

COMMITTEE ON INSTRUCTION

Minutes
May 10, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Matt Leddy
Language Arts Division	Merle Cutler, Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Aisha Upshaw
ASCSM	Matthew Kaidor, Neil Abarquez

Non Voting Administrators

	Al Acena, Linda Avelar, Jennifer Hughes, Susan Estes, Andreas Wolf, Marsha Ramezane, Grace Sonner, Victor Krimsley, John Sewart, Angela Stocker, Robert Hasson, Susan Petit, Kathryn O'Connell, Michelle Schneider, Sheldon Carroll, Eileen Derr, Gloria Bianchi
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Faculty/Staff

Members Absent or Excused

Business/Creative Arts Division	Patricia Brannock
Technology Division	Durella Combs

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

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

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

Motion was MSCU to approve the following Permanent Courses:

Math/Science

DENH200 Introduction to Dental Hygiene (3) New
(A.A./G.E. Area E, Item D to be considered in the Fall.)

DENH205 Overview of the Dental Profession (3) New
(A.A./G.E. Area E, Item D to be considered in the Fall.)

DENH210 Pre-Clinical Dental Hygiene (5) New

DENH211 Radiology I (3) New

DENH212 Dental Sciences (3) New

DENH213 Ethics, Jurisprudence & Practice Management (2) New

DENH214 Oral Health Education (1) New

DENH220 Clinical Dental Hygiene I (5) New

DENH221	Radiology II (3) New
DENH222	Oral Pathology (3) New
DENH223	Periodontics I (2) New
DENH224	Head and Neck Anatomy (2) New
DENH225	Medical Emergencies (1) New
DENH226	Local Anesthesia and Nitrous Oxide (3) New
DENH230	Clinical Dental Hygiene II (6) New
DENH231	Pharmacology (2) New
DENH232	Dental Materials I (1) New
DENH233	Periodontics II (2) New
DENH234	Community Dental Health I (3) New
DENH235	Patients with Special Needs (1) New
DENH240	Clinical Dental Hygiene III (7) New
DENH241	Comprehensive Case Presentations (1) New
DENH242	Dental Materials II (1) New
DENH243	Career Opportunities for the Dental Hygienist (2) New
DENH244	Community Dental Health II (1) New

(This program will be housed at CSM and not offered for a few years pending approval of the Accreditation Application.)

Motion was MSCU to accept the following Permanent Courses:

CHEM250	Analytical Chemistry Quantitative Analysis (unbanked) (4) <i>(Six year Revision – SLO’s added, No other change.)</i>
MATH270	Linear Algebra (3) <i>(Six year revision –SLO’s added, Minor change in Catalog and Schedule description, change in Recommended Preparation-Completion or concurrent enrollment Math 231.)</i>
MATH275	Ordinary Differential Equations (3) <i>(Six year revision – SLO’s added, Minor change in Catalog and Schedule description.)</i>

Social Science

- PLSC 200 National, State and Local Governments (5)
(Six year update- SLO's added, Minor change in Recommended Preparation, Schedule and Catalog description)
Adding Distance Education
- SOCI 105 Social Problems (3)
(Six year update-SLO's added, Minor change in Recommended Preparation, Schedule and Catalog description.)
- SOSC 319 Co-occurring Substance Abuse and Mental Disorders ((3)
(Six year revision – SLO's added; Change in Recommended Preparation, Catalog and Schedule description; **change in Title** from Multiple/Dual Diagnosis in AOD to Co-occurring Substance Abuse and Mental Disorders.)

Business/Creative Arts

- ART 124 Old Master's Aesthetics and Techniques (3)
(Course Revision- **Add three hours by arrangement per week.** Minor change in Catalog and Schedule description, add ENGL 838/848.)
- ART 824 Old Master's Aesthetics and Techniques (3)
(Course Revision- **Add three hours by arrangement per week.** Minor change in Catalog and Schedule description, add ENGL 838/848.)

Language Arts

- FREN 110 Elementary French (5)
(Six year revision – SLO's added; minor change in Catalog and Schedule description, add ENGL 838/848.)
- FREN 112 Elementary French II (3)
(Six year revision – SLO's added; minor change in Catalog and Schedule description.)

