

## COMMITTEE ON INSTRUCTION

Minutes  
May 13, 2004

### Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Teeka James, Faye Mueller
Math Science Division	Stacey Grasso, Laura Demsetz
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Elaine Burns
ASCSM	Jessica Mercado, Chris Eden

### Non Voting Administrators

Grace Sonner, Linda Avelar,  
Marsha Ramezane, Lorrita Ford

### Faculty/Staff

Ed Seubert, Angela Stocker, Tim Karas,  
Gladys Chow, Arlene Fajardo, Gloria  
Bianchi,

### Members Absent or Excused

Technology Division	Jim MacDonald
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Chair George Kramm called the meeting to order at 2:25.p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda, with Chairperson Kramm informing the Committee that he would like to add a Banked Courses Memo to item VI.

Motion was MSC (one abstention, Chris Eden) to approve the minutes of April 8, 2004.

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

SOSC 321	Adolescent Alcohol and Prevention, Treatment and Recovery <i>(Class Schedule Description will be the same as Catalog Description)</i>
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GRA 103	Digital Illustrations Master Class <i>(Completion of #5 on Course Outline &amp; uncheck Certificate Program)</i>
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### **Motion was MSCU to accept the following Permanent Courses:**

HIST 201	United States History I	(Distance Education)
HIST 202	United States History II	(Distance Education)

COSM 712	Fundamental of Cosmetology <i>(Revision –Catalog &amp; Schedule Description changes)</i>
HORT 415	Retail Floristry Management <i>(Revision - No Changes)</i>
HORT 417	European Floral Design <i>(Revision - No Changes)</i>
HORT 419	Bridal and Party Design <i>(Revision – No Changes)</i>
MUS. 202	Music Listening and Enjoyment <i>(Revision - Expanded Course Content)</i>
MUS. 301	Piano I <i>(Revision - Expanded Course Content)</i>
MUS. 302	Piano II <i>(Revision - Expanded Course Content)</i>
MUS. 303	Piano III <i>(Revision – Expanded Course Content)</i>
R.E. 100	Real Estate Principles <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 105	Property Investments, Valuation, and Management <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 110	Real Estate Practice <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 121	Legal Aspects of Real Estate I <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 131	Real Estate Finance I <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 132	Real Estate Finance II <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 141	Real Estate Appraisal: Basic <i>(Revision – Catalog &amp; Schedule Description Change)</i>
R.E. 220	Real Estate Property Management <i>(Revision – Catalog &amp; Schedule Description Change)</i>

**Motion was MSCU to accept A.A./A.S. Degree/Certificate Program**

- Business: Business Information Processing, Option 1  
(Word change Option 1 from Word Processing to *Office Assistant*)

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

- Repeatability of Floristry Courses: HORT 401, 404, 405, 417, 419
- Clarification on Repeatability of Real Estate course.

*(Grace Sonner and Marsha Ramezane will check on the clarification of the correct sequence of repeatability of HORT and R.E. classes.)*

- Banked Course: CHEM 224, 225 and BIOL 150, 265, 266

### **Open Agenda**

#### **Architecture Program Improvement/Discontinuance (PID) Committee**

Laura Demsetz, Chairperson shared that the committee had resolved some issues and that she will present the report to the COI Committee in the fall.

George Kramm announced that the Academic Senate voted and approved to increase two additional voting members to the COI Committee: Library and Student Services Representatives.

“Legend”- This form was handed out to the committee members. Legends is a spreadsheet summary of the accomplishments of the Committee on Instruction during the 2003-04 fiscal year; Permanent Courses, Revisions, Banked Courses, Degree/Certificate Programs, Information Only Items, transferability, etc. This form is used by the State of California and will be useful to our Office of Articulation. Committee members said that they would like to have this form yearly.

#### **Library**

“Outreach” –George said that by having a Library Representative at the COI Meeting, it would help increase the communication with faculty and students about resources available.

Matt Leddy shared the results from the Course Approval Sign-Off Process Survey that was taken few months ago. He said that half the people on the survey felt that library mechanics were good and the other half did not. Matt discussed a compromise or middle ground – When a faculty member submits a new course outline to the library, the library signs off indicating receipt of the outline. The library would then proceed with suggestions about the resources available. Email would be a great outreach between the library and faculty member.

Motion was MSCU to adjourn the meeting at 3:45 pm.

