

COMMITTEE ON INSTRUCTION

Minutes

May 12, 2005

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Tim Karas
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Student Services	Elaine Burns

Non Voting Administrators

Michael Claire, Al Acena

Faculty/Staff

Arlene Fajardo,
Gloria Bianchi,

Members Absent or Excused

Physical Education Division	Mikel Schmidt
Student Services	Dean Chowenhill
Technology Division	Sam Sanchez
ASCSM	Marisol Patino-Orozco

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

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of April 14, 2005.

Motion was MSCU to accept the following Permanent Courses:

Social Science

ETHN 102	Introduction to Ethnic Studies II <i>(Revised – Minor change in Content, Catalog & Schedule description)</i>
SOCI 200	Urban Sociology <i>(Revised – Minor change in Content, Catalog & Schedule description)</i>

Business/Creative Arts

ACTG 144	QuickBooks: Set-up and Service Business <i>(Revised – no change)</i>
ACTG 145	QuickBooks: Payroll and Merchandising Business <i>(Revised – no change)</i>

Motion was MSCU to approve the following Permanent Course:

GRA 140	Adobe Acrobat – new
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- c) Election of COI Chairperson
George asked Matt Leddy, Parliamentarian to chair the nominations of a new Committee on Instruction Chairperson. The members nominated and vote to elect Stacey Grasso as the COI, Chairperson for 2005-06.

Motion was MSCU to adjourn the meeting at 3.03p.m.

COMMITTEE ON INSTRUCTION
Minutes
April 14, 2005

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller
Library	Tim Karas
Math/Science Division	Laura Demsetz, Stacey Grasso
Physical Education Division	Mike Schmidt
Social Science Division	Leighton Armitage
Student Services	Elaine Burns
ASCSM	Jonathan Morris

Non-Voting Administrators

Michael Claire, Susan Estes

Faculty/Staff

Cheryl Gregory, Janet Black,
Rick Zanardi, Arlene Fajardo,
Michelle Schneider

Members Absent or Excused

Language Arts Division	James Carranza
Student Services	Dean Chowenhill
Technology Division	Sam Sanchez
ASCSM	Marisol Patino-Orozco

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

A motion was moved, seconded and carried unanimously (MSCU) to approve the April Agenda with one amendment. George, Stacey and Matt chose to table the Course Update Form discussion, as they did not feel comfortable bringing the forms to the committee at this time, and would like more time for revision.

A motion was moved and seconded (MSC) to approve the minutes of March 10, 2005, with one abstention (Leighton Armitage).

George announced that in May an election for a new chair of the Committee on Instruction will take place.

A point was made that the Committee on Instruction and course approval paperwork timelines need to be made clearer for the faculty.

Laura Demsetz reported her findings regarding the Materials Fees on Biology classes. The fees cover photocopied materials, as well as additional materials taken home by the student.

Approvals

A motion was MSCU to approve the following Permanent Course(s):

Business/Creative Arts

GRA 104 **Digital Illustration Masters Class – New (2.0 units)**, formerly
GRA 103 (1.5 units)

A motion was MSCU to accept revisions to the following Permanent Course(s):

Math/Science

- MATH 811 Arithmetic Review – Revised: Change in Recommended Preparation to concurrent enrollment in READ 825; change Catalog and Schedule description
- MATH 110 Elementary Algebra – Revised: Change in content; change Catalog and Schedule description
- MATH 111 Elementary Algebra (1st Half) – Revised: Change in content; change Catalog and Schedule description
- MATH 112 Elementary Algebra (2nd Half) – Revised: Change in content; change Catalog and Schedule description
- MATH 115 Geometry – Revised: Change in content; Change Catalog and Schedule description
- MATH 125 Elementary Finite Mathematics – Revised: Change in content; change Catalog and Schedule description
- MATH 130 Trigonometry – Revised: Change in content; change Catalog and Schedule description
- MATH 200 Introductory Statistics – Revised: Change in content; change Catalog and Schedule description
- MATH 222 Pre-Calculus – Revised: Change in content; change Catalog and Schedule description
- MATH 241 Applied Calculus I – Revised: Change in content; change Catalog and Schedule description
- MATH 242 Applied Calculus II – Revised: Change in content; change Catalog and Schedule description
- MATH 270 Linear Algebra – Revised: Change in content; change Catalog and Schedule description
- MATH 275 Ordinary Differential Equations – Revised: Change in content; change Catalog and Schedule description

Cheryl Gregory informed the Committee that the other courses are still being worked on, but will come to the Committee in the Fall. The Catalog will be correct, including the removal of any High School course references. MATH 251 and 252 will be getting a new book.

A motion was MSCU to approve the following A.A./A.S. Degree/Certificate Program(s):

Cooperative Education

Program name is Cooperative Work Experience Education. It was shortened because of space considerations; it needs to be made consistent throughout the Catalog

A motion was MSCU to accept the following Information Only Item(s):

Cooperative Education

COOP 650 Community Involvement Program – Banked

Comments

Patricia Brannock asked about having to rewrite outlines to incorporate Student Learning Outcomes (SLOs), especially in currently updated courses. George felt that any changes would need to be pursued carefully. Too many changes would only discourage faculty, who would see it as “one more thing” to be concerned about when writing curriculum. However, he and the other chairs in the district are examining course outlines at each of the schools to ideally have course outline that is the same across the district and which takes into account the SLO changes. In fact, he said they were meeting in one week to examine this issue closely.