Motion was MSCU to approve the following Permanent Courses:

Physical Education

Revisiting – clarification on repeatability

- P.E. 101 Theory of Baseball (3) new**
P.E. 102 Theory of Offensive Football (3) new
P.E. 103 Theory of Defensive Football (3) new
P.E. 104 Theory of Special Teams (3.) new
P.E. 135 Introduction to College and Intercollegiate Athletics (2) new

(After much discussion, the above P.E. courses were approved with no repeatability.)

Motion was MSCU to accept the following Permanent Courses:

- DANC 151 Beginning Social Dance (.5-1)
(Changing name – **add “Beginning”**
and correct to no repeatability.)

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

New Program – Associate in Science Degree, Dental Hygiene (Major 63 units)

(No certificate program)

Revisited – Clarification on Memo

Multimedia Program -Option 2: Digital Video

Add MULT 292 (3 units) to Option 2 – Change total units to 33.

Delete MULT 292 from electives.

Motion was MSCU to accept the following Information Only Items:

BANK – GRA 104, GRA 105, GRA 106.

Motion was MSCU to accept the following 680/880 Courses

FIRE 880 Firefighter Internship (3)

MATH880 Mathematical Supplement (.5-2)

NURS 880 Open Skills Laboratory (.5-3)

Open Agenda

SLO Departmental Status (*Information/Discussion*) Stacey Grasso

Stacey stated that there are some departments that have not submitted their SLOs, for various reasons. SLOs are important on both an institution and an administrative level. Stacey and Sandra Comerford would like to send a memo to these departments from the COI and SLOAC, both which are faculty committees. The memo would be worded in a way to encourage and offer assistance if needed. The committee members will have a chance to read the letter prior to it going out.

IB Test Credit Revisited (*Action*) Jennifer Hughes

In November, Student Services approached the Committee on Instruction to suggest that College of San Mateo award course credit for International Baccalaureate exams in a manner similar that of Advanced Placement. Steve Morehouse pointed out that two local high schools, Cappuccino and Sequoia offer such a program. By not recognizing the IB program, CSM is not being considered by these students for matriculation. Steve indicated that the IB program has a more rigorous certification process than the AP process, with nationally recognized examinations. At that time, the Committee did not consider this proposal because it was not clear how this process could be implemented by the Degree Audit software.

Jennifer Hughes revisited this topic today, proposing that in order to enable IB test acceptance to proceed, initially awarding course credit could be handled manually. IB exam credit would not be incorporated into the Degree Audit system until each department involved had approved the implementation details.

Motion to approve the awarding of GE credits for IB test credits was MSCU.

GE Applicability Format (*Information*) Marsha Ramezane

Marsha presented a few sample pages which exhibit the course description format which will be used in the 2007-2008 catalog. This new format includes the CSU and UC breadth pattern areas which are satisfied by the course. In the past a course description has just indicated if a course was UC/CSU transferable, but did not indicate any transfer specifics. Hopefully this new format will allow the catalog to serve as a better resource for our students.

Minor change in Recommended Preparation.

(Correct the Representative Text Materials to list the primary text first.)

Motion was MSCU to approve the following Permanent Course:

Business/Creative Arts

ACTG 665 Special Topics in Taxation (.5-3.) new

(Correct lecture hours to read 8-48 total.)

Motion was MSCU to accept the following Permanent Courses:

ART 100 Art of the Western World (3)

(Six year update – Minor change in content.

(Correct-removal of wording TV)

CA&S 310 Nutrition (3)

(Six year update –Removal of Recommended Preparation.)

(Add to the schedule description – May be substituted for HSCI 113 in meeting the Health Science requirement.)

HORT 711 Landscape Trees (3)

(Six year update: -Change title from Landscape: Trees to Landscape Trees, add two hours by arrangement per week.)

HORT 712 Landscape Shrubs, Groundcovers and Vines (3)

(Six year update: Change title from Landscape: Shrubs to Landscape Shrubs, Groundcovers and Vines, add two hours by arrangement per week.)

ART 201, 202, 206, 207, 223, 224, 301, 315, 360, 365, 366, 381, 382,

Increase Hours by Arrangement from 2 to 3 hours per week.