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## **COMMITTEE ON INSTRUCTION**

### **Minutes**

**April 8, 2004**

#### **Members Present**

Chair  
Business/Creative Arts Division  
Language Arts Division  
Math Science Division

George Kramm  
Patricia Brannock, Matthew Leddy  
Teeka James  
Stacey Grasso, Laura Demsetz

Social Science Division  
Student Services

Leighton Armitage  
Elaine Burns

Non Voting Administrators

Grace Sonner, Susan Estes,  
Marsha Ramezane,

Faculty/Staff

Gladys Chow, Gloria Bianchi

Members Absent or Excused

Language Arts Division  
Physical Education Division  
Technology Division  
ASCSM

Faye Mueller  
Mikel Schmidt  
Jim MacDonald  
Jessica Mercado

Chair George Kramm called the meeting to order at 2:25.p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda in the following order: Item IV, FREN 801, 802, CIS 126, BUSW 383, HORT 415, MUS. 301, 302, 303, then follow with Item VI, Information Only Items. Announcements will be added to the Open Agenda.

Motion was MSC (one abstention, Laura Demsetz) to approve the minutes of April 8, 2004.

Chair, George Kramm welcomed and introduced Marsha Ramezane, the new Dean of Counseling, Advising and Matriculation.

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

FREN 801 Conversational French I, Elementary  
(Revision – Catalog & Schedule Changes)  
FREN 802 Conversational French II, Advanced Elementary  
(Revision – Catalog & Schedule Changes)

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

CIS 126 Visual Basic II  
(Distance Education)  
BUSW 383 Business Presentations (Power Point) for Windows  
(Distance Education)

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

HORT 415 Retail Floristry Management  
(Revision – Catalog Description)

The following courses need the Course Outline, Item 7, Course Content expanded. These courses will be revisited at the next meeting.

MUS. 202 Music Listening and Enjoyment (Revision – no change)  
MUS. 301 Piano I - (Revision – no change, lab)

MUS. 302 Piano II - (Revision –no change, lab)  
MUS. 303 Piano III – (Revision –no change, lab)

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

- Repeatability of Real Estate Courses  
R.E. 105, 121, 122, 131, 132, 142, 145, 200, 210, 215, 220, 225, 230, 235, 303, 311, 312, 801.

Patricia Brannock will check with Bart Keavney to clarify rules and regulations on repeatability of courses. Grace Sonner and Marsha Remezane will also research repeatability of courses.

- Banked Courses – Business Division  
BUS. 102, 155, 156, 175, 318, 701, 702, 705, 711, 720, 723, 810, BUSW 417, 540, 541

**New Associate in Arts Degree (University Studies)**

Marsha Ramezane was listed on the agenda to bring the topic of developing a new Associate in Arts major in University Studies to the Committee on Instruction for discussion. The written information was included in the packets for review. Marsha asked to be taken off the agenda since the topic was not given sufficient time in the last Counseling/Advising meeting to generate discussion and recommendation. The Committee asked Marsha, however, to explain the request and justification for the new degree since time was originally set aside for the discussion.

Marsha indicated that she believes that a University Studies degree is one that appropriately defines the educational goal of most university transfer bound students. The AA in University Studies degree requirements provided by Marsha allow for students to complete a general education path for university transfer and the degree is very broad in terms of eligible transfer paths (CSU GE, IGETC for UC, IGETC for CSU, UC Basic Admissions, Independent University GE pattern).

The AA in US may be appealing to students who are currently transferring to universities without applying for any Associate degree. We might improve our degree completion rates if we had a degree that university transfer students find convenient and meaningful to their immediate goal of transfer.

Currently CSM has a AA in LIBERAL STUDIES and option 2 of this degree captures some of the elements of transfer but not all elements as does the AA in University Studies.

Currently, Skyline College and Canada College have similar Associate degrees in University Studies.

Marsha indicated that in the brief discussion that took place at a counseling meeting the concerns of counseling/advising faculty were that “University Studies” is not an instructional discipline as is typical of major areas. There were comments that Liberal

Studies might be clear as a major for transfer bound students and the current Liberal Studies major/option 2 could be modified to become as inclusive of transfer as is the University Studies major.

Counselors were also concerned that transfer bound students need to focus on lower division major preparation. The University Studies, if adopted, must put greater emphasis on completing lower division major preparation for transfer in addition to the lower division general education coursework.

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### Comments

George, Gloria and anyone other members who are interested will review the form process by making it easier doing more on-line. This will be looked into between now and the fall.

George received information from the State Chancellor's office regarding Distance Education Regulations. There needs to be some form or method of evaluating instructions and making sure the courses are updated. This will be presented to the Academic Senate first.

George and some committee members agreed that it would be a good idea for everyone to receive copies of courses that are being updated whether or not changes are being made to the course. This procedure would ensure quality of updated courses and also fulfill the state requirement that the Committee on Instructor review validations (co, pre, and recommended preps) every 6 years. The CSM Course Update Form will be updated to show the number of copies needed starting in the fall.

