

COMMITTEE ON INSTRUCTION

Minutes

May 11, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Gladys Chaw
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Technology Division	Sam Sanchez

Non Voting Administrators

Michael Claire, Al Acena, Linda Avelar
Marsha Ramezane

Faculty/Staff

Tania Beliz, Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

Student Services	Elaine Burns, Dean Chowenhill
ASCSM	Tony Arteaga & Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:40 pm.

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of April 20, 2006

Motion was MSCU to approve the following Permanent Course:

Math/Science

BIOL 145 Plants, People and the Environment (3)
(*Adding Distance Education*)

Motion was MSCU to accept the following Permanent Courses:

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)

Approved with the addition – Instructional materials prepared by instructor added to Course Outline, page 2 of 2, #11 Representative Text Materials.

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)

Stacey suggested that faculty use the updated forms on the website. The revised Update Form dated March 9, now includes a signature from a COI Representative.

Motion was MSC to approve the following A.A./A.S. Degree and Certificate A.A./A.S. Degree and Certificate

- Additional Associate Degrees and Certificates

Lift restrictions that require students to have 18 “exclusive” units in the major. It was stated that many community colleges are offering this option in their catalogs. Members have discussed this with faculty and counselors and they were pleased that this will allow students to acquire multiple degrees and certificates. Arlene stated that in the major area it was clear with Title V.

- Change to Graduation Requirements

Lift the restriction that requires 15 units of the major to be completed in residence at the college of San Mateo and modify to indicate that students must complete 12 units of the major courses in residence at the College of San Mateo.

- Acceptance of the General Education Handbook

Stacey asked the committee if they had any feed back on the draft that was distributed at the last meeting. Leighton suggested that he would like to have the historical section reviewed by some of the history faculty .Matt stated that he would like clarification on the P.E. section to read “courses in this area require physical activity and promote physical and mental well-being”. Laura made a motion to tentatively approve contingent upon the history review in the next few weeks. If there are no minor or major problems then the committee will accept this handbook for the fall.

Motion was MSCU to accept the following 680/880 item:

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) *(Revisited)*

(Plus Distance Education) This course was approved contingent upon clarification of unit value.

Open Agenda

none

Motion was MSCU to adjourn the meeting at 4:18pm.

COMMITTEE ON INSTRUCTION

Minutes

April 20, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Technology Division	Sam Sanchez

Non Voting Administrators

Michael Claire, Al Acena, Linda Avelar
Marsha Ramezane

Faculty/Staff

Skeet McGinnis, Chris Bobrowski
Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

Library	Gladys Chaw
Student Services	Elaine Burns, Dean Chowenhill
ASCSM	Tony Arteaga & Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:22 pm.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the following change: remove Item D, Degree Audit, Open Agenda.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of February 9, 2006 and March 9, 2006.

Motion was MSCU to accept the following Permanent Course:

Business/Creative Arts

MUS 100 Music Fundamentals (3)
(Adding Distance Education)

Motion was MSC to accept the following Permanent Courses with one abstention, Matt Leddy:

Technology

ADMJ 120 Criminal Investigation (3)
(Six year update – Minor change in recommended preparation, catalog and schedule description.)

ADMJ 153 Special Law enforcement Issues (3)
(Six year update – Remove prerequisite, minor change in recommended preparation, catalog and schedule description.)

The following course has been forwarded and not approved at this time.

Math/Science

BIOL 260 Introductory Physiology (5)
(Six year update – Minor change in prerequisite, recommended preparation, catalog and schedule description.)

Laura stated that the catalog description indicates - Students may take either the BIOL 250-260 or the BIOL 265-266 series. BIOL 265-266 is an old series and has been banked. Mikel said the course outline form is an old form, and does not include Student Learning Outcomes. Laura pointed out that SLO's were included under the Course Outcomes title. Leighton noted that dates were not included in the Representative Text Materials area. The course will be reconsidered in May, once clarifications have been made.

Motion was MSCU to accept the following Permanent Courses with a few minor corrections:

- 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.)
Item 6, Student Learning Outcomes will be renumbered because of deleting #5.

Social Science

- ECON 123 Business-Economics Statistics (3)
Six year update – Minor change in prerequisite and recommended preparation. Approved with corrections to minor typo's.
- 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.)

Motion was MSCU to approve the following -AA/AS Degree/Certificate Program:

- 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

Motion was MSCU to accept the following Information Item:

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

Motion was MSCU to accept the following 680/880 item:

- BIOL 680 Biotechnology Workshop: Proteins (1)

The following course has been forwarded and not approved at this time.

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

A signature is needed on the Library Resources, Services and Collections Approval Form. The course will be reconsidered when this is received.