ART 241, 242 *Add One Hour by Arrangement for 2 unit course.*

Add three Hours by Arrangement for 3 unit course.

ART 680 Mosaic Mural I & Mosaic Mural II

Add two Hours by Arrangement.

(Art courses were revised in 2006. Original course outlines and updated electronic files have been received in the VPI office.)

Language Arts

LIT. 830 Mythology and Folklore (3)

(Course Revised – Add one hour by arrangement per week.)

LIT. 835 Shakespeare (3)

(Course Revised – Add one hour by arrangement per week.)

(Publication dates to be included. Student Learning Outcome - #3 remove understand and #1, 2, & 4 remove understand replace with recognize)

SPAN 121 Advanced Elementary Spanish I (3)

(Six year update –Minor change in catalog & schedule description.)

- SPAN 122 Advanced Elementary Spanish II (3)
(Six year update –Minor change in catalog & schedule description.)
- SPAN 130 Intermediate Spanish (5)
(Six year update – Minor change in catalog & schedule description.)
- SPAN 131 Intermediate Spanish I (3)
(Six year update – Minor change in catalog & schedule description.)
- SPAN 132 Intermediate Spanish II (3)
(Six year update – Minor change in catalog & schedule description.)

Motion was MSCU to approve the following Permanent Courses:

Physical Education

ADAP 175 Adapted Evaluation (.5) new
(Since ADAP 150 has been banked - add ADAP 175 to Area D – AA/AS Degree Requirements)
(G.E. to be addressed in late 2007.)

AQUA133 Individual Swim Conditioning (.5 or 1.) new
AQUA135 Aqua Exercise (.5 or 1.) new

DANC161 Tango Argentino (.5 or 1.) new
DANC195 Dancing Without Limits (.5 or 1.) new

FITN 195 Fitness Lab (.5-1.5) new
FITN 235 Cross Training boot Camp (.5 or 1.) new
FITN 301 Spinning ® (.5 or 1.) new
FITN 334 Yoga (.5 or 1.) new

TEAM 119 Tournament Basketball for Women (.5-1.0) new
TEAM 148 Indoor Soccer (.5 or 1.) new

VARS 105 Varsity Baseball Conditioning (.5-1.) new
VARS 133 Offensive Varsity Football Lab (.5-3.) new
VARS 134 Defensive Varsity Football Lab (.5-3.) new
VARS 160 Varsity Swim (.5-2.) new
VARS 400 Women’s Varsity Water Polo (.5-2.) new

Because clarification was necessary about the repeatability, the following courses **were not approved** and will be revisited at the May 2007 meeting.

P.E. 101 Theory of Baseball (3) new
P.E. 102 Theory of Offensive Football (3) new
P.E. 103 Theory of Defensive Football (3) new
P.E. 104 Theory of Special Teams (3.) new
P.E. 135 Introduction to College and Intercollegiate Athletics (2) new

Motion was MSCU to approve the following Permanent Course:

Technology

CIS 362 Enterprise Database Management (4) new

Motion was MSCU to accept the following Permanent Courses:

CIS 380 Internet Programming: PHP (3)
(Course Revised – *Prerequisite change to CIS 254 or equivalent. Recommended Preparation-same.*)

ELEC 421 Fundamentals of Electric Motor Control ((4)
(Course Revised – *Prerequisite change: adding or equivalent experience.*)

ELEC 422 Introduction to Programmable Logic Controllers ((4)
(Course Revised - – **Prerequisite change: adding or equivalent experience.**)

ELEC 441 Sensors and Data Transmission Systems (4)
(Course Revised - – **Prerequisite change: adding or equivalent experience.**)

AA/AS Degree/Certificate of Achievement Program

The following was **not approved** because clarification was necessary about the total number of units to the Multimedia Program – Option 2.