If that was the case, Laura Demsetz suggested bringing some of the better written, current outlines to show how they were written at the course level. Elaine Burns said that new courses should definitely include SLOs.

George said that he thinks we already incorporate the SLOs into the way outlines are now written. Stacey Grasso cautioned against being too specific, to allow for instructors’ differences in teaching goals. George mentioned that there is no set standard for implementing SLO’s into course outlines throughout the State. Patricia Brannock mentioned that Business/Creative Arts wants one set of SLOs per course, not per instructor.

Open Agenda

Laura thought it would be a good idea for the members of the Program Improvement/Viability (PIV) committees to meet and discuss/compare processes to develop a standard process to be used in the future.

Filmmaking Production PIV: Matt Leddy gave his presentation on the Filmmaking Production Program, including background on the program, findings by the committee and recommendations from the PIV group. This was followed by questions and discussion. Documentation is available in the Vice President of Instruction Office.

A motion was MSC to approve the updated Filmmaking Program, with an abstention from Matt.

Architecture PIV: Laura Demsetz gave her presentation, including background on the program, findings of the committee, feedback from the community and recommendations. This was followed by questions and discussion. Documentation is available in the Vice President of Instruction Office.

A motion was MSC to approve the updated Architecture Program, with an abstention from Laura.

Broadcasting PIV: George Kramm, Mike Claire and Rick Zanardi gave a join presentation on the background of the program, recommendations of the committee and a summary of the updated Broadcasting Program. This was followed by questions and discussion. Documentation is available in the Vice President of Instruction Office.

A motion was MSC to approve the updated Broadcasting Program, with an abstention from George.

A motion was MSCU to adjourn the meeting at 3:55 pm.

**COMMITTEE ON INSTRUCTION
Minutes
March 10, 2005**

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Tim Karas
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Technology Division	Sam Sanchez
ASCSM	John Morris, Will Kong

Non Voting Administrators Gary Dilley, Susan Estes,

Faculty/Staff Skeet McGinnis, Gordon Deeg,
Arlene Fajardo, Gloria Bianchi,

Members Absent or Excused

Administrator	Michael Claire
Student Services	Elaine Burns, Dean Chowenhill
Physical Education Division	Mikel Schmidt
ASCSM	Marisol Patino-Orozco

Chair George Kramm called the meeting to order at 2:15p.m.

Motion was moved and seconded (MSC), with one abstention (Leighton Armitage) to approve the Agenda.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of February 10, 2005

Motion was MSCU to approve the following Permanent Courses:

Career and Life Planning

- CRER 125** Study Skills for Success II – new
- CRER 126** Career Choices I: Career Assessment – new
- CRER 127** Career Choices II: Job Search - new

Motion was MSC with one abstention (Laura Demsetz) to approve the following Permanent Courses:

Physical Education

- P.E. 120** First Aid/CPR – new

Motion was MSCU to approve the following Permanent Courses

Physical Education

- FITN 225** Athletic Conditioning – new

Motion was MSCU to accept the following Permanent Courses:

Language Arts Division

- FILM 100** Introduction to Film
(Revised – No change, add Distance Education)

Math/Science Division

- ENGR 210** Engineering Graphics
(Revised – Minor change in Content, Catalog and Schedule Description)

Business/Creative Arts

- ART 301** Design
(Revised – no change)
- BUSW 530** Introduction to Internet
(Revised – Minor change in Catalog & Schedule Description)

Physical Education

- ADAP 155** Adapted Back Care
(Revised – Minor change in Content, Catalog & Schedule Description)
- ADAP 160** Advanced Adapted Weight Training
(Revised – Minor change in Content, Catalog & Schedule Description)
- ADAP 165** Adapted Lifelong Fitness
(Revised – Minor change in Content, Catalog & Schedule Description)
- ADAP 170** Adapted Fitness
(Revised – Minor change in Content, Catalog & Schedule Description)

Motion was MSCU to approve the following A.A./A.S. Degree/Certificate Program:

- Global Studies -Modifications to Certificate of Completion

(see memo)

- Alcohol and Other Drug Studies
Catalog states major requirement is 36 units and Certificate is incorrect and should be corrected from 30 units to 36 units.
- **Accounting Assistant I Certificate of Completion:**
Revised – ACTG 100, 103, 144, BUSW 415, CRER 127; total units 7.0
- **Accounting Assistant II Certificate of Completion:**
Revised – ACTG 100, 103, 121, 144, 145, BUSW 415; CRER 127
total units 12.5-13.5
- **Tax Preparer I Certificate of Completion:**
Revised –ACTG 100, 103, 171, BUSW 415, CRER 127; total units 8.5
- **Tax Preparer II Certificate of Completion:**
Revised - ACTG 100, 121; ACTG 144 or 145; ACTG 171, 172, 173,
BUSW 415, CRER 127; total units 15.5-16.5
- **Enroll Agent Exam Preparation Certificate of Completion**
ACTG 121, 171, 172, 173; plus one unit from Enrolled Agent Exam Prep I,
one half unit from Enrolled Agent Exam Prep II; total units 16-17.0 units

