT	407	Wedding, Tributes and Special Projects - Area E5c (Humanities)

### **Postponed**

KINE	200	Yoga History & Culture – Area E5c (Humanities) & Area E5d (Career Exploration & Self Development)
KINE	201	Yoga Pedagogy Lecture – Area E5d (Career Exploration & Self Development)
KINE	202	Yoga Pedagogy Lab - Area E4 (Physical Education) & Area E5d (Career Exploration & Self Development)

### Open Agenda

#### **Horticulture/Floristry modified PIV review – information**

ASGC has requested a 90-day PIV review to formalize and document ongoing discussions regarding proposed conversion of the greenhouse and adjacent garden to parking spaces. In a standard PIV, COI would be asked to form a PIV committee and would oversee the process; due to the short timeframe,

ASGC will handle this process. The COI chair expressed concern about the short timeline, about facilities issues driving curricular decisions. Our institutional planning committees and decision-making processes are being used and seem to work for routine decisions, but not when decisions must be made quickly.

**SB1440 update – information - *postponed***

**Honors program – information and discussion**

Committee members were asked to read the notes posted on WebAccess. At this time there is no agreement yet on the program format.

**Distance education supplement – information - *postponed***

**Review COI 2010-2011 goals and progress - *postponed***

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

## COMMITTEE ON INSTRUCTION

### MINUTES

April 14, 2011

#### Members Present

Chair	Laura Demsetz
Language Arts Division	Brandon Smith
Library	Teresa Morris
Math/Science Division	Ken Brown, Barbara Uchida
Physical Education Division	Shana Young
Student Services	Martin Bednarek

#### Members Absent/Excused

Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus, Rudy Ramirez
Language Arts Division	George Kramm
Student Services	Modesta Garcia
ASCSM	Annie Yang

#### Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

#### Non-Voting Staff Excused

David Locke

#### Other Attendees

Sandra Comerford, Lloyd Davis, Carolyn Fiori,  
Amber Steele

Chair, Laura Demsetz called the meeting to order at 2:20 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of the Electronics banking memo and postponement of ART 365 and ECON 100 Distance Education supplement.

Motion was MSCU to approve the Minutes of March 10, 2011

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

##### ***Counseling***

DSKL 817 Assistive Computer Access (.5 or 1)  
(course revision – minor changes in content and descriptions)  
*Accepted pending inclusion of standard text for course hours, pass/no pass and repeatability in descriptions*

##### ***Creative Arts/Social Science***

ART 124/ Old Masters' Aesthetics and Techniques (3)  
824 (course revision – minor changes in hours and addition of materials fees)  
*Accepted pending review of SLOs #9 & 10 by SLO coordinator and revision of validation form*



ART 365 Intermediate Digital Photography (4)  
(course revision – minor changes, changing prerequisite to recommended prep)  
*Postponed*

ECON 100 Principles of Macroeconomics (3)  
(distance education supplement only)  
*Postponed*

***Language Arts***

CHIN 211 Colloquial Mandarin Chinese I, Elementary (3)  
(course revision – minor changes in content)

CHIN 212 Colloquial Mandarin Chinese II, Elementary (3)  
(course revision – minor changes in content)  
*Accepted pending revision to the validation form, revising the wording of Item 1 #9  
“transportations” and Item 2 first sentence “presupposes knowledge of understanding”*

***P.E/Dance/Athletics***

KINE 200 Yoga History & Culture (3)  
(new course)  
*Postponed to next meeting - pending validation form*

KINE 201 Yoga Pedagogy Lecture (3)  
(new course)

KINE 202 Yoga Pedagogy Lab (1)  
(new course)  
*Approved pending revision to validation form A Title change to “Lab”*

**Motion was MSCU to accept the following Information Only Items:**

***Business/Technology***

- Banking Electronics Degrees/Certificates

***Creative Arts/Social Science***

- AOD Major requirements changes - ***postponed***
- Music Major requirements changes

***Language Arts***

- LIT 113 removal of HBA

***Math/Science Division***

- Dental Assisting Major changes

***P.E/Dance/Athletics***

- Yoga certificate memo - ***postponed***
- AA in Kinesiology

## **Open Agenda**

### **SB1440 update – information**

So far the TMC degrees that have been finalized are: Communication Studies, Math, Psychology and Sociology. Vetting has just ended on April 11<sup>th</sup> for Administration of Justice, Early Childhood Education, Geology, History, Physics, and Theatre. Biology will go through vetting in the near future.

Areas with approved course descriptors are Administration of Justice, Agriculture, Chemistry, Communication Studies, Geology, History, Math, Psychology and Sociology. Equivalencies are handled locally, so COI will be reviewing our courses. The chair will request that discipline faculty review our courses with respect to the course descriptors and provide feedback to COI. The message will be sent to faculty, division COI representatives and division deans.

Both Communication Studies and Math will be submitted in May and if accepted will be included in the 2011-12 Catalog. It is possible that Psychology and Sociology degrees may also be submitted in time for our 2011-12 Catalog.

### **Honors program – information and discussion**

The draft proposal was presented and discussed. Topics addressed included the requirements, administration, coordination, funding and faculty requirements. After the proposal is finalized, it will be presented to COI and if approved will be submitted to Academic Senate. The proposal will ask for funding to recruit faculty for the development of the honors program.

### **Review COI 2010-2011 goals and progress**

1. Review and approve new and modified courses and programs (ongoing)  
Assessment: Number reviewed and outcome.  
The chair acknowledged and thanked the members for their work.
2. With Distance Education Committee (newly reconstituted), review Distance Education supplement paperwork and approval process. (accreditation; DE substantive change proposal)  
Assessment: Revised form available, approval process developed and approved.  
This goal is currently in progress. The draft should be available for the May meeting.
3. Develop recommendations for Honors Program and Global Studies. (accreditation)  
Assessment: recommendations forwarded to ASGC  
The draft honors program proposal in progress.  
Global Studies discussions will be moved to next year when new hires may help bring renewed cross-disciplinary talk and new interest in the program.
4. Review requirements to see whether a major with greater flexibility for undecided transfer students than the interdisciplinary studies major can be developed.  
A link to an AA in Liberal Arts – Social & Behavioral Science degree for Teacher Preparation was provided for members to review,  
[http://www.smc.edu/projects/26/Major\\_Sheets\\_for\\_AA\\_Degree/liberal\\_arts\\_social\\_+\\_beh\\_science.pdf](http://www.smc.edu/projects/26/Major_Sheets_for_AA_Degree/liberal_arts_social_+_beh_science.pdf).

5. Revise GE handbook.  
Assessment: revised handbook available for use in 2011-2012  
No progress.
6. Update website  
Assessment: migration to new website complete  
The website will be ready by May.
7. Switch to CurricUNET; update COI website and handbook accordingly.  
CurricUNET will be used in fall; the COI website will be updated over the summer.
8. Guidelines for enrollment limitations  
Work is currently in progress.

Motion was MSCU to adjourn the meeting at 3:42