(To be revisited with revised memo May 2007)

Motion was MSCU to accept the following 680/880 Courses

CHIN 680 Business Chinese I (3)

CRER 880 Career Growth Through Community Service (3)

Comments

Stacey reported that a prevalent topic at the March meeting of the District Curriculum Committee was “hours by arrangement”. Title V states “*hours by arrangement* was established for those students doing additional assigned work on campus supervised by faculty or in a supervised laboratory”. Title V updates for Distance Education indicate that “*hours by arrangement*” may be completed outside the supervised classroom or laboratory. Committee members are reminded that they may question hours by arrangement which are not clear at the time of course proposal. It is recommended that all faculty specify these hours and how they are to be fulfilled on their course syllabus, and track them if appropriate.

Open Agenda

IntraDistrict Transferability

Jing Luan, Vice Chancellor, Educational Service spoke to the committee about Intradistrict Transferability – Differing Graduation Requirements, Residency Requirements, Units in Major Requirements, Ethnic Studies Requirements and English Requirements. The District encourages the three colleges to work towards alleviating these differences to reduce stumbling blocks for students who attend more than one campus.

Associate Degree Residence Requirement – ACTION

Revisited from March meeting: The Residency Requirement for Canada and Skyline College state a “*minimum of 12 units must be completed*”. College of San Mateo’s requirement state “*either 48 units of the 60 units required for the degree or the last 12 units must be complete*”.

Jennifer Hughes, Vice President Student Services pointed out that Title V requires “**12 units in residency at the college where the degree is to be attained**”. Committee members brought feedback from colleagues. After much discussion, the committee felt that our existing requirement was outdated and limited our students to attain a degree.

Motion was MSCU to change our Associate Degree Residency Requirement to “a minimum of 12 units must be completed at College of San Mateo”.

Prerequisite Information for Students, Faculty and Staff

Jennifer Hughes discussed computerized prerequisite blocking at CSM. Currently, computerized prerequisite blocking is only done for Math and English courses, however we are moving towards computerized prerequisite course blocking in all curricular areas. The District is hoping to implement this by Spring 2008. Jennifer presented updated written material on Prerequisites and Prerequisite Challenge, and discussed the prerequisite challenge process upon which more students will need to rely once the blocking is in place. The prerequisite documentation will be available to students in our catalog and schedule of classes.

Advanced Placement Credit at CSM

Last November, the Committee discussed the Degree Audit inclusion of Advanced Placement Credit. At that time, the Committee made a recommendation to the Degree Audit Steering Committee that ‘dummy course’ attributes be used in Banner, rather than existing course attributes, as this could pose a problem for transfer students. Since that time, the DASC and our Academic Senate have met to discuss AP and Degree Audit. Jennifer Hughes is now able to update the COI that it was determined that in some cases it will be necessary to use existing course attributes for AP credit, and in these cases the existing courses will be passed by discipline faculty for their approval. Jennifer assured us that when agreement is reached in a particular AP area, that area will be included in the Degree Audit, and not before.

Motion was MSCU to adjourn the meeting at 4:30pm.

COMMITTEE ON INSTRUCTION

Minutes

March 8, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matt Leddy
Language Arts Division	Merle Cutler, Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Student Services	Aisha Upshaw
Technology Division	Durella Combs
ASCSM	Matthew Kaidor

Non Voting Administrators

<u>Faculty/Staff</u>	Grace Sonner, Al Acena, Marsha Ramezane David Danielson, Angela Stocker, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

Social Science Division	Leighton Armitage
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Chair Stacey Grasso called the meeting to order at 2:17pm.

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

Motion was moved, seconded and unanimously (MSCU) to approve the minutes of February 8, 2007 with the correction of removing the listing of Matthew Kaidor and Neil Abarquez from members present.

Motion was MSCU to accept the following Permanent Courses:

Language Arts

CHIN 112 Elementary Chinese II (3)

(Adding Distance Education)

Approved with the addition – Pg 4 of 10 publication dates.

Math/Science

ENGR 210 Engineering Graphics (4)

(Course Revision – no change, added SLO's)

Approved with the addition (Fall only) in both the catalog & schedule description.

Social Science

HIST 350 History of the American West (3)

(Six year update –Added SLO's, minor change in Recommended Preparation, Catalog and Schedule description.)

(Satisfies one of the options for CSM's AH&I -AA/AS Degree Requirement I, G.E. Area E#1.)