### Open Agenda

Library Evaluation Feedback (Matt and Stacey)

Handouts were distributed to committee members showing the Committee on Instruction Library Sign-Off Survey Results are from nine evaluations. The majority (5 of 9) felt the consultation was valuable while the majority (5 of 9) also thought the sign-off mechanism was not necessary. It was suggested that the librarians and COI members discuss means for doing outreach between the library and faculty for the courses faculty teach.

### **Announcements**

The Academic Senate Committee will be voting to increase the membership on the Committee on Instruction; Two additional voting members will be added, one from Counseling – most likely to be Dean Chowenhill, and a Library Representative. The purpose of increasing the membership of COI is to have a similar representation as the Academic Senate does in their membership. In addition, the library has no formal connection anymore since they have their own committee (not a sub-committee of COI). Having a library faculty would keep the communication lines open between COI and the librarians.

The three PID committees still doing their evaluation have received an extension from Shirley Kelly to continue their work if needed into the fall semester to insure a quality recommendation to COI. At least one of these committees will need this time.

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

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## COMMITTEE ON INSTRUCTION

### Minutes

March 11, 2004

#### Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller, Teeka James
Math Science Division	Stacey Grasso,
Social Science Division	Leighton Armitage
Technology Division	Jim MacDonald
ASCSM	Jessica Mercado

#### Non Voting Administrators

Grace Sonner, Susan Estes, Michael Claire,  
Albert Acena, Marsha Ramezane, Sam  
Sanchez,

#### Faculty/Staff

Angela Stocker, Arlene Fajardo, Gloria  
Bianchi

#### Members Absent or Excused

Math Science Division	Laura Demsetz
Physical Education Division	Mikel Schmidt
Student Services	Elaine Burns

Chair George Kramm called the meeting to order at 2:20pm.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda adding the following to the Open Agenda: Course Updating, Aeronautics Report from the (PID) (Aeronautics Program Improvement/Discontinuance Committee Recommendation) and Library Sign Off Evaluation. Item IV, Permanent Courses to start with ESL 400, SPCH 140 and 150 first.

Motion was MSCU to approve the minutes of March 11, 2004 with the correction of Teeka James absent.

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

ESL 400      Composition for Non-Native Speakers (Prerequisite change)

- Form A, Item 2 – Third paragraph, delete both essays and insert *composition, narrative*.

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

- SPCH 140 Small Group Communication (Revision – Catalog and Schedule Description Change)
- SPCH 150 Intercultural Communication (Revision – Catalog, Schedule Description Change, and minor content)

**Motion was MSC (one abstention, Faye Mueller) to accept the following Permanent Course**

- ART 349 History of Photography (Recommended Prerequisite ENGL 848)

**Motion was MSC (one abstention, Matt Leddy) to accept the following Permanent Course**

- HORT 315 Landscape Management (Revision, No change)

**Motion was MSCU to accept the following Permanent Courses with the modification of using active verbs on the Course Outline, Item 6.**

- MUS. 100 Fundamentals of Music (Revision, No change)
- MUS. 275 History of Jazz (Revision, No change)

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

- Change AOD Studies Certificate Program  
(Required Course – SOSC 319, Elective Course – SOSC 303)
- Course Repetition: GRA 100, 105, 106, 107, 108, 120
- OCEN 100 Oceanography (Change meeting hours)  
Change to “Three lecture hours plus one hour by arrangement per week, plus two field trips”.

**Motion was MSCU to accept the following Degree/Certificate Programs and Certificate of Completion changes**

- Tax Preparer II, Certificate of Completion (addition of unbanked ACTG 172 required)
- Certificate of Completion in Peer Support Services (PSSC) (unit requirement change from 9 to 12 units adding CRER 138 required)
- Change Multimedia/Digital Video Degree/Certificate (units change)  
MULT 302 Name change from - Digital Media Capture to Digital Cameras & Scanning  
MULT 385 Name change from – Motion Graphics Workflow I to Digital Video Workflow I  
MULT 386 Name change from Motion Graphics Workflow II to Digital Video Workflow II

Steve Myrow, Financial Aid Director informed Grace Sonner that certificates need to have a minimum of 16 units for students to be approved applying for Pell Grants.

George commented to the committee that after updating or writing a course it is a faster process if it is put in an electronic folder (including all forms). This folder could be emailed to John Sewart for approval and his electronic signature. The committee all agreed that they would like to be shown how to do this process.

It was suggested and approved by the committee to add a third box “*Update*” to the existing Course Outline Form.

