

COMMITTEE ON INSTRUCTION

MINUTES

September 12, 2013

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Sam Sanchez
Language Arts Division	Kimberly Escamilla, Anne Stafford
Kinesiology Division	Shana Young
Student Services	Martin Bednarek, Mary Valenti
Math/Science Division	Ken Brown, Chris Smith
ASCSM	Hanna Haddad

Non-Voting Administrators/Staff

Ada Delaplaine, Gary Dilley and Marsha Ramezane

Other Attendees

Michelle Kern (via phone)

Chair, Teresa Morris called the meeting to order at 2:19 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the postponement of the Music 401-404 courses for additional consultation/revision.

Motion was MSCU to approve the Minutes of May 9, 2013.

The new student representative, Hanna Haddad was introduced to the committee.

The following permanent courses were postponed:

Business/Technology

BLDG	710	Advanced Building Inspection (6.00) (Modified Course Proposal, change in Units/Hours, Method of Grading, SLOs and Content)
R.E.	100	Real Estate Principles (3.00) (Modified Course Proposal, changes in Catalog Description Revision, Method of Evaluation and Method of Instruction)

Motion was MSCU to approve the following permanent courses:

Creative Arts/Social Science

ART	400.1	Low Fire Ceramics I (3.00) (New Course) <i>Approved with changes to the methods of evaluation (removal of class performance, elaborating on section G and revision to #2); and inclusion of CSU transferability.</i>
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Comments were made regarding the functionality of the checkboxes under Methods of Evaluation. Committee suggestions included adding optional textboxes for each checkbox; adding an "other" box as well as a narrative box. The chair will be taking this discussion to the District Curriculum Committee.

- MUS. 401 Voice I (2.00) - **postponed**
(Modified Course Proposal, changes in Hours (Lecture and/or Lab) and Textbooks)
- MUS. 402 Voice II (2.00) - **postponed**
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), SLOs, and Textbooks)
- MUS. 403 Voice III (2.00) - **postponed**
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), TBA Content, and assignments)
- MUS. 404 Voice IV (2.00) - **postponed**
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), Textbooks)

Mathematics/Science

- BIOL 184 Wildlife Biology (3.00)
(Modified Course Proposal, changes in SLOs, assignments, removal of TBAs and Textbooks)
Approved with corrections to typos in SLO A and in the Writing Representative Assignment #2b, and clarification of Final Performance under Methods of Evaluation

Motion was MSCU to approve the following Proposed Course Deactivations:

- CHIN 201 Chinese Character Writing for Beginners
- COSM 750 Brush-up
- COSM 765 Advanced Haircolor Theory and Techniques
- FILM 800 Film in Focus
- FITN 202 Intermediate Weight Training

Open agenda items:

GE Handbook

The May GE draft was posted in Web Access. Teresa briefly discussed the changes explaining that the blue text highlighted the additions/revisions; the red text highlighted the labels listed in DegreeWorks which currently cannot be changed. The chair asked committee members to review and propose any modifications as needed. The handbook will be looked at again in more detail at a future meeting.

2013-2014 Committee on Instruction Goals

The following goals were reviewed and approved by the committee.

- ❖ Review and approve new and modified courses and programs (ongoing)
Assessment: Number reviewed and outcome.
- ❖ 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.
- ❖ Revise GE handbook.
Assessment: revised handbook available for use in 2013-2014
- ❖ Create Curriculum Handbook
Assessment: handbook available for use 2014-2015
A link to the Curriculum Institute site will be posted as a reference for developing a local Curriculum Handbook.

- ❖ Review requirements to see whether a major with greater flexibility for undecided transfer students rather than the interdisciplinary studies major can be developed.

Additional discussion took place regarding adding another goal. The three wording options below will be posted for review on Web Access.

- ❖ Lead campus wide discussion of the GE pattern and the meaning of CSM AA and AS degrees.
- ❖ Lead campus wide discussion of the value of the individual general education components and the unique significance/impact/meaning of the CSM AA and AS degrees.
- ❖ Lead campus wide discussion of the value of the individual general education components and the significance of earning the CSM AA or AS degree.

Motion was MSCU to adjourn the meeting at 3:46 p.m.