PHIL 244 Contemporary social and Moral Issues (3)

(Six year Update –Added SLO's, change in Recommended Preparation, Catalog and Schedule description.)

PHIL 300 Introduction to World Religions (3)

(Six year update –Added SLO's, change in Recommended Preparation, Catalog and Schedule description.)

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

SOSC 301 Introduction to Alcohol and Other Drug Studies (3)

(Six year Update – Added SLO's, change in Recommended Preparation, Catalog and Schedule description.)

SOSC 302 Pharmacology and Physiological Effects of Alcohol and other Drug Abuse (3)

(Six year Update – Added SLO's, change in Recommended Preparation, Catalog and Schedule description.)

Validation Form A regarding the Recommended Preparation - the rationale states that students placed in an English course lower than ENGL 848 or 838 is an indication that the student may have problems in doing work at the level approaching the collegiate. Merle and Rebecca felt that

students in ENGL 848 or 838 have a problem, and this is indicative that students cannot do work at the college level. This will be addressed at a later date since many of our courses list ENGL 848 or ENGL 838.

Motion was MSCU to accept the following Permanent Courses:

Technology

CIS 491 Computer Forensics: Search and Seizure (3)
(Revision – SLO's added, repeatability changed from once to twice- total 6 units.)

Business/Creative Arts

ACTG 144 QuickBooks: Set up and Service Business (1.5)
(Adding Distance Education))

ACTG 145 QuickBooks: Payroll/Merchandise in Business (1.5)
(Adding Distance Education)

ACTG courses above will be taught as a hybrid course.

ACTG 165 Cost Accounting (3)
(Adding Distance Education)

BUS. 352 Introduction to Insurance (1)
(Adding Distance Education)

MUS. 202 Music Listening and Enjoyment (3)
(Adding Distance Education)

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

A.A./A.S. Degree & Certificate Program

Graphic Arts – Change in course numbering: GRA 115, 116, 135, 150, 151,161, 170, 235, 242, 255, 260 and MULT 172. Total 39 units.

Human Services

Human Services – Units change from 25 to 19 units. See memo for course listing.

College Peer Advisor – New Certificate of Completion (Total units 5.5)

3 units from CRER 120 or 121 or 122 or 123; .5 unit CRER 104; .5 unit CRER 107; .5 unit CRER 108; 1.0 unit CRER 152. (See memo)

Peer Support Services_– Certificate of Completion (Total units 12, no change)

To read – 3 units of any COOP and/or CRER 152.

Career and Life Planning Certificates

Leadership for Service – Certificate of Completion (Total units 8, no change)

Delete SPCH 110 from 3 units selected.

Motion was MSCU to accept the following Information Only Item:

New Format for Catalog – Major and Certificate Requirement Section

Proposal approved by Deans, Counselors and Faculty on March 1, 2007

Motion was MSCU to accept the following 680/880 Courses

ART 680 Mosaic Mural I (3)

ART 680 Mosaic Mural II (3)

The catalog and schedule description should clearly note level I and level II when applying to be a permanent course.

ACTG 680 Taxation of Sole Proprietorships (1)

Open Agenda

A.A./A.S. Degree Residence Requirement – Marsha Ramezane

At the meeting on IntraDistrict Transferability which took place at the District Office in February, it was pointed out that some of our students must take courses outside the College - yet within the District, and that many existing policies make the path to a degree difficult to navigate for these students. Marsha applauded this Committee for changes made in CSM's AA/AS degree requirements over the past two years which facilitate IntraDistrict Transferability. Marsha then reported that the A.A/AS Degree Residence Requirement was one area of interest at the District meeting. The Residence requirement for the AA/AS at Canada and Skyline College are the same: A minimum of 12 units must be completed at their college. However, CSM's Residence requirement states: Either 48 units of the 60 units required for the degree or the last 12 units must be completed at the College of San Mateo. Marsha indicated that is a disadvantage for our students and this is an area where the three District colleges should be consistent. Requirements stated in Title 5 indicate a minimum of 12 units in residence. Stacey suggested that the committee discuss this with their division deans and peers. This will be revisited as an Action item at the next COI meeting.

Motion was MSCU to adjourn the meeting at 4:00pm.