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## COMMITTEE ON INSTRUCTION

### Minutes

February 12, 2004

#### Members Present

Business/Creative Arts Division  
Language Arts Division  
Math Science Division  
Physical Education Division  
Social Science Division  
Student Services  
Technology Division  
ASCSM

Patricia Brannock, Matthew Leddy  
Faye Mueller, Teeka James  
Stacey Grasso, Laura Demsetz  
Mikel Schmidt  
Leighton Armitage  
Elaine Burns  
Jim MacDonald  
Chris Eden

#### Non Voting Administrators

Linda Avelar, Grace Sonner

#### Faculty/Staff

Gladys Chow, Steve Robison, Tim Stringari,  
Ed Seubert, Arlene Fajardo, Gloria Bianchi

#### Members Absent or Excused

Chair  
ASCSM

George Kramm  
Greg Royce

Chair George Kramm was absent and asked Matt Leddy to chair today’s meeting. The meeting was called to order at 2:25p.m.

It was MSCU (Motion, Seconded and Carried Unanimously) to approve the Agenda with the following changes: Open Agenda to be removed, and address Item V, Leadership for Service Certificate of Completion after Item IV, CRER 150.

Motion was MSCU to approve the minutes of December 11, 2003.

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

CRER 150                      Leadership for Service

GRA 107/680                Adobe InDesign I

GRA 108	Adobe InDesign II
GRA 250	Digital Reprint (Revision)
ACTG 171	Individual Income Taxes (Revision, Course Title Change)
ACTG 172	Business Income Tax (Revision, Minor Changes)
MGMT 240/680	Project Management
(Approved with the changes in Course Content, Item 4 adding engineering and biotechnology)	
HORT 320	Introductory Plant Science (Revision, no changes)
HORT 325	Interior Plantscape (Revision, no changes)
HORT 327	Nursery Management (Revision, no changes)
HORT 330	Integrated Pest Management (Revision, name change, student hours)
HORT 342	Landscape Construction (Revision, student hours)
HORT 705	Soils and Plant Growing (Revision, no changes)
HORT 709	Principles of Landscaping (Revision, no changes)
HORT 711	Landscape Trees (Revision, no changes)
HORT 712	Landscape Shrubs (Revision, catalog and schedule description change)
CIS 380	Internet Programming: PHP (Distance Education)

**To be revisited: Incomplete**

HORT 315	Landscape Management (Revision)
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The Committee asked what requirements are needed for courses to meet the Breadth requirement. John Sewart will be contacted.

**Motion was MSCU to approve the following Degree/Certificate Programs and Certificates of Completion:**

Leadership for Service Certificate of Completion  
 CHEM 250 Delete from A.S. Chemistry Degree

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

PHYS 250, PHYS 260 and PHYS 270 adding “plus two hours by arrangement per week”  
 PHYS 100 adding “plus one hour by arrangement per week”.

**Motion was MSCU to accept the following 680/880 Course**

P.E./HSCI 680 Health and Fitness, The Alternative Lifestyle (Including Distance Education)

(The committee suggested that “not an activity class” be added to the class schedule and catalog description.)

Grace Sonner also suggested that Gloria Bianchi check and add “not an activity class” to the catalog where applicable to P.E. courses.

Motion was MSCU to adjourn the meeting at 3:00 pm.

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## COMMITTEE ON INSTRUCTION

### Minutes

December 11, 2003

#### Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller, Teeka James
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Technology Division	Jim MacDonald

#### Non Voting Administrators

Grace Sonner, Linda Avelar, Michael Claire,  
Susan Estes

#### Staff

Darryl Stanford, Diane Musgrave, Cheryl  
Gregory  
Arlene Fajardo, Gloria Bianchi

#### Members Absent or Excused

Student Services	Elaine Burns
Physical Education Division	Mikel Schmidt
ASCSM	Greg Royce

Chair George Kramm called the meeting to order at 2:26p.m.

It was MSCU (Motion, Seconded and Carried Unanimously) to approve the Agenda with the following changes: move (Item VI) Information Only Item to (Item IV) and continue with (Item V) AA/AS Degree/Certificate Programs and Certificates of Completion, Permanent Courses (Item IV as Item VI).

Motion was MSCU to approve the minutes of November 13, 2003 with the correction under Open Agenda, Library Sign Off Evaluation Form that *Matt Leddy* and *Stacey Grasso* both met with Gladys Chow and Tim Karas.

#### **Information Only Items**

Form A: Content Review  
MATH 811, MATH 110, 111, 112, 120, 122, 123, 125, 130, 200, 231,  
241, 251, 252, 253, 268, 270, 275

Motion was MSC (one abstention, Leighton Armitage) to approve with the additional wording on Form A, MATH 110-275 under Recommended Preparation - add *READ 400* or *READ 405*.