This was not accepted –see above

Enroll Agent Exam Preparation Certificate of Completion

ACTG 100, 121, 171, 172, 173; total units 14.5-15.5 units

- **Accounting Certificate**
ACTG 100, 103,, 121, 131, 144, 145, BUSW 415; A minimum of 6 units from the following:
ACTG 161, 162, 171,172,173, BUS100, BUS 201, BUS 295, Minimum 22.0 units

Motion was MSCU to accept the following Information Only Items:

Language Arts

FILM 800 Change Lab FLC's from .35 to .75 FLC

ESL 898 Change Grade Option to:
Credit/No-Credit or Letter Grade Options.

Math/Science

BIOL 220 Add **Materials Fees** to Catalog & Schedule Description

CIS 376 BANK

CIS 378 BANK

ENGR 215 Computational Methods for Engineers and Scientists
Add one hour by arrangement per week to catalog and schedule

MATH **Word Change for Prerequisites - deleting** all references to” high-school course work” and “in combination with high school course equivalent to”.
MATH 110, 111, 112,115, 120, 122, 123, 125, 130, 145, 200, 222, 231, 241, 242, 251, 252, 253, 268,270, 275, 812

Business/Creative Arts

DENT 641 Dental Assisting Internships
*Change Coop 641 to **DENT 641***

HORT 326 Growing Orchids
*Grade Option Change from Credit/No Credit grading to **Letter/Credit no Credit***

Career and Life Planning

CRER 133 **BANK**

Motion was MSCU to accept the following 680 items:

ADMJ 680 Introduction to Forensic Science

CRER 680 Study Skills for Success Part II

ELEC 680 Robotics and Microcontroller Electronics

ELEC 680 Introduction to Alternative Energy Systems for
Home & Business Applications

FITN 680 Fitness Lab

FITN 680 Track Aerobics

Comments

It was brought to the attention of the committee that in the future the Office of Instruction would like everyone to adhere to the timelines. December is the deadline for new courses but extensions have been made through the years to receive items that are necessary for the catalog. It was suggested that George, Mike and Gloria meet to discuss future timelines.

Laura will check with the Division Dean and report back to the committee on how material fees are assessed.

The committee asked questions about the difference between accredited courses and Corporate Education courses. George will report back to the committee.

Open Agenda

Update on the PIV process

There are three programs being evaluated: Film (Matt Leddy, Chair), Architecture (Laura Demsetz, Chair) and Broadcasting Arts (George Kramm, Chair). The committees are almost done with the evaluations. An announcement will be sent out through CSM Internal and The San Matean that there is an open hearing scheduled March 29th in Building 14, Room 120 (2-3pm for Film; 3-4pm for Architecture; 4-5pm for Broadcasting). The chairperson(s) will discuss their recommendations and then listen to feedback of the attendees. In April, the recommendations will be brought to Committee on Instruction. Documentation will be sent to the COI prior to the April meeting for review.

Updating Courses Using the Update Form (Matt Leddy, Stacey Grasso, George Kramm)

George passed out the two revised CSM Course Update Forms. The idea is to use only one form.

Additional revisions on the forms were discussed among the members. It will be presented at the next meeting.

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

COMMITTEE ON INSTRUCTION

Minutes

February 10, 2005

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Tim Karas
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Student Services	Elaine Burns, Dean Chowenhill
Technology Division	Sam Sanchez

Non Voting Administrators

Michael Claire, Al Acena, Linda Avelar,
Susan Estes, Marsha Ramezane

Faculty/Staff

Ann Freeman, Sandra Comerford,
Arlene Fajardo, Gloria Bianchi,

Members Absent or Excused

Physical Education Division	Mikel Schmidt
ASCSM	Nazanin Movafaghi, Marisol Patino-Orozco

Chair George Kramm called the meeting to order at 2:15p.m.

The committee welcomed Michael Claire as the new Vice President of Instruction.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda and add the November 2004 minutes without the Open Agenda. Correction of HORT 311 – Distance Education only to be listed on the Agenda.

Motion was MSCU to approve the minutes of November 11, 2004 and December 9, 2004.