COMMITTEE ON INSTRUCTION

Minutes

February 8, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matt Leddy
Language Arts Division	Merle Cutler, Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Aisha Upshaw
Technology Division	Durella Combs

Non Voting Administrators

Grace Sonner, Al Acena, Susan Estes
Marsha Ramezane

Faculty/Staff

Sheldon Carroll, Arlene Fajardo,
Grace Gamiao, Gloria Bianchi

Members Absent or Excused

ASCSM Matthew Kaidor, Neil Abarquez

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

Motion was moved, seconded and unanimously (MSCU) to approve the Agenda with the change of addressing BCST 220 and 230 at the end of Item V and adding Item VI, Information Only Item, Banking ENGR 140.

Motion was moved, seconded and unanimously (MSCU) to approve the minutes of January 25, 2007.

Motion was MSCU to approve the following Permanent Course:

Math/Science

ENGR 100

Introduction to Engineering (3) –new

(Replacing ENGR 140 (1.5) Approved G.E. Area E (5d))

Motion was MSCU to accept the following Permanent Courses:

BIOL 130

Human Biology (3)

(Six year Revision –Minor change in content, Recommended Preparation, Catalog and Schedule description plus adding Distance Education.) It was verified to keep ‘recommended especially for students in the Medical Assisting Program’ in the Catalog and Schedule description.

ENGR 260

Circuits and Devices (4)

(Six year Revision –Minor change in Prerequisite, Catalog and Schedule description. Adding Recommended Preparation.)

ENGR 270

Material Science (3)

(Six year Revision –Minor change in Prerequisite, Catalog and Schedule description. Adding Recommended Preparation.)

Social Science

PSYC 220

Introduction to Psychobiology (3)

(Six year Revision – Minor change in Recommended Preparation, change in Catalog and Schedule description.)

Motion was MSC to approve the following A.A./A.S. Degree General Education Requirement with one abstention (Durella Combs):

ASTR 125

Stars and Galaxies - Area E (5a)

PHYS 101

Conceptual Physics Lab – Area E (5a)

BUSW 384

Business Presentations II Using Power Point for Windows - Area E (5d)

DANC 151

Social Dance – Area E (4)

LIT. 220

Introduction to World Literature- Area E (2a,b), (5c)

Motion was MSC not to approve the following A.A./A.S. Degree General Education Requirement with one abstention (Durella Combs):

Merle Cutler, Rebecca Webb and Susan Estes felt that although it would be possible for a course provided outside the Language Arts Division to satisfy a Language and Rationality graduation requirement, the courses presented do not provide equivalent learning outcomes and objectives to other courses in Area E of the CSM degree requirements. Additionally, the courses do not

have comparable Prerequisites to other courses currently satisfying L&R requirements, as mandated by Title 5. The courses also did not satisfy the criteria in the specific areas requested, as outlined in the General Education Handbook.

BCST 220 Broadcast Writing - Area E (2a,b) (5d)
A motion was made not to approve this course (BCST 220) for inclusion in the Area E (2) English, Literature, Speech Communication and Area E (b) Communication and Analytical Thinking and Area E (5d) Career Exploration and Self Development.

BCST 230 On-Air Talent – Area E (2a)
A motion was made not to approve this course (BCST 230) for inclusion in the Area E (2a) English, Literature, Speech Communication.

**Motion was MSCU to accept the Information Item Only:
BANK ENGR 140**

Open Agenda

Intradistrict Transferability

Grace addressed the committee about intradistrict transferability. Grace stated that the Board of Trustees has concern that all three colleges have different prerequisites, number of units, residency, and graduation requirements. Students have difficulty completing programs when all three colleges have different requirements. Marsha suggested that the Articulation Office review the common courses and see how they are articulated in the CSU, UC, IGETC area.

Jing Luan, Vice Chancellor, Educational Services and Planning will speak at a future COI meeting to explain the different requirements at each campus.