Open Agenda

Distance Education Subcommittee

Mike handed out a draft about the purpose of the Distance Education Subcommittee. It gave an overview of the charge of the committee, twelve possible components of a strategic plan, and the potential committee membership. Mike stated that he would like to see conversation on this campus as to the progression on the distance method of instruction. Some comments about distance education were:

- If a course is completely online, how do you verify students?
- Perhaps a study of both successes and shortcomings of our current online courses, together with a feasibility study of increased success in this area would be a good idea. What are our resources?
- The Strategic Planning Subcommittee has discussed addressing an overall master plan and goals for distance education.

Graduation Requirements

Marsha Ramezane presented information regarding the requirements for a student to acquire multiple degrees. The document included information on requirements across the state. Many community colleges allow students multiple majors and degrees. Marsha asked to committee to consider changing the CSM requirement, which currently requires an exclusive major units for any degree, to relax this unit requirement, or omit it. She stated, "If this is common practice and it possibly affects students, could this be possible for our campus?". Many students have completed courses for an associate degree but have also satisfied requirements for additional degrees. The '18 exclusive unit' rule can make it difficult for them to.

An additional issue to be looked at is the 15 major unit residency requirement. With course cancellations and scheduling, it is not always possible for students to complete 15 units of their major coursework at CSM. Additionally, the overall residency requirement for a CSM degree is the final 12 units of coursework. Marsha has asked the committee to consider a reduction of the major coursework unit residency to 12, or 9 units for an 18 unit degree.

Marsha is hoping that the committee can consider these issues with a May decision, allowing for any change to appear in the upcoming catalog.

G.E. Subcommittee Requirements – update

(General Education Handbook)

Due to the time, Stacey suggested that the committee review the first draft of the General Education Handbook. Members were encouraged to send feedback to Stacey. She would then discuss this with the G.E. Subcommittee.

Motion was MSCU to adjourn the meeting at 4:12pm.

COMMITTEE ON INSTRUCTION

Minutes

March 9, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Gladys Chaw
Math Science Division	Laura Demsetz, Ken Brown
Social Science Division	Leighton Armitage
Technology Division	Sam Sanchez

Non Voting Administrators

<u>Faculty/Staff</u>	Linda Avelar
	David Gibbs, Skeet McGinnis
	Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

Physical Education Division	Mikel Schmidt
Student Services	Elaine Burns, Dean Chowenhill
ASCSM	Tony Arteaga & Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:21 pm.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the following change: forwarding Item III approval of February 9, 2006 minutes.

Motion was MSCU to accept the following Permanent Courses:

Permanent Courses

Math/Science

BIOL	230	Introductory Cell Biology (4 units) <i>(Revision – Change in Prerequisite & Recommended Preparation)</i>
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Career and Life Planning

CRER	127	Career Choices II: Job Search (.5) <i>(Adding Distance Education)</i> <i>(including page 3 of 10, part III, #2 intervals of <u>four</u> years etc.)</i>
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Technology

ADMJ	102	Principles and Procedures of the Criminal Justice System <i>(3) (Revised – Change in Recommended Preparation)</i>
ADMJ	106	Legal Aspects of Evidence (3) <i>(Revised – Change in Recommended Preparation)</i>
ADMJ	710	Police Report Writing (3) <i>(Revised – Change in Prerequisite & Recommended Preparation)</i>

Social Science

LIBR	110	Information Resources and Libraries (3.) <i>(Revised – adding 2 hrs by arrangement and Distance Education.)</i>
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LIBR 111, 112, 113, 114

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

Motion was MSCU to approve the following -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)*

Motion was MSC to accept the following 680/880 items with one abstention, Laura Demsetz.

ENGR 680 The Technology Business (1)

BIOL 680 The Technology Business (1)

Laura stated that the course title may be renamed at a later time. Suggestion among the committee members were discussed.

Motion was MSCU to accept the following 680/880 items:

CIS 680 Computer Forensics: White-Collar Crime (2)

DRAF 680 SolidWorks I (3)

LCOM880 Integrative Learning Workshop (0)

Stacey presented and discussed to the committee how to view the 680/880's on the COI SharePoint site. Many didn't have a chance to view prior to the meeting. A few said they still prefer a printed copy.

Open Agenda

General Education Update

Laura Demsetz stated that the General Education subcommittee has met and begun work on the write up of General Education area criteria to be included in the General Education Handbook. This handbook will be used and is intended for use when considering a course for inclusion in a GE area. Laura indicated that this handbook would also help to clarify the GE for the Self Study. The committee plans to have a draft set of criteria to present at the next COI meeting.

Integrating Diversity into the Curriculum

Stacey Grasso indicated that the DIAG committee has approached Mike Claire for some information on how CSM will address diversity in the curriculum and that Mike has called chairpersons from the COI, the Academic Senate and DIAG to meet with him, each bringing ideas from their respective group. Stacey indicated that the field was wide open, from including a diversity requirement into each courses at CSM to providing a matriculation requirement of some sort which included a diversity course. Models on how some schools introduce diversity into their curriculum were passed out.