Motion was MSCU to approve the following Permanent Courses:

Physical Education

**FITN 135 Aerobic Exercise – new
(Plus Distance Education)**

**FITN 136 Low Impact Aerobics – new
(Plus Distance Education)**

Career and Life Planning

CRER 124 Study Skills for Success I – new course

Social Science

SOSC 318 Domestic Violence and Issues – new course

Business/Creative Arts

MUS. 665 Special Topics in Music Performance – new course

Language Arts

FILM 160 Documentary Digital Filmmaking – new

(Change in course number, content, title, Catalog & Schedule Description)

Motion was MSCU to accept the following Permanent Courses:

Career and Life Planning

CRER 122 Strategies for Achieving Educational Success

(Revised – Change in Content, Catalog and Schedule Description)

Social Science

GEOG 100 Physical Geography

(Revised – Change in Recommended Preparation, Content, Catalog & Schedule Description)

HIST 100 Western Civilization I

(Revised – Change in Recommended Preparation, Catalog & Schedule Description)

HIST 101 Western Civilization II

(Revised – Change in Recommended Preparation, Catalog & Schedule Description)

HIST 310 California History

(Revised – Change in Content, Recommended Preparation, Catalog & Schedule Description)

HUM 114 Film & Literature as Communication in the Modern Era

Revised – Change in Recommended Preparation, Title, Content, Catalog & Schedule Description)

PLSC 250 Civil Liberties and Civil Rights

(Revised – Change in Content, Catalog & Schedule Description)

Business/Creative Arts

COSM 722 Fundamentals of cosmetology II

(Revised – no change)

COSM 750 Brush-up

(Revised – Recommended Preparation – Eligibility for READ 400)

COSM 760 Cosmetology Instructor Preparation

(Revised – no change)

HORT 311 Plant Materials I: Trees

Add Distance Education

MUS. 101 Musicianship I

(Revised – Additional Corequisite MUS. 800, add to Catalog & Schedule Description)

Language Arts

ENGL 875 English Grammar
(*Change in Catalog & Schedule Description*)

FILM 155 Narrative Digital Filmmaking
(*Revised – Change in Title, Content, Recommended Preparation, Catalog & Schedule Description*)

Motion was MSCU to approve the following -A.A./A.S. Degree/Certificate Program:

- A.S. Degree: Life Sciences: Biological
Change in Catalog Description and major requirements
- ***New - Certificate of Completion: Biotechnology (11-12 units)***
- A.S Degree: Life Sciences: Biotechnology
Change in major course requirements and units
- A.S. Multimedia Degree/Certificate Requirements
Adding Option 3 Digital Audio – 19.5 units
Option 1: Web Design - Change in units & required courses
Option 2: Digital Video - Change in units & required courses
- Internet Programming – Certificate of Completion
(*Change in course requirements and 14 units required.*
Delete Option 1 & 2)
- ***New - Project Management Certificate of Completion (12 units)***
MGMT 100, 265, BUSW 450, BUSW 451 Three units selected from the following courses:
BUS 101 or MGMT 220

Motion was MSCU to accept the following Information Only Items:

- FILM Department – ***Change Lab FLC from .35 FLC to .75 FLC***
FILM 100, 120, 121, and 200
- CIS 360 ***Course Title Change*** from Intro to Database Management to
Intro to Database Management, SQL and PL/SQL
- MULT 251 ***Course Title Change*** from Multimedia Design I to
Interface Design I
- MULT 252 ***Course Title Change*** from Multimedia Design II to
Interface Design II
- PHYS 250 Physics with Calculus I
(***Adding One hour of Recitation – Fall 2005***)
- **Banking** MULT 302 Digital Cameras & Scanning
- **Banking** MULT 242/243 Multimedia Projects I & II

Motion was MSCU to accept the following 680 items:

ACTG 680 Trust, Estate and Gift

ACTG 680 Enrolled Agent Exam Preparation I

ACTG 680 Enrolled Agent Exam Preparation II

BUSW 680 Business Presentation II using Power Point for Windows -
Plus – Distance Education

BUSW 680 Creating a Virtual Office -
Plus – Distance Education

BUSW 680 E-Mail Survival

BUSW 680 Creating e-Portfolios

CRER 680 Study Skills for Success

ESL 880 ESL for Parents

***DANC 680 Tap Dance – to be revisited

Comments

George suggested for the committee to refer faculty to the website so they will use the proper forms on revisions and new courses. Hopefully in the fall, we will be able to read and edit all submitted documents on-line. This will alleviate time and paper.

Open Agenda

A) Assessment/Learning Outcomes

Sandra Comerford, the Assessing Student Learning Outcomes Coordinator, presented an overview of the ASLO and passed out a memo explaining “What is assessment, What are SLO’s, and How will we--faculty and staff at CSM address student assessment”. The goal is that eventually through assessment we will improve student learning and develop a more productive collegial dialogue. (Please see the attached for an explanation on the above topic.) Sandra stated that the COI is important and courses need to be looked at with student outcomes in mind. There will be a hands-on workshop April 1, at the course level for faculty instruction. George Kramm, Laura Demsetz, Elaine Burns and Mike Claire are on the Assessment Committee.

B) Updating Courses (Matt Leddy, Stacey Grasso, George Kramm)

Stacey passed out the new CSM course Revision/Six Year Update Form (2/04/05) and CSM Course Revision Draft Form (9/7/04) for the committee to review. Questions have been raised as to if a course has been updated within the six year period, does one need to use the update form or is a memo appropriate. There was confusion so we need to make the form clearer for faculty. The forms will be discussed at the next meeting.