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

COMMITTEE ON INSTRUCTION

Minutes

January 25, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Matt Leddy
Language Arts Division	Merle Cutler Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Aisha Upshaw
Technology Division	Durella Combs
ASCSM	Matthew Kaidor, Neil Abarquez

Non Voting Administrators

Grace Sonner, Linda Avelar, Susan Estes
Marsha Ramezane, Jane McAteer

Faculty/Staff

Ed Seubert, Sheldon Carroll, Arlene Fajardo

Members Absent or Excused

Chair Stacey Grasso called the meeting to order at 2:20pm.

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

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

Motion was moved, seconded (MSC) to approve the minutes of December 14, 2006 with one abstention (Aisha Upshaw).

Motion was MSCU to approve the following Permanent Courses:

Physical Education

DANC151 Social Dance (.5 – 1.0) *New*

Language Arts

LIT. 820 Introduction to World Literature (3) *New*

Motion was MSCU to accept the following Permanent Courses:

SPAN 120 Advanced Elementary Spanish (5)
(Six year Update – No change)

Student Services

CRER 120 College and Career Success (3)
(Six year Update-Minor change in Content, Catalog and Schedule description.)

CRER 121 Planning for Student Success (1)
(Six year Update- Minor change in Content, Catalog and Schedule description.)

CRER 122 Study Skills (1)
*(Six year Update – Change in Content, **Title** from Strategies for Achieving Educational Success to Study Skills, Catalog and Schedule description.)*

CRER 123 Career Exploration for Student Success (1)
(Six year Update – Change in Content, Catalog and Schedule description.)

Math/Science

ENGR230 Engineering Statics (3)
(Six year Update – Minor changes in catalog and schedule description. Removal of ENGR 210 as recommended preparation.)

NURS 231 Psychiatric Nursing (5)
(Six year Update – No changes (SLO added)

NURS 235 Skills Skills Lab III (.5)
(Six year Update – No changes (SLO added)

Motion was MSCU to approve the following Permanent Courses:

NURS 620 Bridge Course for Advanced Entry Students (1.5) *New*

Business/Creative Arts

- GRA 115** **Designing with Type I: Essentials of
Typographic Expression (3) New**
Replacing GRA 110 (2.)
(Remove G.E.)
- GRA 116** **Designing with Type II: Delivering the Message**
Replacing GRA 111 (2.)
(add GRA 115 as a prerequisite.)
(Remove G.E.)
- GRA 135** **Graphic Design Foundations (4) New**
Replacing GRA 130 (2.) & 131 (2.0)
(Remove G.E.)
- GRA 150** **Adobe Illustrator for Print and Web Design I (3) New**
Replacing GRA 100 (1.5) & 101 (1.5)
(Include G.E.)
- GRA 151** **Adobe Illustrator for Print and Web Design II (3) New**
Replacing GRA 102 (1.5)
(Remove G.E.)
- GRA 160** **Adobe Photoshop for Print and Web Design I (3) New**
Replacing GRA 120 (1.5) & 121 (1.5)
(Include G.E.)
- GRA 161** **Adobe Photoshop for Print and Web Design II (3) New**
Replacing GRA 122 (1.5)
(Remove G.E.)
- GRA 170** **Adobe InDesign (3) New**
Replacing GRA 107 (1.5) & 108 (1.5)
(Remove G.E.)
- GRA 235** **Graphic Design: Theory and Application (4) New**
Replacing GRA 230 (2.) & 231 (2.0)
(Remove G.E.)
- GRA 242** **Image on Paper: The Possibilities of Print (3) New**
Replacing 241 (3)
(Remove G.E.)
- GRA 255** **Digital Publishing (3) New**
Replacing GRA 250 (4)
(Remove G.E.)

Technology

- CIS 111** **Introduction to Internet Programming (3) New**
(Check box required for Major: Multi Media: Web Design)

CIS 151 Networks and Data Communication (3) New
Passed conditionally with new title "Networks and Digital Communication."

Motion was MSCU to accept the following Permanent Courses:

- CIS 479 Network Security Fundamentals (3)
(Revision- Change in Prerequisite, Recommended Preparation, Catalog and Schedule description.)
- CIS 485 Wireless network Design and Implementation (3)
(Revision – Change in Prerequisite, Recommended Preparation, Catalog and Schedule description.)
- CIS 489 Computer Forensics ((3)
(Revision- Change in Prerequisite, Recommended Preparation, Catalog and Schedule description.)
- CIS 490 Computer Forensics: Network Analysis & Defense (3)
(Revision- Change in Prerequisite, Recommended Preparation, Catalog and Schedule description.)