Laura asked if DIAG had provided a working definition of diversity. Gladys Chaw believed that the definition being used was included in AB25. Comments followed that to include diversity in each course meant 'hiding' the requirement within a course outline. Some felt that diversity could not be introduced into all courses in a substantive way. It was pointed out that although CSM has an English graduation requirement, all courses are not mandated to include English instruction -- and the same could be said for other

Open Agenda (con't)

requirements. James Carranza stated that adding a diversity graduation requirement was much more visible, and the quickest way to include the requirement at CSM, rather than waiting until the 6 year course revision cycle had completed. He also pointed out that course outlines already provided a mean to incorporate diversity into any class, via the SLO's.

It was stated that having a Diversity requirement would allow for easy integration of both old and new courses into the 'diversity area', and also allow for a wide variety of disciplines to be addressed. Many departments may want to update course SLO's for inclusion in a list of courses which satisfy a Diversity graduation requirement. Ideally, DIAG would help provide the parameters which allow a course to be included in the course list.

Motion was MSCU to add the following statement

"We feel that a diversity component is important, and can be best addressed at CSM with a graduation requirement which is satisfied by a student taking a number of units from an approved list including courses from multiple departments. Courses taken to meet this requirement may satisfy requirements in other areas."

Motion was MSCU to adjourn the meeting at 3:38p.m.

**COMMITTEE ON INSTRUCTION
Minutes
February 9, 2006**

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza, Faye Mueller
Library	Gladys Chaw
Math Science Division	Laura Demsetz, Ken Brown
Social Science Division	Leighton Armitage
Student Services	Elaine Burns

Non Voting Administrators

Faculty/Staff

Michael Claire, Albert Acena, Linda Avelar
Dennis Clare, John Kirk, Frank Leroi, Kathryn
O'Connell, Jing Wu, Arlene Fajardo, Gloria
Bianchi

Members Absent or Excused

Physical Education Division	Mikel Schmidt
Student Services	Dean Chowenhill
Technology Division	Sam Sanchez
ASCSM	Tony Arteaga & Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:16 pm.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with addressing the Item VI and Item V after Permanent Course, Art 824.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of December 8, 2005.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of January 26, 2006 with the following correction:

- Clarification on Distance Education began long before 1998 and the COI began looking at the Distance Education requirements around 1995 as a request from the State Chancellors Office.
- Correction Item IV, C. from Ken Kennedy to Ken Brown.

- Correction of Item IV, B – from IGETE to IGETC.
- Correction Item III, C from Lorrita Ford to David Gibbs.

Motion was MSCU to approve the following Permanent Courses:

Business/Creative Arts

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

With the following correction – uncheck Recommended for Major.

Motion was MSCU to approve the following -AA/AS Degree/Certificate Program:

Business Administration – Option 1 (Non-Transfer)

Management: Marketing Management

Additional elective courses to be added: MGMT 100, 220

Motion was MSCU to accept the following Information Only Items:

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.)

Motion was MSCU to accept the following Permanent Courses:

Language Arts

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

Social Science

ECON 100 Principles of Macroeconomics (3 units)
(6 Year Update- Minor Change in Content, Catalog
and Schedule Description.)
(Include ENGL 838 to Recommended Preparation)

ECON 102 Principles of Microeconomics (3 units)
(6 Year Update- Minor Change in Content, Catalog
and Schedule Description.)
(Include ENGL 838 to Recommended Preparation)

HIST 260 Women in American History (3 units)
(6 Year Update- Minor Change in Content, Catalog
Description.)
(Include ENGL 838 to Recommended Preparation)

PLSC 110 Contemporary Foreign Governments (3 units)
(6 Year Update- Minor Change in Content, Catalog
and Schedule Description.)
(Include ENGL 838 to Recommended Preparation.)

- PLSC 130 International Relations (3 units)
(6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
(Include ENGL 838 to Recommended Preparation.)
- PLSC 215 Contemporary Issues in American Politics (3 units)
(6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
(Include ENGL 838 to Recommended Preparation.)
- PSYC 121 Basic Statistical Concepts (3 units)
(6 Year Update- Minor Change in Content, Catalog and Schedule Description.)
(Include ENGL 838 to Recommended Preparation.)
- Pending receipt of the Validation Form for Recommended Preparation PSYC 100, or SOCI 100 or ANTH 110 that it not listed.) Revised Course Outline to be submitted.)
- PSYC 300 Social Psychology (3 units)
(6 Year Update- Minor Change in Prerequisite, Content)
(Include ENGL 838 to Recommended Preparation.)