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

COMMITTEE ON INSTRUCTION

Minutes

December 9, 2004

Members Present

Chair

George Kramm

Business/Creative Arts Division

Matthew Leddy

Language Arts Division

James Carranza, Faye Mueller

Library

Tim Karas

Math Science Division
Physical Education Division
Social Science Division
Student Services
Technology Division
ASCSM

Stacey Grasso, Laura Demsetz
Mikel Schmidt
Leighton Armitage
Elaine Burns, Dean Chowenhill
Durella Combs
Nazanin Movafaghi, Marisol Patino-Orozco

Non Voting Administrators

Grace Sonner, Al Acena, Linda Avelar, Michael
Claire, Susan Estes,

Faculty/Staff

Janet Black, Sam Sanchez, Amy Sobel,
Michelle Schneider, Arlene Fajardo, Gloria
Bianchi,

Members Absent or Excused

Business/Creative Arts Division Patricia Brannock

Chair George Kramm called the meeting to order at 2:15p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the removal of FILM 155, FILM 160 and Internet Programming – Certificate of Completion.

The minutes of November 11, 2005 will be sent via email and approved at the February 10, 2005 meeting.

Motion was MSCU to approve the following Permanent Courses:

Social Science

LIBR 101 Information Research Skills – new course

Business/Creative Arts

ACTG 161 Intermediate Accounting I – new course
ACTG 162 Intermediate Accounting II – new course
ART 124 Old Masters' Aesthetics and Techniques – new course

Technology

FIRE 795 Emergency Medical Technician – Basic
MANU 130 Beginning Blacksmithing & Industrial Forging – new course
(submitted as MANU 200 changed to MANU 130)
MULT 112 Mac Application – new course
MULT 190 Digital Audio I – new course
MULT 191 Digital Audio II – new course
MULT 295 Pro Tools LE I – new course
MULT 296 Pro Tools LE II – new course
MULT 315 Digital Studio Recording I – new course
MULT 316 Digital Studio Recording II – new course
WELD 350 Beginning Welding & Metal Fabrication – new course

Language Arts Division

ENGL 135 Composition, Fiction & Critical Thinking
(submitted as ENGL 130 changed to ENGL 135)
ESL 850 Writing Workshop – new course
ESL 898 Comprehensive Grammar Review for Non-native Speakers

SPCH 861 Communication for Healthcare Professionals – new course

Math/Science

CIS 377 Internet Programming: JavaScript/HTML
(Unit change 2.0 units) (Formerly CIS 376)
Add Distance Education Supplementary

CIS 390 Internet Programming: PERT (Formerly CIS 378)
Add Distance Education Supplementary

**Motion was MSC to approve the following Permanent Course with one abstention
Leighton Armitage:**

JOUR 850 Special Studies in Journalism – new course

Motion was MSCU to accept the following Permanent Courses:

Social Science

PLSC 210 American Politics
*(Revised – Change in Content, Recommended Preparation, Catalog &
Schedule Description)*

Language Arts Division

ESL 825 Writing for Non-Native Speakers I
(Revised – Change in Content, Catalog & Schedule Description)

ESL 845 Conversation for Non-Native Speakers I
(Revised – Change in Content, Catalog & Schedule Description)

ESL 846 Conversation for Non-Native Speakers II
(Revised – Change in Content, Catalog & Schedule Description)

ESL 847 Conversation for Non-Native Speakers III
*(Revised – Change in Content, Catalog & Schedule Description,
Change in Content, Title, Catalog & Schedule Description,
Recommended Prep – MULT 181)*

GERM 121 Advanced Elementary German I
(Revised – Change in Catalog & Schedule Description)

LIT. 101 Twentieth-Century Literature
(Revised – Change Content, Catalog & Schedule Description)

LIT. 271 Irish Literature: Mythology
(Revised – Change in Content)

LIT. 272 Irish Literature: Novel & Short Story
(Revised – Change in Content)

LIT. 273 Irish Literature: Resistance Literature
(Revised – Change in Content)

LIT.	276	Irish Authors <i>(Revised – Change in Content)</i>
LIT.	804	Twentieth-Century Literature <i>(Revised – Change in Content, Catalog & Schedule Description)</i>
LIT.	871	Irish Literature Mythology <i>(Revised – Change in Content)</i>
LIT.	872	Irish Literature: Novel and Short Story <i>(Revised – Change in Content)</i>
LIT.	873	Irish Literature: Resistance Literature <i>(Revised – Change in Content)</i>
LIT.	876	Irish Authors <i>(Revised – Change in Content)</i>
<i>Math/Science</i>		
CIS	391	Visual Studio.NET I (Formerly C# Programming Language I) <i>(Revised – Change in Title, Content, Catalog & Schedule Description, Prerequisite) Add Distance Education Supplementary</i>
CIS	392	Visual Studio.NET II (Formerly C# Programming Language II) <i>(Revised – Change in Title, Content, Catalog & Schedule Description) Add Distance Education Supplementary</i>
CIS	393-398	Visual Studio.NET: Advanced Topics (Formerly C# Advanced Topics) <i>(Revised – Change in Title, Content, Catalog & Schedule Description) Add Distance Education Supplementary</i>
CIS	409	Cisco Router Configuration Fundamentals <i>(Revised – Prerequisite Change) Add Distance Education Supplementary</i>
CIS	410	Cisco Advanced Network Configuration <i>Add Distance Education Supplementary</i>
CIS	475	Microsoft Windows Network Infrastructure Design <i>(Revised – Prerequisite Change)</i>
CIS	479	Network Security Fundamentals <i>(Revised – Prerequisite change)</i>
CIS	485	Wireless Network Design & Implementation <i>(Revised – Prerequisite change)</i>
MATH	120	Intermediate Algebra