## **AA/AS Degree /Certificate Programs and Certificate of Completion**

Motion was MSCU to approve the following:

A.S./Certificate Program: Sound and Communications Apprenticeship Program

A.S./Degree- CIS, Option 3: Remove ELEC 218

Certificate of Completion: CIS: Certificate in Computer Forensics

CIS: Certificate in Internet Programming

## **Permanent Courses**

**Motion was MSC (one abstention, Teeka James) to approve the following Permanent Course pending the following corrections:**

ASTR 115 The Solar System

- Change - Do you wish the course to be considered for audit from yes to “No”?
- Correct spelling to *constraints*, Part C, Permanent Course Approval Form.
- Permanent number changed from ASTR 110 to ASTR 115.
- Revise and make more general Course Objectives.

**Motion was MSCU to approve the following Permanent Courses pending the following corrections:**

CIS 380 Internet Programming: PHP

CIS 490 Computer Forensics: Network Analysis and Defense

CIS 491 Computer Forensics: Search and Seizure

- Delete box marked “x” Certificate Program on the Permanent Course Approval Form

ESL 848 Conversation for Non-Native Speakers IV

ESL 400 Composition for Non-Native Speakers (Revised)

ESL 827 Writing for Non-Native Speakers III (Revised)

ENGL 161 Creative Writing I (Revised Grade Option, Course Description changed)

ENGL 162 Creative Writing II (Revised Grade Option, Course Description changed)

ENGL 163 Creative Writing III (Revised Grade Option, Course Description changed)

- Correct course may be taken *2 times* for a maximum of *6 units*, Part B, Permanent Course Approval Form and #4 Course Outline Form.

GERM 110 Elementary German (Revised)

GERM 112 Elementary German (Revised)

ELEC 133 Fiber Optic Network Cabling Fundamentals

ELEL 721 Sound and Communications Apprenticeship I

ELEL 722 Sound and Communications Apprenticeship II

ELEL 723 Sound and Communications Apprenticeship III

ELEL 724 Sound and Communications Apprenticeship IV

ELEL 725 Sound and Communications Apprenticeship V  
ELEL 726 Sound and Communications Apprenticeship V

GRA 250 Digital Press (Revised)

- To be revisited from 12/11/03 – #6 Representative Instructional Methods, Course Outline to be expanded.

GRA 260 Portfolio (Revised)

MUS 301 Beginning Piano (Distance Education)

HSCI/PE 113 Selected Topics in Nutrition (Revised)

HSCI/PE 114 Fitness (Revised)

- Change - Do you wish the course to be considered for audit from yes to “No”?
- Add under Catalogue and Class Schedule Description “Not an activity class”. Does not satisfy PE requirement for graduation.

### **680/880 Courses**

Motion was MSCU to accept P.E. 681 Cross Training Boot Camp

George mentioned that the Course Update Form is available online. This form should be completed first and then submitted with each Course Revision.

### Program Improvement/Discontinuance Subcommittee Formation

George stated that of the four programs on hiatus we have three people who have volunteered to chair the subcommittees. Teeka James, Film Production, Laura Demsetz, Architecture, George Kramm, Broadcasting. The Aeronautics Department would like to be included in this process. George said he is looking another volunteer. The Committee on Instruction will approve the chairs of the subcommittees. We will have the spring semester to do this evaluation.

Motion was MSCU to adjourn the meeting at 4:29 pm.

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## **COMMITTEE ON INSTRUCTION**

### **Minutes**

**November 13, 2003**

### Members Present

Chair

George Kramm

Business/Creative Arts Division

Patricia Brannock, Matthew Leddy

Language Arts Division

Faye Mueller, Teeka James

Math Science Division

Stacey Grasso, Laura Demsetz

Physical Education Division

Mikel Schmidt

Social Science Division

Leighton Armitage

Student Services

Elaine Burns

### Non Voting Administrators

Linda Avelar, Robert Kowerski

Staff

Ron Brown, Kathy Diamond,  
Tim Karas, Gladys Chow  
Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

Vice President

Grace Sonner

Technology Division

Jim MacDonald

ASCSM

Greg Royce

Chair George Kramm called the meeting to order at 2:20p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with one change to move Item VI, A.A. Degree/Certificate Program to be addressed as Item IV.

Motion was MSCU to approve the minutes of October 9, 2003.

Motion was MSC (one abstention, Leighton Armitage) to approve Certificate Program – Retail Management

Motion was MSCU to approve the following Permanent Courses:

BIOL 123 Biotechnology Workshop: Techniques and Applications of the Polymerase

CIS 292 Computer Architecture (Revision 290 + 291) with the insertion of course numbers of C++, Java, C#, or C be added on the Course Outline, areas Prerequisite, Catalogue Description and Class Schedule Description.