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)

Laura Demsetz spoke for the GE subcommittee, stating that as there is no existing guideline (beyond Title 5) to determine if a course belongs in the Language and Rationality area. The subcommittee first looked to other community college curricula. It became apparent that CSM's Language and Rationality area is not as clear cut as that of many CA colleges, and a bit hard to characterize. A handout was distributed showing how this area is presented in 3 neighboring colleges. Laura said that after much consideration, the GE subcommittee feels that CSM's Language and Rationality area really needed to be clearly defined before the inclusion of any courses could be addressed. The recommendation is to hold any decision on the BCST courses until the GE guidelines are established. The subcommittee expects to have draft guidelines ready by the end of this semester.

The subcommittee members are: Laura Demsetz, Stacey Grasso, Gladys Chaw, Leighton Armitage, James Carranza and Matt Leddy .

Open Agenda

Course Revision Form (Update)

Stacey passed out the current form and an updated form to the committee for discussion.

The CSM Course Revision/Six Year Update Form was approved with the following additions pending the final format:

- This course currently satisfies an A.A. /A.S. General Education requirement? Yes/No (to be inserted above Preparer)
- Adding the signatures of the COI Division Representative and COI Chairperson.

Formation of Distance Education Subcommittee

Will be discussed at future meeting.

Motion was MSCU to adjourn the meeting at 3:50p.m.

**COLLEGE OF SAN MATEO
COMMITTEE ON INSTRUCTION**

Minutes of the Meeting held January 26, 2006

Members Present: Chair: Stacey Grasso, Math/Science; Business/Creative Arts: Patricia Brannock, Matt Leddy; Language Arts: James Carranza, George Kramm (sub. For Faye Mueller); Library: Gladys Chow; Math/Science: Laura Demsetz, Ken Brown; Physical Science: Mikel Schmidt; Social Science: Leighton Armitage; Technology: Sam Sanchez; Student Services: Elaine Burns; Admissions & Records: Arlene Fajardo

Non-voting guests: Mike Claire, VPI; James Robertson, Social Sciences; Marsha Ramezane, Dean of Counseling and Matriculation; Martha Tilmann, Dean, Technology Division; Lorrita Ford, Director of Library and Learning Services, Mark Fink, Library, Betty Fleming, Instruction Office (Distance Learning).

Members absent: ASCSM representative

- I. The meeting was called to order at 2:15pm by Chair Stacey Grasso.
- II. After moving consideration of HIST 104 and 106 to the beginning of agenda order, and noting that the Math/Science Division has withdrawn BCST 110, BCST 310, BCST 312, BCST 316 and BCST 320 from consideration for CSM A.S. General Education requirements, the agenda was approved.
- III. Consideration of GE Recommendations postponed from the 12/18/05 meeting:
 - A. James Robertson presented the request of the History Department to accept **HIST 104 and HIST 106**, previously approved by the Committee on Instruction, as fulfilling Area B of the CSM General Education requirements. The courses, while new to CSM, are commonly taught at other colleges and CSUs, and are an expansion of Western Civilization courses. Mr. Robertson noted that the description of Area 5b includes characteristics of civilizations, integrative and comparative ways of dealing with common problems, such as political power and the role of the individual in society. M/S/Passed unanimously that HIST 104 and HIST 106 be accepted as meeting Area B of the CSM General Education requirements.
 - B. Martha Tilmann presented the request of the Technology Division to approve **BCST 220** as fulfilling the CSM GE requirement for English, in Area 2a, and **BCST 230** as fulfilling the requirement for Speech in Area 2a. She noted that the courses will include various types of writing or speeches, and research, writing and editing as in composition classes. George Kramm noted that SPCH 100 requires 4 – 5 speeches, and asked how much time a student would be on air in BCST 220. Laura Demsetz noted that other colleges use Technical Writing courses to fulfill Area 2a requirements. Stacey Grasso asked the Committee to consider what requirements the area should meet, referring to section 55806 of Title V, as noted in the copy distributed. Do we want to include BCST as core courses; do they teach

writing as a generally applied skill? Do CSUs/UCs have a general writing course which can be applied as an all-around skill, or courses specific to an area of interest? The same issues apply to Math courses. It was clarified that these courses are recommended for meeting Area 2a requirements, but not as a substitute for the required composition courses.

James Carranza posed the question “What is General Education, or what do we want it to mean?” It was suggested that the Committee search other colleges, especially CSUs to find what the requirements are expected to accomplish, and that the decision on these courses be postponed.

- C. Lorrita Ford presented the request that LIB. 107-114 be approved to fulfill GE Area 5d Career Exploration and Self-Development. These courses teach Information Competency in terms of curricular or vocational areas. M/S/P unanimously that LIB. 107-114 be accepted under GE area 5d Career Exploration and Self-Development.
- D. Marsha Ramezane presented the request of the Counseling Division that CRER 104-108 and CRER 152 be approved as fulfilling GE area 5d. All require students to do self-assessment, explore career requirements and set goals, exploring situations outside college. These are .5 unit courses which may be offered at different periods over the semester; they may be pieces of existing courses. For example, CRER 106 Newcomer Orientation is aimed at international students or recent immigrants, as opposed to someone from within the American system. M/S/P unanimously that **CRER 104-108** and **152** be included in GE Area 5d in the AA/AS degree requirements.

