

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
May 11, 2006 2:30 p.m. (new time)
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of April 20, 2006 Minutes
- IV. Permanent Courses
 - Math/Science
 - BIOL 145 Plants, People and the Environment (3)
(Adding Distance Education)
 - BIOL 260 Introductory Physiology (3) *(Revisited)*
(Six year update –Minor change in prerequisite,
recommended preparation, catalog and schedule
description.)
 - Social Science
 - HIST 102 History of American Civilization (3)
(Six year update – Minor change in content)
 - PSYC 100 General Psychology (3)
(Six year update – Minor change in content)
 - SOCI 100 Sociology (3)
(Six year update – Minor change in content)
 - Business/Creative Arts
 - ART 202 Form and Composition II (3)
(Six year update–no change)
 - ART 206 Figure Drawing and Portraiture (3)
(Six year update- adding Recommended Preparation)
 - ART 223 Oil Painting I (3)
(Revised–change in Recommended Preparation)
 - ART 224 Oil Painting II (3)
(Revised update-change in Recommended Preparation)
 - ART 241 Silkscreen I (2-3)
(Six year update – no change)
 - ART 242 Silkscreen II (2-3)
(Six year update – no change)
 - ART 301 Design (3) *(Six year update – no change)*

- V. A.A./A.S. Degree and Certificate
- Additional Associate Degrees and Certificates
 - Change to Graduation Requirements
 - Acceptance of the General Education Handbook

VI. 680/880 Courses

The following courses can be viewed at the COI SharePoint site.

<http://smcweb.smccd.net/portal/csmcoi/default.aspx>

Login using your email account and password.

BLDG	880	(ADA)Accessibility Requirements of Our Built Environment (3)
BLDG	881	State Certified Inspection (3)
DSKL	880	Assistive Technology Lab (0)
P.E.	680	Classical Stretch: The Esmonde Technique (1) <i>(Revisited)</i> (Plus Distance Education)

Open Agenda

Degree Audit to be discussed in the fall.

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
April 20, 2006 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of February 9, 2006 Minutes
Approval of March 9, 2006 Minutes
- IV. Permanent Courses
- Business/Creative Arts*
- | | | |
|-----|-----|--|
| MUS | 100 | Music Fundamentals (3)
<i>(Adding Distance Education)</i> |
|-----|-----|--|
- Technology*
- | | | |
|------|-----|--|
| ADMJ | 120 | Criminal Investigation (3)
<i>(Six year update – Minor change in recommended preparation, catalog and schedule description.)</i> |
| ADMJ | 153 | Special Law enforcement Issues (3)
<i>(Six year update – Remove prerequisite, minor change in recommended preparation, catalog and schedule description.)</i> |
- Math/Science*
- | | | |
|------|-----|--|
| BIOL | 260 | Introductory Physiology (5)
<i>(Six year update – Minor change in prerequisite, recommended preparation, catalog and schedule description.)</i> |
|------|-----|--|

MATH 110 Elementary Algebra (5)
(Revised – Minor change in prerequisite and recommended preparation.)

MATH 111 Elementary Algebra (3)
(Revised – Minor change in prerequisite and recommended preparation.)

Social Science

ECON 123 Business-Economics Statistics (3)
Six year update – Minor change in prerequisite and recommended preparation.)

ETHN 585 Ethnicity in Cinema (3)
*(Six year Course Update – Title change from Third World Cinema to “**Ethnicity in Cinema**”, minor change in catalog and schedule description, recommended preparation.)*

PSYC 108 Psychology in Practice (3)
(Six year Course Update – Minor change in content, and recommended preparation.)

PSYC 121 Basic Statistical Concepts (3)
(Six year Course Update – Minor change in prerequisite, catalog and schedule descriptions.)

V. AA/AS Degree/Certificate Program & Requirements

- **Removal of High School Course Reference in Nursing Program Admission Requirements #3**

Change to:

Have completed Chemistry 192 or 410 or equivalent with a grade of C or higher.

VI. Information Only Items

- **Removal of High School Course References from CSM Catalog:**
BIOL 123, 160, 666, CHEM 100, 101, 192, 210, 410, PHYS 100.

VII. 680/880 Courses

The following courses can be viewed at the COI SharePoint site.