CIS 486 Microsoft MCSA/MCSI Technology Core Requirement 1

CIS 487 Microsoft MCSA/MCSE Technology Core Requirement 2

CIS 488 Firewalls and Network Security

CIS 489 Computer Forensics

George asked if the Class Schedule Description could be shortened but Ron Brown was advised to be as clear as possible. This is because of the changing nature of this course. After further discussion it was then agreed that Ron Brown would submit a slight modification.

Was MSCU to approve Network Security Specialist Certificate of Completion with the additional wording Computer & Information Science Network Security Specialist Certificate.

Motion was MSCU to accept CIS 479 name change from Windows Network Security Design to “Network Security Fundamentals”.

Motion was MSCU to approve new format Core Course Requirements for Microsoft Certification: Microsoft Certified Engineer Program.

### Open Agenda

George spoke about a letter received from the Assistant Chancellor's Office requesting submissions for 2004-05 IGETC Courses. December 15, 2003 is the deadline to submit courses in the IGETC format.

George suggested to the committee to send all completed forms (Course Outline, Course Approval Form etc) to John Sewart and all other readers via email (have the readers sign after downloading the documents once they are OK) then pick up from the readers. It was reinforced that all course forms needed original signatures from the actual readers. We encourage having the forms double sided to save paper when copies are made by the divisions.

#### A. Library Sign Off Evaluation Form

Stacy met with Gladys and Tim to discuss the Library Sign Off Sheet. This form was discussed and it was suggested to change the wording on the first three questions to: "Did you learn about . . . that you were unaware", add question 4 "Did you find the process valuable"? Add question 5 – "Should the Library sign off process continue to be part of the approval of new and revised courses", and question 6 – "Further comments". The purpose of this form is to collect data and to see if the process is working and have some kind of factual data that we can use to make an assessment. The Library Sign Off Form is used for new courses. Patricia suggested that this form be sent to instructors in February.

#### B. Course Updating Form

George presented the new Course Update Form. Course Outlines and Validations are required to be updated every six years. This form has three sections: 1) Major Changes, 2) Prerequisite, Corequisite, or Recommended Preparation Changes and 3) Minor or No changes. Please check changes being made on the Course Update Form and submit as indicated. Changes made to the form include: Major Changes (check any that apply),

And in the third section add Explanation. This new form replaces the Course Approval Form in the process when one is updating a course.

#### C. Program Improvement/Discontinuance Subcommittee Formation

The four programs involved are Aeronautics, Architecture, Broadcasting and Film Production. George Kramm reported on how he and Tom Diskin had set up meetings with the involved Division Deans and faculty and explained how the process will work. No Aeronautics faculty attended. The other 3 showed much interest because their programs are in limbo and they need to know the status for future scheduling of courses. There was spirited discussion regarding the involvement of the Committee on Instruction on the issue. George said he would continue to communicate with members regarding our involvement as a

committee as well as look for subcommittee chairs for the 3 programs that showed interest in using the PID process to evaluate their programs.

Motion was MSCU to adjourn the meeting at 4:45 pm.

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## COMMITTEE ON INSTRUCTION

### Minutes

October 9, 2003

#### Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller, Teeka James
Math Science Division	Stacey Grasso, Laura Demsetz
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Technology Division	Jim MacDonald

#### Non Voting Administrators

Grace Sonner, Al Acena

#### Staff

Gloria Bianchi  
Tim Karas, Gladys Chow  
Jamie Marron

#### Members Absent or Excused

Student Services	Elaine Burns
ASCSM	Greg Royce

Chair George Kramm called the meeting to order at 2:23 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the correction of Item V, Form A to read indicated from indicted and cross out Open Agenda Item D - Course Modification. This will be addressed at a later meeting. Add Item F – Goals.

Motion was MSCU to approve the minutes of September 11, 2003 with a correction on page 3: CIS 393/680, first bullet to read ENGL 848 from ENGL 838.

Certificate of Completion Program:

- Java Certificate of Completion
- C++ Certificate of Completion

Motion was MSCU to accept the above Certificates of Completion.

Motion was MSCU to accept adding one hour by arrangement per week for PHIL 100 and PSYC 100 for instructors Jeremy Ball, David Danielson, and James Clifford. It was noted that students can contact the instructors by email or the Learning Communities'

Website posted in our Class Schedule. Dates, times and places are posted on the web. The above classes are part of the Learning Communities: Philosophy & Psychology in Contemporary Films.