(Revised – Change in Content & Prerequisite)

- MATH 122 Intermediate Algebra I
(Revised – Change in Content & Prerequisite)
- MATH 123 Intermediate Algebra II
(Revised – Change in Content & Prerequisite)
Catalog & Schedule Description)

Motion was MSCU to approve the following -A.A./A.S. Degree/Certificate Program:

- **Human Resources Management Certificate of Completion – 9 units** *(new)*
- A.A. Degree with major in Film; Transfer Program
(Change title from Film History and Filmmaking to “FILM”)
(Change major requirements from 20 units to 21 units – see memo for list of courses required)
- A.S. Degree/Certificate Program: Computer Science Applications Development
(Change major course offerings – see memo for list of courses required)
(30 units – no change)
- A.S. Degree/Certificate Program: Computer Support Specialist
Option 1: Network Support
(Change course offerings – see memo for list of courses required)
(Change units from 32 to 31)
- A.S. Degree/Certificate Program: Computer Support Specialist
Option 2: End-User Support
(Change course offerings – see memo for list of courses required)
(Change units from 32 to 31)
- A.S. Degree/Certificate Program: Computer Support Specialist
Option 3: PC Hardware & System Support
(Change course offerings – see memo for list of courses required)
(Change units from 31-31.5 to 31)
- Visual Studio .NET Certificate of Completion
(Title change from C# Programming to Visual Studio .NET)

Motion was MSCU to accept the following Information Only Items:

- ADMJ 145 – **Change in Hours** *(from 20 units to 22 units)*
- MUS. 290 – **Title Change** *from MIDI MUSIC to Electronic Music I*
- MUS. 291 – **Title Change** *from MIDI Hardware & Software Sequencing to Electronic Music II*
- Courses to be **Banked**: CIS 153, CIS 474, CIS 476 and CIS 477

- **CIS 152 – Prerequisite** for the following courses:
CIS 409, CIS 475, CIS 479, CIS 485

Many committee members are unclear as to which forms need to be submitted when the course has been recently revised and there is a minor change. George will review and clarify the Update Form.

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

COMMITTEE ON INSTRUCTION
Minutes
November 11, 2004

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	Faye Mueller
Library	Tim Karas
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Student Services	Elaine Burns, Dean Chowenhill
Technology Division	Durella Combs
ASCSM	Nazanin Movafaghi, Marisol Patino-Orozco

Non Voting Administrators

Grace Sonner, Linda Avelar, Susan Estes,
Marsha Ramezane

Faculty/Staff

Kathy Diamond, William Lloyd Davis, Peter
Gunderson, Cheryl Gregory, Julie
Sevastopoulos, Arlene Fajardo, Gloria Bianchi,

Members Absent or Excused

Language Arts Division	James Carranza
Physical Education Division	Mikel Schmidt

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with addressing Item V. Degree/Certificate Program (Language Arts) before Item IV. Permanent Courses then beginning with GEOG 150 and MATH 145.

Motion was (MSC) (one abstention Laura Demsetz) to approve the minutes of October 14, 2004.

Motion was MSCU to accept changes to Degree/Certificate Program

Change in Major requirements for the A.A. Degree in English (see memo)

Motion was MSCU to approve the following Permanent Courses:

Social Science

GEOG 150 World Regional Geography- new

(Same course & number offered at Skyline -Articulation (CSU /UC) to be completed by CSM and course audit course - no.)

Math/Science

MATH 145 Liberal Arts Mathematics- new

Technology

**MULT 101 WebReady -new
Plus Distance Education Supplementary**

Business/Creative Arts

ACTG 173 Trust, Estate and Gift Taxes- new

BUSW 116 Command Line and Windows Operating System - new

BUSW 450 Microsoft Project Fundamentals I – new

BUSW 451 Microsoft Project Fundamentals II - new

Motion was MSCU to accept the following Permanent Courses:

Math/Science

**BIOL 100 Introduction to Life Sciences
(Revision – Change in Catalog & Schedule Description,
Addition of Recommended Preparation; Adding Distance
Education Supplementary)**

**BIOL 145 Plants, People, & the Environment
(Revision – Change in Catalog & Schedule Description;
Change in Recommended Preparation)**

**BIOL 210 General Zoology
(Revision – Change in Catalog & Schedule Description and
Prerequisite)**

**BIOL 220 General Botany
(Revision – Change in Catalog & Schedule Description,
Change – Prerequisite and Recommended Preparation))**