<http://smcweb.smccd.net/portal/csmcoi/default.aspx>

Login using your email account and password.

P.E. 680 Classical Stretch (1)
(Plus Distance Education)

BIOL 680 Biotechnology Workshop: Proteins (1)

Open Agenda

- a. Distance Education Subcommittee
- b. Additional Associate Degrees and Certificates
- c. G.E. Sub Committee Requirements – update

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
March 9, 2006 2:15 p.m.
Bldg. 1, Room 115**

I. Call to Order (a quorum is seven voting members)

II. Approval of Agenda

III. Approval of February 9, 2006 Minutes

IV. Permanent Courses

Math/Science

BIOL 230 Introductory Cell Biology (4 units)
(Revision – Change in Prerequisite & Recommended Preparation)

Career and Life Planning

CRER 127 Career Choices II: Job Search (.5)
(Adding Distance Education)

Technology

ADMJ 102 Principles and Procedures of the Criminal Justice System
(3) (Revised – Change in Recommended Preparation)

ADMJ 106 Legal Aspects of Evidence (3)
(Revised – Change in Recommended Preparation)

ADMJ 710 Police Report Writing (3)
(Revised – Change in Prerequisite & Recommended Preparation)

Social Science

LIBR 111, 112, 113, 114

Requesting the above approved courses from the December 8, 2005 meeting to be permanently withdrawn. See memo attached.

LIBR 110 Information Resources and Libraries (3.)
(Revised – adding 2 hrs by arrangement.)

V. AA/AS Degree/Certificate Program

Revisions to the Music Associate in Arts Degree Program

- Change major course requirements.- see attached memo for listing
- Change in semester units - from 21.0 to 33.5 units)

VI. 680/880 Courses

The following courses can be viewed at the COI SharePoint site.

<http://smcweb.smccd.net/portal/csmcoi/default.aspx>

Login using your email account and password.

BIOL	680	The Technology Business ((1)
ENGR	680	The Technology Business ((1)
CIS	680	Computer Forensics: White-Collar Crime (2)
DRAF	680	SolidWorks I (3)
LCOM	880	Integrative Learning Workshop (0)

Open Agenda

- a. General Education Update
 - b. Integrating Diversity into the Curriculum
-

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
February 9, 2006 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of December 8, 2005 Minutes
Approval of January 26, 2006 Minutes
- IV. Permanent Courses
 - Business/Creative Arts

ART	824	Old Masters' Aesthetics and Techniques (3 units) (ART 124/824)
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 - Language Arts

CHIN	111	Elementary Chinese I (3 units) (Adding Distance Education)
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 - Social Science

ECON	100	Principles of Macroeconomics (3 units) (6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
ECON	102	Principles of Microeconomics (3 units) (6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
HIST	260	Women in American History (3 units) (6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
PLSC	110	Contemporary Foreign Governments (3 units) (6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
PLSC	130	International Relations (3 units) (6 Year Update- Minor Change in Content, Catalog

and Schedule Description.)

PLSC 215 Contemporary Issues in American Politics (3 units)
(6 Year Update- Minor Change in Content, Catalog and
Schedule Description.)

PSYC 121 Basic Statistical Concepts (3 units)
(6 Year Update- Minor Change in Content, Catalog
and Schedule Description.)

PSYC 300 Social Psychology (3 units)
(6 Year Update- Minor Change in Prerequisite, Content)

V. AA/AS Degree/Certificate Program
Business Administration – Option 1 (Non-Transfer)
Management: Marketing Management
Additional elective courses to be added: MGMT 100, 220

VI. Information Only Item (Course Outline required)
ART 101/801 History of Art I (3 units)
***Name change to Art & Architecture from the Ancient World to
Medieval Times, (c. 1400)***

ART 102/802 History of Art II (3 units)
***Name change to Art & Architecture of Renaissance and
Baroque Europe, (c. 1300-1700)***

ART 103/803 History of Art II (3 units)
***Name change to Art of Europe and America from the Rococo to
the Present, (c. 1700 to the Present.)***

VII. Revisiting – Old Business
Considered for Inclusion in CSM General Education Area E 2a
BCST 220 Broadcast Writing (3 units)
BCST 230 On-Air Talent (3 units)

Open Agenda

- a) Course Revision Form (Update)
 - b) Formation of Distance Education Subcommittee
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COMMITTEE ON INSTRUCTION

AGENDA

January 26, 2006 2:15 p.m.