IV. Open Agenda

- A. The revised Course Outline form, including Student Learning Outcomes and objectives (attached to the agenda), has been approved previously. It is brought to the Committee to be reaffirmed before posting it on the web. The text inside parentheses in Item 7 should be in italics, with “Identify” added at the beginning of the sentence to read: (*Identify the specific teaching objectives detailing course content and activities.*). In Item 6, “successful” should be added before “completion,” to read “Upon successful completion of the course, ...” The phrase should not be italicized.
M/S/P unanimously to approve the changes to the Course Outline form.
- B. GE/Breadth Requirement course approval procedures –
Stacey Grasso reported that CSM does not have its own set of GE/Breadth requirements, and there should be adopted standards for each General Education area according to the Education Code (copy of Title V Requirements, Section 55806 attached to the agenda). Many colleges do have a statement of standards. A subcommittee was formed to draft standards for GE approval. Volunteers include Stacey Grasso, Leighton Armitage, Matt Leddy, Gladys Chaw and Laura Demsetz. They will begin by researching the area 2a equivalents at other colleges, in preparation next month’s meeting.-The subcommittee should particularly

address GE Area 5d, since it is defined by CSM and not defined in Title V.

Also, courses are not routinely submitted for CSU or IGETC GE approval unless the articulation officer, John Sewart, determines that the course fits CSU or IGETCE guidelines. Stacey suggested that this process also be fully defined. Laura Demsetz stated that clarification of the articulation procedures could also be examined. It was suggested that John Sewart might give a 'refresher course' on these procedures.

A moratorium was suggested on GE approvals until standards are developed. MSP unanimously that the Col continue to review courses for approval, but not consider any for inclusion in the General Education courses, pending the work of the subcommittee and adoption of standards for General Education.

C. Distance Education at CSM – Michael Claire, VPI

Distance Education began at CSM around 1998, with adoption of a separate course approval form to reflect the use of current technology in delivery. Technology has changed greatly since then, and we need to review what we have and make a plan for the future. The Chancellor's Office is showing great interest in the technology or delivery mode involved in Distance Learning. We need to develop a plan for the future of Distance Learning: who will it serve, and how. The Committee on Instruction is an appropriate place to discuss the issues, with input and participation from outside this Committee. Some considerations to be addressed are: Can we compete in a large sense, or do we need to find a "niche"? What would that be – degrees? career/vocational retraining? other? The committee should include Mike Claire, VPI, Marilyn Lawrence, General Manager of KCSM TV and Radio, a representative of the Centers for Teaching and Learning, Betty Fleming, Telecourse Coordinator, and volunteers from the Col. Ken Kennedy, Leighton Armitage and Gladys Chaw volunteered to participate in the Distance Learning Planning Committee.

M/S/P Meeting adjourned at 4:05 pm.

COMMITTEE ON INSTRUCTION

Minutes

December 8, 2005

Members Present

Chair
Business/Creative Arts Division
Language Arts Division
Library
Math Science Division
Physical Education Division
Social Science Division
Technology Division

Stacey Grasso
Patricia Brannock, Matthew Leddy
James Carranza, George Kramm
Gladys Chaw
Laura Demsetz, Ken Brown
Mikel Schmidt
Leighton Armitage
Durella Combs

Non Voting Administrators

Michael Claire, Albert Acena, Linda Avelar,

Faculty/Staff

Susan Estes, Marsha Ramazane, Martha Tilmann, Lorrita Ford
David Gibbs, Diane Musgrave, Thurman McGinnis, Ed Remitz, James Robertson, Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

Student Services
ASCSM

Dean Chowenhill
Tony Arteaga & Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:18 pm.

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

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

Motion was MSCU to accept the following 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)

Motion was MSCU to approve the following Permanent Courses:

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**

Motion was MSCU to accept the following Permanent Course:

Business/Creative Arts

ART 206 Figure Drawing & Portraiture (3 units)

Revision – adding Recommended Preparation)

Motion was MSCU to approve the following Permanent Courses:

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

**Motion was MSC to approve the following Permanent Course with one abstention
Matt Leddy:**

HORT	350	Principles of Landscape Design (3 units) New <i>Replacing course HORT 340 (4 units)</i>
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Motion was MSCU to approve the following Permanent Course:

MUS.	465	Music for Minors Training (3 units) – New
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Motion was MSCU to accept the following Permanent Course:

Social Science

ANTH	180	Magic, Science and Religion (3 units) <i>(6 Year Update – Minor change in Content, Catalog and Schedule description.)</i>
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Motion was MSCU to approve the following Permanent Courses:

HIST	104	World Civilizations I (3 units) – New
HIST	106	World Civilizations II (3 units) – New

**Motion was MSC to approve the following Permanent Courses with one abstention
Patricia Brannock:**

LIBR	107	Online Research Basics (1 unit) – New and Distance Education Supplementary
LIBR	110	Introduction to Library Research for Business And Distance Education Supplementary <i>(2 units) – New</i>
LIBR	111	Introduction to Library Research for Allied Health And Distance Education Supplementary <i>(2 units) –New</i>
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 (2 units) – New
LIBR	665	Selected Topics in Library and Information Studies And Distance Education Supplementary (.5-2.0 units) - New

Motion was MSCU to accept the following Permanent Courses:

PLSC	310	California State and Local Government (2 units) (Six Year Update – Minor change in Catalog & Schedule Description.)
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Technology

ADMJ	776	Regular Basic Course Level III (4 units) (Revision – Minor change in Catalog & Schedule addition of enrollment limitations)
ADMJ	777	Regular Basic Course Level II (12 units) (Revision – Minor change in Catalog & Schedule Description; addition of enrollment limitations)
BCST	110	Media in Society (3 units) (6 Year Update – Major Change in Content, Catalog and Schedule Description, adding Recommended Preparation)

Motion was MSCU to approve the following Permanent Courses:

BCST	210	Television Studio Techniques (3 units) – New (Replacing BCST 231)
BCST	220	Broadcast Writing (3 units) – New (Replacing BCST 194)
BCST	230	On-Air Talent (3 units) – New (Replacing BCST 120)
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 (Replacing BCST 237)

BCST	320	Digital Television Field Production (3 units) – New <i>(Replacing BCST 241)</i>
BCST	410	Advanced Production Techniques (3 units) – New <i>(Replacing BCST 233)</i>
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>

The Broadcasting Program was put on hiatus July 1, 2003 during the state budget crisis. This initiated the development of the Program Improvement and Viability Committee to examine the feasibility of the program. The findings of this committee were two fold: The program needed a new faculty member and curriculum needed to be redesigned, due to technological changes. College Council has approved the new faculty position for Broadcasting. New course numbers were established to reflect the new curriculum.

Motion was MSCU to accept the following Permanent Courses:

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>

Math/Science

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>

Motion was MSCU to approve the following Permanent Course:

CIS	495	Software Project Management (3 units) –New
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Motion was MSCU to approve the following -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)

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)

Motion was MSCU to accept the following Information Only Items:

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
(Updated paperwork to be submitted electronically –Course Outline Form.)

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

Comments

Stacey stated that there are 21 courses recommended for A.A./A.S. Degree, General Education – Area E. The following courses are: BCST 110, 220, 230, 310, 312, 316, 320; LIBR 107, 110, 111, 112, 113, 114; HIST 104, 106; CRER 104, 105, 106, 107, 108, 152. These courses will be processed today **excluding** Area D, Page 2 of 4 – Permanent Course Approval Form. A special

COI Meeting is scheduled for January 26, 2006 to discuss and approve the above courses in the G.E. Area.

Open Agenda

a) Course Outline – Final Draft

b) Course Approval Processes

Due to the length of this meeting the Open Agenda items will be addressed at the next COI Meeting, January 26, 2006.

Motion was MSCU to adjourn the meeting at 5:10pm.

COMMITTEE ON INSTRUCTION

Minutes

November 10, 2005

Members Present

Chair

Stacey Grasso

Business/Creative Arts Division

Matthew Leddy

Language Arts Division

James Carranza, George Kramm

Library

Gladys Chaw

Math Science Division

Laura Demsetz, Ken Brown

Social Science Division

Leighton Armitage

ASCSM

Tony Arteaga

Non Voting Administrators

Michael Claire, Linda Avelar, Martha Tilmann

Faculty/Staff

Thurman McGinnis, Arlene Fajardo,

Gloria Bianchi

Members Absent or Excused

Business/Creative Arts Division

Patricia Brannock

Physical Education Division

Mikel Schmidt

Student Services

Dean Chowenhill

Technology Division

Durella Combs

ASCSM

Deborshi Mondle

Chair Stacey Grasso called the meeting to order at 2:19 pm.

Motion was moved, seconded (MSC) to approve the Agenda with one abstention, Leighton Armitage and to address Business/Creative Arts (Permanent Courses) first followed by Technology with Item V & Item VI.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of October 13, 2005.

Motion was MSCU to approve the following Permanent Courses:

Business/Creative Arts

ART

374

Master Portfolio (*new*)

Motion was MSCU to accept the following Permanent Courses:

Technology

ADMJ 104 Introduction to the Criminal Law
(6 Year Update - Minor Change in Content)

Motion was MSCU to approve the following A.A./A.S. 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)

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

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.