**BIOL 250 Anatomy
(Revision – Change in Schedule & Catalog Description and
Prerequisite & Recommended Preparation)**

Business/Creative Arts

**ACTG 172 Business Income Taxes
(Revision – Change in Prerequisite and Recommended
Preparation)**

**ART 350 Visual Perception
(Revision – Change in Content, Catalog & Schedule
Description)**

**ART 354 Color Photography I
(Revision – No Change)**

ART	355	Color Photography II <i>(Revision – No Change)</i>
BUS.	101	Human Relations I Revision – No change)
BUSW	114	Windows Fundamentals I <i>(Revision – Change in Catalog and Schedule Description)</i>
BUSW	215	Word Processing II Using WORD Windows <i>(Revision – Change in Schedule Description)</i>
BUSW	535	HTML II <i>(Revision – Change in Catalog and Schedule Description)</i>
BUS.	315	Keyboarding I <i>(Revision – No Change)</i>
BUS.	316	Keyboarding II <i>(Revision – No Change)</i>
BUS.	317	Micro/Keyboarding: Skillbuilding <i>(Revision – No Change)</i>
BUS.	326	Electronic Filing and Records Management <i>(Revision – No Change)</i>
BUSW	105	Introduction to Microcomputers <i>(Revision – No Change)</i>
BUSW	214	Word Processing I Using WORD for Windows <i>(Revision – No Change)</i>
BUSW	415	Spreadsheet I Using EXCEL for Windows <i>(Revision – No Change)</i>
BUSW	416	Spreadsheet II Using EXCEL for Windows <i>(Revision – No Change)</i>
BUSW	464	Database Management Using ACCESS for Windows <i>(Revision – No Change)</i>
BUSW	530	Introduction to Internet <i>(Revision – No Change)</i>
BUSW	534	HTML I <i>(Revision – No Change)</i>

Motion was MSCU to accept the following Information Only Items:

- Banking Certificate of Completion (only)
Certificate in Object-Oriented Design (12 units)
(CIS 256, 278, 372/373; CIS 254, 279, 372/373
Please note: courses are still being offered)
- Tax Preparer II - Certificate of Completion
Delete ACTG 100 and Add ACTG 173

Motion was MSCU to accept the following 680/880 Courses

CRER	680	College Planning
CRER	680	University Transfer Essentials and Planning
CRER	680	Achieving an Associate Degree and/or a Certificate
CRER	680	Introduction to Choosing a College Major
CRER	680	Newcomer Orientation

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

COMMITTEE ON INSTRUCTION

Minutes

October 14, 2004

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza
Library	Tim Karas
Math Science Division	Stacey Grasso
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Elaine Burns, Dean Chowenhill
Technology Division	Durella Combs
ASCSM	Nazanin Movafaghi, Marisol Patino-Orozco

Non Voting Administrators

Grace Sonner, Al Acena, Linda Avelar, Michael Clair, Susan Estes, Marsha Ramezane

Faculty/Staff

Thurman McGinnis, Kathy Diamond, Julie Sevastopoulos, Arlene Fajardo, Gloria Bianchi,

Members Absent or Excused

Language Arts Division	Faye Mueller
Math Science Division	Laura Demsetz

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the removal of Item D, Learning Outcomes Subcommittee Report (Laura Demsetz) and to address Item A, Open Agenda after the approval of the minutes.

Motion was (MSC) (two abstentions, Nazanin Movafaghi, and Marisol Patino-Orozco) to approve the minutes of September 9, 2004.

Emerging Technology Program – Kathy Diamond

Last spring Mike Claire organized the Nanotechnology task force to put together a feasibility study and preliminary recommendations regarding Nanotechnology with a deadline of October 2004. Several faculty from Math/Science and the Technology Divisions were to explore the possibilities of a Nanotechnology Program at CSM, and develop A.S. Degree and Certificate Program to meet local industry needs. They changed the title from Nanotechnology to Emerging Technology. The goal is to prepare students for work or study in new applications of science. There were three accomplishment of the task force: 1) faculty from many diverse departments have met and shared ideas; 2) CSM can provide a core curriculum in technology with the current classes - Math, CIS, Chemistry, Physics, Biology, Electronics and Business;

3) A forum will be held at CSM on October 21, for interested students, faculty, and local high school teachers. A panel of local educators and industry specialists and the keynote speaker will be there to answer questions.