Enrollment Limitation Form A –Social Science Division – All Classes

- Anthropology, Economics, Ethnic Studies, Geography, History, Humanities, Human Services, Philosophy, Political Science, Psychology, Social Science, and Sociology
- Add Recommended Preparation: Completion of READ 400 or 405 with a grade of “C” or higher OR concurrent enrollment in READ 400 or 405 or 414 OR appropriate skill level as indicated by the Reading Placement Test or other measures.

Motion was MSCU to accept with the following changes: Third paragraph, Item 1 changing the wording from prerequisite to recommended.

It was suggested by George that at a later meeting as an Open Agenda topics: how to write enrollment limitation so that students are not scared away and should test scores be included in enrollment limitations. It was also discussed how expanded enrollment limitations should be inserted into the schedule and catalog. The committee will contact Helen Walker in Public Relations to request an electronic page copy of the catalog to try different layouts of Prerequisites listings in the Spring.

### Open Agenda

#### A. Consultation across the District

George presented and discussed Part G of the Approval Form and the addition of consultation with our sister schools in the district. He brought up a question as to why are vocational courses having different prerequisites even though they are taught at different schools? He also stated that similar departments within the district should communicate with one another. Patricia Brannock commented that historically in all her years of teaching no one has communicated like this. While philosophically she agrees that this is a good idea, she is concerned about adding another form. We are under time pressure in getting things done. Grace asked what the comments were from Canada & Skyline. Do they feel this is helpful?

Teeka commented that consultation does not mean agreement. For example, our reading program is different. George commented that after meeting with the other COI Chairs (Skyline & Canada) that consultation should be encouraged, but they do not want to force anyone to become uniform. The goals are awareness first, and uniformity if possible. George offered to remove the question of consultation from the form. He also said that he would bring back this issue to the District Curriculum Committee and ask the chairs from the other schools to discuss the issue with their committees. He also said that he would bring this issue back to the District Curriculum Committee and ask the chairs from the other schools to discuss the issue with their committees.

#### B. Library Sign Off Feedback Form:

Matt took over discussion of this form as he had been working on it with the librarians. He discussed the three-page letter that was written. The first two pages are for the Academic Senates' web page addressing the Library sign-off. The third page is a draft letter he wrote to George, and forwarded it to Gladys Chow. However, the librarians have not reviewed the draft yet. The letter asks the instructor if they had held consultations with the Library, cited examples of how a consultation could occur, and if the instructor found the consultation to be valuable.

Gladys explained how a librarian will meet with the faculty member to show them what material is available in the library (printed and on-line), and then ask the instructor if there are other materials that they can recommend. They also ask for feedback after the meeting. Feedback to the Library has been positive so far.

Teeka said that feedback from the instructors regarding the process is important, which will help to determine the best process. George would like to see a simplified, open-ended questionnaire that would allow the instructor to make suggestions that have not been thought of.

Matt, Stacey and the librarians will create a new draft questionnaire to be distributed so that the evaluation of the process can occur next Spring.

- C. Course Approval & Course Outline Form (new look)  
Teeka suggested that Library Resources should be Part I instead of Part H, since it is a separate page. Other changes included: Date should have a colon and a line; top of Approval Form and Course Outline Form should match; "of Application" on the Approval Form should be removed. She also suggested that Forms A – E should be changed to look similar.
- D. Course Modification Form (to use when updating courses instead of new approval form)  
Per the Chair's request this item will be discussed at the next meeting when a form will be presented.
- E. Course Updating  
George passed out the master list of all permanent courses. Courses should be updated every seven years. George is working with Tom Diskin to make it part of the four-year program review. He is also trying to simplify the process. Members of the committee should check with their departments to see what courses should be updated.
- F. Goals  
George passed out a sheet of goals from last year, that carry over to this year, even if progress has been made. Goals must be presented to the Academic Senate. The committee was asked to add other goals. No other goals were added.

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

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## **COMMITTEE ON INSTRUCTION**

### **Minutes**

**September 11, 2003**

#### Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller, Teeka James
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Technology Division	Jim MacDonald
Student Services	Elaine Burns

#### Non Voting Administrators

Grace Sonner, Linda Avelar, Al Acena

#### Staff

Arlene Fajardo, Gloria Bianchi

#### Members Absent or Excused

ASCSM	Greg Royce
Physical Education Division	Mikel Schmidt

Chairperson George Kramm called the meeting to order at 2:20 pm.

New Members were welcomed then introductions were made around the table.

It was MSCU (Motioned, Seconded and Carried Unanimously) to approve the Agenda with the following change moving Item D (Open Agenda) as the first item then follow with B, C, D.

Was Moved, Seconded, and Carried Unanimously to approve the minutes of May 9, 2003.

George recommended that we move on the Agenda Item VII (ACTG 879) Tax Preparation Workshop to follow after Item V, Permanent Courses, ART 365 so that Linda Avelar can cover all related items pertaining to her division.