Motion was MSCU to accept the following Permanent Courses:

Social Science

LIBR 101 Information Research Skills
(Adding Distance Education Supplementary)
(accepted with the following correction –Change Section B, Unit Calculation for Web-Assisted Courses to Section C, Unit Calculation for other Distance Learning Courses. This will give the instructor more flexibility in scheduling campus meetings and web-time.)

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)

Motion was MSCU to accept the following Information Only Items:

Banked ELEC 100 Introduction to Electronics
ELEC 302 Modulation/Demodulation and Signal Processing Systems

Comments

- There was some discussion again about when to use ENGL 838 or English 848. Laura suggested a memo be sent to all division offices. Mike Claire suggested that the VPI

Office will work together with the COI and distribute a document of explanation to all instructional deans.

- George and other committee members asked if it was possible to have a sample Certificate of Achievement and a Certificate of Completion posted in the Speech Lab and Computer Lab. This could encourage students to earn a certificate. Arlene F. will send copies to the labs for posting.

Open Agenda

- a) Continued Discussion – SLO’s and Course Outlines
The committee revisited the SLOAC representative draft course outline. Stacey mentioned that Skyline’s newly accepted course outline includes both SLO’s and assessment information, but Canada has chosen not to include SLO’s into their course outline. Mike Claire indicated that as the course outline is the document of record used to describe a course, and thus this document is a good place for the SLO’s. James asked to what degree the committee would need to review the SLO’s for course acceptance. It was indicated that it would be the responsibility of the committee to ensure that SLO’s were present, and that content specific review would be handled at the department/division level. Discussion then moved to assessment, and whether required or suggested measurement mechanism should be included in the course outline. Laura indicated that CSM has yet to formally assess, and that it was premature to place this in the document. All agreed. The motion to update the Course Outline to include objectives, SLO’s but NOT suggested assessments (per SLOAC’s draft) was passed unanimously.

Motion was MSCU to adjourn the meeting at 3:35 p.m.

COMMITTEE ON INSTRUCTION

Minutes

October 13, 2005

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matthew Leddy
Language Arts Division	James Carranza
Library	Gladys Chaw
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
ASCSM	Deborshi Mondle

Non Voting Administrators

<u>Faculty/Staff</u>	Michael Claire, Martha Tilmann
	Arlene Fajardo, Michelle Schneider
	Roy Brixen, Sandra Comerford, Thurman
	McGinnis, Julie Sevastopolous

Members Absent or Excused

Language Arts Division	George Kramm
Student Services	Dean Chowenhill
Technology Division	Durella Combs
ASCSM	Tony Arteaga

Chair Stacey Grasso called the meeting to order at 2:20p.m. Stacey added an item to the Open Agenda: COI Resources.

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of September 8, 2005, noting the correct spelling of ASCSM representative, Tony Arteaga's last name.

Motion was MSCU to accept revisions to the following 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 changes in content, and Catalog and Schedule description)

Math/Science

CIS.	377	Internet Programming: JavaScript/HTML (Revised – Added Distance Learning)
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Motion was MSC with an abstention from Leighton Armitage to accept the following 680/880 Course:

ELEC	680	Data Acquisition and Control
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Motion was MSCU to accept the following 680/880 Course:

MANU	680	The Arts of Industry
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Comments

While discussing the revised Administration of Justice courses, Laura Demsetz noted that the assessments for the Student Learning Outcomes (SLOs) were noted in the Evaluation area. She mentioned that it this should be noted, as SLO's and the course outline are to follow on the agenda.

Roy Brixen was asked why his course used a recommended preparation instead of a prerequisite. His motive is to attract students from other community colleges and programs (i.e. Life Sciences, Physical Sciences), as well as working technicians from outside. By using a recommended preparation, this will allow the department to include students who have work experience or do not have coursework from CSM. Martha Tilmann mentioned that the clause 'or equivalent experience' which accompanies a prerequisite might also serve this purpose. Laura Demsetz suggested that in when the course becomes permanent, it might make sense to adding a line to the course description alluding to the need for the student to have specific knowledge to succeed in this class.

Open Agenda

- a) SLOs and the Course Outline

Stacey Grasso reported that Skyline College has revised their course outline to include both Student Learning Outcomes and objectives. The Skyline outline additionally includes SLO suggested assessments in the Evaluation section. Skyline will update all courses over a 3 year cycle. Sandra Comerford presented a draft update of CSM's current outline which includes both a Student Learning Outcome and Objective section. Sandra stated that although for some courses the objective and SLO's might be parallel, in general the objectives are very specific guidance for instruction, which SLO's offer a broader view of the course. In fact, it is possible for one outcome to be addressed by multiple objectives or for an objective to address multiple outcomes. Regarding the Evaluation section of the outline, a question arose as to whether this specifically deals with grading issues or overall assessment. Mike Claire expressed a desire to check with the State Academic Senate to determine best practices. It was agreed to place this topic on the agenda for the November meeting to further discuss the revision of the Course Outline.