Motion was MSCU to accept the following Permanent Courses:

CHEM	210	General Chemistry I <i>(Revision – No Changes with the correction of Recommended Preparation ENG 838 or 848 on the Course Outline and Validation Form A)</i>
CHEM	220	General Chemistry II <i>(Revision – No Changes)</i>
LIBR	100	Introduction to Library Studies <i>(Revision – Minor change in Content, Grading, Catalog & Schedule Description)</i>
PSYC	201	Child Development <i>(Revision – Change in Catalog & Schedule Description, Distance Education Supplementary)</i>
SPCH	120	Interpersonal Communication <i>(Revision – Change in Catalog & Schedule Description)</i>

Motion was MSCU to accept changes to Degree/Certificate Program and Certificate Completion

- *A.S. Degree Administration of Justice
(Adding Group 6 – Recommended Electives – CIS 479, 488, 490, 491)*

COMMITTEE ON INSTRUCTION
Minutes
September 9, 2004

Members Present

Chair	George Kramm
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Math Science Division	Stacey Grasso, Laura Demsetz
Social Science Division	Leighton Armitage
Student Services	Elaine Burns, Dean Chowenhill
Technology Division	Durella Combs
Library	Tim Karas
ASCSM	Chris Eden
<u>Non Voting Administrators</u>	Linda Avelar, Susan Estes, Marsha Ramezane, Grace Sonner

Faculty/Staff

Juanita Alunan, Ann Freeman,
Yaping Li, Gloria Bianchi, Arlene Fajardo

Members Absent or Excused

Physical Education Division Mikel Schmidt

Chair George Kramm called the meeting to order at 2:25.p.m. New members were welcomed to the Committee and introductions were made around the table.

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

Motion was (MSCU) to approve the minutes of May 13, 2004.

Motion was MSCU to accept the following Permanent Courses:

MUS.	302	Piano II <i>(Distance Education Supplementary)</i> To correct Page 2, Section A- Unit Calculation
CIS	380	Internet Programming: PHP <i>(Revision – Catalog & Schedule Description Change and Prerequisite change to CIS 255 or CIS 278.)</i>
MATH	270	Linear Algebra <i>(Revision- Change in Catalog & Schedule Description and Recommended Course, Math 231.)</i> Clarify and state Recommended Preparation: concurrent enrollment in or completion of Math 231.
MATH	275	Ordinary Differential Equations <i>(Revision – No Change)</i>
ENGL	850	Writing Workshop <i>(Revision – Changes in Content & Catalog Description)</i>

LIT.	430	Mythology and Folklore <i>(Revision – Change in Content)</i>
SPCH	170	Organizational Communication <i>(Revision – Changes in Catalog & Schedule Description)</i>

Motion was MSCU to accept the 680/880 Courses:

BUSW	680	Introductory Project Management Using Microsoft Project II
BUSW	680	Command Line and Windows Operating System

Open Agenda

George addressed the letter from the California Community Colleges Chancellor's Office regarding SB 1415. SB 1415 requires the California Community Colleges and the California State University schools, and encourages the University of California schools and private postsecondary institutions, to adopt a common course numbering system no later than June 1, 2006 for the 20 highest-demand majors in the respective segments. This would make transfer to a CSU more efficient for community college students. This would not create any additional cost.

Announcements

Distance Education Workshop

Email will be resent about the Distance Education Workshop at DeAnza College, Wednesday, October 20, 2004, 2 – 4 pm. This workshop will provide an opportunity for college personnel to promote student access and success by integrating programs and services using technology mediated instruction, and to develop and promote effective distance learning paradigms on important aspects of managing a Distance Education Program.

New Digital Course Outline Repository

When a Course Outline or Distance Education Form is approved by the COI, Gloria Bianchi will send a request to the writer to submit the electronic file to the Instruction Office. This file will then be forward to John Sewart, Articulation Office.

COI Training

George passed out handouts from the Curriculum Institute at Santa Rosa College regarding ideal curriculum for committee members. He explained that this will help the committee members guide people when creating new course outlines or updating courses. George said that the web address is <http://www.smccd.net/accounts/csmcoi/> and has information listed for updating an existing course with no change or minor changes, as well as creating a new course or updating a course that is being changed substantially (major change).

Assessment Committee: Learning Outcomes – Accreditation – Syllabus Template

The 2007 Accreditation process is coming up and COI documents may need to be revamped in terms of how we write and what we write about. Learning outcomes needs to be infused into our campus culture—including our COI documents. The key to accreditation, writing course outlines, teaching classes, and effective syllabi is that we have these learning outcomes. They need to show what our students will be able to do as a result of taking the class. The learning outcomes need to be infused into the programs and degrees as well. An example of a syllabus from one community college was given to the committee and was

discussed among the members. Elaine Burns, Laura Demsetz and Stacey Grasso have volunteered to work on the Syllabus/Learning Outcomes Group. They will work on a syllabus template that could be used by faculty when working on their courses. This template would have matrices that clearly state learning outcomes and how students will get there. Grace stated that one of the college goals for 2004-05 is to have student learning outcomes on 20% of course material.

Course Repetition

In a series of two courses, both can be repeated once for a total of 4 times for two courses. Or, if there are three courses, and the department has identified the third course as a repeatable course, it can only be repeated once for a total of 4 times for the series of courses.

Course Approval Process Restructuring

This has been improved by having the blank forms available on the website for instructors to complete their course outlines online. In the future, instructors will have the ability to view previously approved courses online. A digital signature is being used by John Sewart. Grace Sonner suggested that maybe the readers should have Adobe Acrobat Professional 6.0 installed in their computers so that they would have access to digital signature. Gloria and Grace will look into the cost of installation of Acrobat. The Course Approval Process Subcommittee was formed and will include Leighton Armitage, Tim Karas and George Kramm.

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