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Consideration of G.E. Recommendations postponed from 12/08/95 Meeting

BCST 110 Media in Society

		Career Exploration and Self Development
BCST	220	Broadcast Writing (old 194) Career Exploration and Self Development English, Literature, Speech Communication and Analytical Thinking
BCST	230	On-Air Talent (old 120) English, Literature, Speech
BCST	310	Studio Lighting Techniques Humanities
BCST	312	Field Lighting Techniques Humanities
BCST	316	Producing for Media Career Exploration and Self Development
BCST	320	Digital Television Field Production Communication and Analytical thinking Humanities Career Exploration and Self Development
LIBR	107	Online Research Basics
LIBR	110	Introduction to Library Research for Business <i>(see 3/9/06 minute –name changed to Information Resources and Libraries.)</i> Career Exploration and Self Development
LIBR	111 -114	Permanently withdrawn <i>(see 3/9/06 minutes)</i>
HIST	104	World Civilizations I Social Science
HIST	106	World civilizations II Social Science
CRER	152	Service Learning & Leadership Practicum Career Exploration and Self Development
CRER	104	Transfer Essentials and Planning Career Exploration and Self Development
CRER	105	College Planning Career Exploration and Self Development
CRER	106	Newcomer Orientation Career Exploration and Self Development

- CRER 107 Introduction to Choosing a College Major
Career Exploration and Self Development
- CRER 108 Achieving an Associate Degree and/or Vocational
Certificate

Open Agenda

1. Final Copy: Course Outline
2. GE/Breadth Requirement course approval procedures
3. Distance Education at CSM

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
December 8, 2005 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of November 10, 2005 Minutes
- IV. Permanent Courses
- Language Arts
- ESL 828 Writing for Non-Native Speakers IV (5 units)
*(6 Year Update – Minor Changes in Catalog and
Schedule Description)*
- GERM 122 Advanced Elementary German II (3 units)
*(6 Year Update- Minor Change in Catalog and Schedule
Description)*
- JOUR 300 Newspaper Production (3 units) - New**
*(Change in units but not course number. –formally 2 unit
at CSM but offered in district as 3 units)*
- Career and Life Planning
- CRER 104 Transfer Essentials and Planning (.5 unit) – New**
- CRER 105 College Planning (.5 unit) – New**
- CRER 106 Newcomer Orientation (.5 unit) – New**
- CRER 107 Introduction to Choosing a College Major
(.5 unit) – New**
- CRER 108 Achieving an Association Degree and/or
Vocational Certificate (.5 unit) - New**
- CRER 152 Service Learning & Leadership Practicum –
CSM Connects (.5 or 1 or 2 units) – New**

Business/Creative Arts

ART	206	Figure Drawing & Portraiture (3 units) (Revision – adding Recommended Preparation)
ART	315	Digital Sketchbook: Contemporary Creativity & Design- (3 units)- New
ART	665	Special Topics in Art (.5-3 units) - New
BUS.	352	Introduction to Insurance (1 unit) – New
BUS.	353	Property and Liability Insurance Principles (3 units) New
BUS.	354	Personal Insurance (3 units) – New
BUS.	355	Commercial Insurance (3 units) - New
BUS.	356	Code and Ethics (1 unit) - New
HORT	350	Principles of Landscape Design (3 units) New <i>Replacing course HORT 340 (4 units)</i>
MUS.	465	Music for Minors Training (3 units) – New

Social Science

ANTH	180	Magic, Science and Religion (3 units) (6 Year Update – Minor change in Content, Catalog and Schedule description.)
HIST	104	World Civilizations I (3 units) – New
HIST	106	World Civilizations II (3 units) – New
LIBR	107	Online Research Basics (1 unit) – New and Distance Education Supplementary
LIBR	110	Introduction to Library Research for Business And Distance Education Supplementary (2 units) – New
LIBR	111	Introduction to Library Research for Allied Health And Distance Education Supplementary (2 units) –New
LIBR	112	Introduction to Library Research for the Social Sciences and Distance Education Supplementary (2 units) – New
LIBR	113	Introduction to Library Research for the Sciences