- b) **Adobe Acrobat 6.0 Professional Demonstration**
Julie Sevastopoulos gave a demonstration of Sharepoint, a web-based storage page where course forms can be stored for viewing, in lieu of handing out paper packets. Once in the site, committee members can view files and, if needed, attached notes. Julie demonstrated the download of a course file, and the use of Acrobat to make notes on the page before updating the page to the site. Comments can then be drawn in to the original document after all of the readers have viewed the packet. This will allow the committee to continue moving towards a more paperless process. Stacey wants to put the 680/880 courses on Sharepoint for the November meeting.
- c) **Committee on Instruction Resources (added to agenda at the beginning of the meeting)** Stacey handed out the Title 5 guidelines for Associate Degree and General Education requirements. This will assist committee members determine if a course meets these guidelines.

James Carranza explained the difference between ENGL 838 and 848. He clarified that 838 is a specialized course developed here at CSM for the lowest 25% of students who test into 848. 838 has a special emphasis on reading, and is taught by specially trained instructors. Laura Demsetz equated it to the difference between ENGL 100 and 101. The best idea would be to include 838 whenever designating 848 in an enrollment limitation

Motion was MSCU to adjourn the meeting at 3:55 p.m.

COMMITTEE ON INSTRUCTION

Minutes

September 8, 2005

Members Present

Chair

Business/Creative Arts Division

Language Arts Division

Library

Math Science Division

Social Science Division

Student Services

Stacey Grasso

Patricia Brannock, Matthew Leddy

George Kramm

Gladys Chaw

Laura Demsetz, Ken Brown

Leighton Armitage

Dean Chowenhill

Technology Division
ASCSM

Durella Combs
Deborshi Mondle, Tony Artega

Non Voting Administrators
Faculty/Staff

Michael Claire, Linda Avelar
Michael Galisatus,
Arlene Fajardo, Gloria Bianchi,

Members Absent or Excused
Language Arts Division
Physical Education Division

James Carranza
Mikel Schmidt

Chair Stacey Grasso called the meeting to order at 2:20p.m. New and returning members were welcomed and introductions were made around the table.

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 May 12, 2005.

Motion was MSCU to accept the following Permanent Courses:

Business/Creative Arts

MUS. 250 World Music
(Revised –No change & adding Distance Education)

MUS. 430 Symphonic Band
(Revised – Change in grading and prerequisite)

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

ACTG 680 Volunteer Income Tax Assistance (VITA) Training

Motion was MSCU to accept the following Information Only Item:

MUS. 430 Symphonic Band to Active Status (unbank)

The following courses were moved to the October 13 meeting.

CIS. 377 Internet Programming: JavaScript/HTML
(Revised –Distance Education)

MANU 680 The Arts of Industry

Comments

Patricia would like clarification regarding ENGL 838 and 848 put on the next agenda. When a student completes either course then they can enroll in ENGL 100. James Carranza commented at a previous meeting about the differences but was not present today to discuss this matter.

Michael Galisatus brought up the question of requirements for a new course to be classified as General Education for an AA/AS degree. It would be helpful if written documentation could be distributed to instructors or information available in the Division Offices.

The Master Course Outline Inventory was distributed to committee members. This inventory list includes the original and updated/revised dates. It was suggested that Gloria compile this inventory into division groups. Mike Claire will then present this list to each dean at the Instructional Division Meeting.

Stacey stated that all courses new or revised will be put on the agenda only after an electronic copy is sent to the Vice President of Instruction Office to Gloria's attention.

The 2005-06 Catalog was distributed to all members

Open Agenda

a) Moving to Paperless Meeting

Last year, George and Julie started the move toward the 'paperless' process by providing training for electronic signatures, and discussing a SharePoint 'repository' where documents could be posted. Using such a repository, there is no need for paper copies to be distributed to each committee member prior to a COI meeting.

Additionally, readers can add notes to the locked copy, which can be discussed at the COI meeting. Stacey asked if this plan was agreeable to committee members. Mike Claire mentioned that he could check with other colleges to see how they handled course approval. It was suggested to ask Julie Sevastopoulos to present and explain using the repository and adding notes to a PDF file at our next meeting.

b) Electronic Signature

Last year the COI introduced electronic signatures to expedite the process on forms submitted. Several months ago the CTL offered an instructional session but not all members were able to attend. Laura suggested that several small group meetings would be beneficial. Instructional Deans would be included also.

Motion was MSCU to adjourn the meeting at 4.00p.m.