There was some discussion by the members who do not receive copies of the revision/update to permanent courses. It was stated that the course/s were approved initially and we are accepting the revision/s. George and Grace receive the original course outline material. Members to receive chart only.

Gloria Bianchi, Office of Instruction will be the person to follow up with any alterations on approved course with revisions by contacting the dean.

### Permanent Courses

ACTG 121 Financial Accounting (Revision)  
ACTG 131 Managerial Accounting (Revision)

Dates are not in sink but Patricia Brannock explained that these courses were prepared at different times. George suggested that a writer or preparer should insert the date of publication and text material.

Motion Moved, Seconded, and Carried Unanimously (MSCU) to accept ACTG 121, and ACTG 131 revision of new methods of instruction and evaluation pending the addition:

- Date of publication, and date text material to be inserted.

BUS 131 Money Management (Distance Learning Revision)  
BUS 180 Marketing (Distance Learning Revision)

George suggested that it is not necessary to copy Distance Learning Supplementary Information, Attachment C. These forms are directions/guidelines only. Grace Sonner suggested that the distance learning coordinator follow up and ask other community college coordinators which forms are being used.

Motion Moved, Seconded and Carried Unanimously to accept the telecourse/online version of BUS 131 & BUS 180 with the following correction/additions:

- Date of publication, and text material to be inserted.
- Eligibility for ENGL 836 or 848 to be corrected to ENGL 838 or 848.
- Change Methods of Evaluation, (Page 4 of 10) to delete percentage of evaluations.

ART 349 History of Photograph (Revision)

MSCU to approve ART 349 History of Photograph (Revision) revised according to stylistic guidelines.

ART 365 Beginning Digital Imaging (Revision)

MSCU to approve ART 365 Beginning Digital Imaging (Revision) revised according to stylistic guidelines with the following addition:

- Completion of instructor load.

George reminded the committee that on the Course Outline Form, Item 1 (Prerequisite), Item 2 (Corequisite), and Item 3 (Recommended Preparation) needs to be completed to help the Instruction Office.

Also suggested to the committee on Item 6 (Course Objectives), that objectives be stated in behavioral or action verbs such as “Explain” versus “Understand.” The first verb is observable and can be measured. The second one is not.

George stated that he has added the date of preparation on the Distance Education Supplementary Form.

680/879/880- ACTG 879 Tax Preparation Workshop (Change in Units)

MSCU accepted to increase number of units from one half unit to one unit and number of meeting hours from 12 to 18 hours with no change to content.

CIS 393-398/680

It was MSCU approved with the following corrections:

- Course Outline, Item 4, Catalog Description CIS 393-388 correct to CIS 393-398 and ENGL 836 to ENGL 838.
- Course Outline, Item 5, Class Schedule Description correct ENGL 848 to ENGL 838.

Certificate of Complete Program: C+ Programming

It was MSCU to approve.

Open Agenda

Committee members received in their packets an explanation of Experimental Courses (680/879/880) List, Roster List of Committee Members with phone numbers, and Committee on Instruction Deadlines.

The Agenda will have the following change: Permanent Courses (New) will be listed separately then adding (A) Revision/Update, (B) 680/679/880 Courses so that it will be clearer to the committee.

Update on changes to CSM Online Form: Signature added for Division Dean on the Distance Education Form.

Simplifying the Course Update Process:

George passed out the following documents: Tips for Reviewing Courses that are New and those being updated, a New Permanent Course Approval Form sample, and a Course Outline Form sample. Important notations have been made on some forms. All forms were reviewed by George. All 1999 disks pertaining to the old Permanent Course Approval Form and Course Outline Form should not be used and should be discarded. New forms are online. Laura Demsetz and Stacey Grasso will edit Form F – Course Modification from Skyline.

Program Improvement and/or Discontinuance Process (PID):

Skyline College Curriculum Committee – Program Improvement and Discontinuance Process Working Draft Form was handed out to the committee.

CSM has four programs on hiatus. George reported from other schools and the Academic Senate that the District Academic Senate Governing Counsel (DASGC) task force would like all administrators and faculty to support the PID process. George commented that Shirley Kelly supports the PID process. This process has not been approved by the Board. The Chancellor would like to have more data before proceeding, and would like individual processes for each campus.

Grace Sonner mentioned that three of the four programs (Architecture, Broadcasting and Film) on hiatus are currently offering courses so students can complete their studies. Students of the Aeronautics (AERO) program completed their course of study during the Summer 2003 session.

Consultation across the District

To be put on the next Agenda

Was MSCU to adjourn the meeting 4:06 pm.

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