And Distance Education Supplementary
(2 units) –New

LIBR	114	Introduction to Library Research for Humanities And Distance Education Supplementary <i>(2 units) – New</i>
LIBR	665	Selected Topics in Library and Information Studies And Distance Education Supplementary <i>(.5-2.0 units) - New</i>
PLSC	310	California State and Local Government (2 units) <i>(Six Year Update – Minor change in Catalog & Schedule Description.)</i>

Technology

ADMJ	776	Regular Basic Course Level III (4 units) <i>(Revision – Minor change in Catalog & Schedule Description; addition of enrollment limitations)</i>
ADMJ	777	Regular Basic Course Level II (12 units) <i>(Revision – Minor change in Catalog & Schedule Description; addition of enrollment limitations)</i>
BCST	110	Media in Society (3 units) <i>(6 Year Update – Major Change in Content, Catalog and Schedule Description, adding Recommended Preparation)</i>
BCST	210	Television Studio Techniques (3 units) – New <i>(Replacing BCST 231)</i>
BCST	220	Broadcast Writing (3 units) – New <i>(Replacing BCST 194)</i>
BCST	230	On-Air Talent (3 units) – New <i>(Replacing BCST 120)</i>
BCST	240	Directing Talent (1.5 units) – New
BCST	310	Studio Lighting Techniques (1.5 units) – New
BCST	312	Field Lighting Techniques (1.5 units) – New
BCST	316	Producing for Media (3 units) – New <i>(Replacing BCST 237)</i>
BCST	320	Digital Television Field Production (3 units) – New <i>(Replacing BCST 241)</i>
BCST	410	Advanced Production Techniques (3 units) – New

(Replacing BCST 233)

BCST	420	Advanced Audio Operations (3 units) – New <i>(Replacing BCST 132)</i>
BCST	450	Internship in Broadcasting (3 units) – New <i>(Replacing BCST 244)</i>
BLDG	710	Building Code Applications <i>(6 Year update –Minor change in Catalog & Schedule Description)</i>
BLDG	775	Introduction to Residential Dwelling Inspection <i>(6 year update – Minor Change in Catalog & Schedule Description)</i>
<u>Math/Science</u>		
CIS	150	Networks & Data Communication (3 units) <i>(Revision –Change in Prerequisite, minor change in Catalog and Schedule Description)</i>
CIS	256	Data Structures: Java (4 units) <i>(Revision – Minor Change in Content, Catalog and Schedule Description)</i>
CIS	279	Data Structures: C++ (4 units) <i>(Revision – Minor Change in Content, Catalog and Schedule Description)</i>
CIS	489	Computer Forensics (3 units) <i>(Revision- Change in Prerequisite)</i>
CIS	495	Software Project Management (3 units) –New

V. AA/AS Degree/Certificate Program

New Associate in Arts Degree, Certificate of Achievement and Certificate of Achievement

- **Business: Insurance – Property and Casualty (32 units)**
- **Certificate of Completion**
Insurance: Property and Casualty (12 units)

In 2003, the **Associate in Arts Degree and Certificate of Achievement for Broadcast and Electronic Media** was put on “hiatus”. Fall 2005 -**Program was reinstated with the following changes:**

Broadcast and Electronic Media -A.A. Degree and Certificate of Achievement with the following requirements:

- Option 1 Television Production (36 units)
- Option 2 Broadcast Audio (35.5 units)
- Option 3 Television Producing (33 units)

AA/AS Degree/Certificate Program (con't)

Broadcast and Electronic Media - Certificate of Completion:

- Certificate in Lighting (15 units)
- Certificate in On-Air (16.5 units)
- Certificate in Editing (15 units)

BANK – A.S. Degree and Certificate of Achievement – Electronics Technology: Avionics Systems Maintenance

A.A. Degree, Certificate of Achievement and Completion –Human Services
Adding CRER 152 - (see memo)

VI. Information Only Item

FILM 277 and FILM 877 Increase lab hours from .35 to .75 per week
LIT. 277 and LIT. 877 Increase lab hours from .35 to .75 per week

BANK BCST 131 and 246

BANK BCST 120, 132, 194, 231, 233, 237, 241, 244

Unit change from 43 to 40 semester units for:

A.S. Degree & Certificate of Achievement- Electronics Technology

Option 1 Wireless Communications Systems - due to banked course (ELEC 302)

MUS. 665 Special Topics in Music Performance -
Change units from 1.0 to .5 to 1.0

Unit Change from 2 fixed units to 0.5-2 variable units

ACTG 681 Enrolled Agent Exam Preparation I

Unit Change from 1 fixed unit to 0.5-1 variable units

ACTG 682 Enrolled Agent Exam Preparation II

Open Agenda

- c) Course Outline – Final Draft
- d) Course Approval Processes

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
November 10, 2005 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of October 13, 2005 Minutes

IV. Permanent Courses

Technology

ADMJ 104

Introduction to the Criminal Law
(6 Year Update - Minor Change in Content)

Business/Creative Arts

ART 374

Master Portfolio (new)

Social Science

LIBR 101

Information Research Skills
(Adding Distance Education Supplementary)

Math/Science

MATH 231

Symbolic Logic & Mathematical Proof
(6 Year Update – Minor change in Content, Schedule & Catalog Description)

MATH 251

Calculus with Analytic Geometry I
(6 Year Update – Minor change in Content, Schedule & Catalog Description)

MATH 252

Calculus with Analytic Geometry II
(6 Year Update – Minor change in Content, Schedule & Catalog Description)

MATH 253

Calculus with Analytic Geometry III
(6 Year Update – Minor change in Content, Schedule & Catalog Description)

V. AA/AS Degree/Certificate Program

Drafting Technology

Certificate in Computer-Aided Design – 17 units
(Add new Certificate of Completion)

Drafting Technology

A.S. Degree/Certificate of Achievement Program
Remove from Major Requirements:
DRAF 140, 150, 680 (see revised wording for catalog)

Building Inspection

A.S. Degree/Certificate of Achievement Program
Remove from Major requirements
“3 units selected from MGMT 120 or 235”
Add to Major Requirement BLDG 725, 775
Units change from 27 to 30.

VI. Information Only Item

Banked

ELEC 100 Introduction to Electronics

ELEC 302 Modulation/ Demodulation and Signal Processing Systems

Open Agenda

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
October 13, 2005 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of September 8, 2005 Minutes
- IV. Permanent Courses
 - Technology
 - ADMJ 100 Introduction to the Criminal Justice System
(Revised –Minor Change in Content)

 - ADMJ 108 Community Relations/Multicultural Issues
(Revised- Title Change to: **Community Relations/Multicultural Policing Issues and Minor Change in Content, Catalog & Schedule Description**)

 - Math/Science
 - CIS. 377 Internet Programming: JavaScript/HTML
(Adding Distance Education)
- V. 680/880 Courses
 - ELEC 680 Data Acquisition and Control

 - MANU 680 The Arts of Industry
- VI. Open Agenda
 - a.) SLO 's and the Course Outlines
 - b.) Adobe Acrobat 6.0 Professional Demonstration
 - c.) COI Resources

**COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
September 8, 2005 2:15 p.m.
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Welcome New Members/Introductions
- III. Approval of Agenda

- IV. Approval of May 12, 2005 Minutes
- V. Permanent Courses
- Business/Creative Arts
- | | | |
|------|-----|---|
| MUS. | 250 | World Music
<i>(Revised –No change & adding Distance Education))</i> |
| MUS. | 430 | Symphonic Band
<i>(Revised –Change in grading and prerequisite)</i> |
- Math/Science
- | | | |
|------|-----|---|
| CIS. | 377 | Internet Programming: JavaScript/HTML
<i>(Adding Distance Education)</i> |
|------|-----|---|
- VI. Information Only Item
- | | | |
|------|-----|---|
| MUS. | 430 | Unbank Symphonic Band to activate status. |
|------|-----|---|
- VII. 680/880 Courses
- | | | |
|------|-----|---|
| ACTG | 680 | Volunteer Income Tax Assistance (VITA) Training |
| MANU | 680 | The Arts of Industry |

Open Agenda

- a.) Moving to Paperless Outlines
- b.) Electronic Signature Update

Attachments

- 2005-06 Committee on Instruction Deadlines
- 2005-06 Committee on Instruction Roster
- *Master Course Outlines Inventory
- *2005-06 Catalogs