Motion was MSCU to approve the following Permanent Courses:

CIS 492 Computer Forensics: White-Collar Crime (3) New

Motion was MSCU to accept the following Permanent Courses:

- ELEC 110 Introduction to Fundamentals of Electronics (3)
(Six year Update- Change in Content, increase hours by arrangement.) (add -A materials fee in the amount shown in the Schedule of Classes is payable upon registration) (Not intended for all electronic majors.)
- ELEC 131 Copper-Bases network Cabling Fundamentals (4.5)
(Six year Update – Change in Content, increase hours by arrangement.) (add - A materials fee in the amount shown in the Schedule of Classes is payable upon registration.)
- ELEC 133 Fiber Optic Network Cabling Fundamentals (2)
(Six year Update – Change in Content, increase hours by arrangement.) (add -A materials fee in the amount shown in the Schedule of Classes is payable upon registration.)
- ELEC 201 D.C. Electronic (3)
(Six year Update – Change in Content, increase hours by arrangement, add Recommended Preparation and Corequisite.)
(Correct- remove the Recommended Preparation and add to Corequisite completion of or concurrent enrollment in ELEC 231 or equivalent.)
- ELEC 202 AC Electronics ((3)
(Six year Update- Change in Content, increase hours by arrangement.)

ELEC 231	Basic Applied Electronics Mathematics (2) <i>(Six year Update – Change in Content, adding Prerequisite-Eligibility for or successful completion of MATH 110 or Math 111.)</i>
ELEC 232	Advanced electronics Mathematics (1) <i>(Six year Update – Change in Content, add hours by arrangement, and remove corequisite.)</i>
ELEC 262	Digital Electronics (4) <i>(Six year Update – Change in Content, increase hours by arrangement).</i> (Correct Prerequisite to Completion of ELEC 220 or ELEC 201 and 202 or the equivalent with a final grade of C or higher)
ELEC 290	Introduction to Communications Systems (3) <i>(Six year Update – Change in Content, Prerequisite and removing Recommended Preparation.)</i>
ELEC 421	Fundamentals of Electric Motor Control (4) <i>(Six year Update- Change in Content.)</i>
ELEC 422	Introduction to programmable Logic Controllers (4) <i>(Six year Update- Minor change in Content.)</i>
ELEC 424	Hydraulic, Pneumatic and vacuum Power Systems (4) <i>(Six year Update- Minor change in Content, increase hours by arrangement.)</i>
ELEC 441	Sensors and Data Transmission Systems ((4) <i>(Six year Update – Minor change in Content, increase hours to arrangement.)</i>
ELEC 442	Electronic and Pneumatic Process Control Systems (4) <i>(Six year Update – Change in Content, increase hours by arrangement.)</i>
ELEC 444	Automated Process Control System Design (4) <i>(Six year Update – Change in Content, increase hours by arrangement.)</i>

Motion was MSCU to approve the following A.A./A.S. Degree and Certificate Programs:
CIS Computer and Network Forensics

- **Remove CIS 150/CIS 152 and replace CIS 151. Remove CIS 315. Correct units from 37.5 to 31.5 units.**

CIS Computer Applications, Development

- **Remove CIS 150 and replace CIS 151. Remove CIS 292. 8 units from 278, 255, 256, 279 (if not used above), 312, 313, 360, 361, 381-388, 390-398. 4 units from 377, 378, 379, 380, 390 or other Internet Programming course. (Same unit value)**

CIS Computer Support Specialist

- **Remove Option 2 End-User Support**
- **Option I: Network Support**
Remove CIS 150 and CIS 152 and replace with CIS 151 (unit change - from 31 to 27)
- **Option 2: PC Hardware and System Support (new change)**

Remove CIS 150 and replace with CIS 151 (same unit value)

Electronics Technology: PC Technical Support

- **Removal of program from catalog p.80.**
- **Add a line redirecting students to CIS Option 3: PC Hardware and Systems Support.**

Human Services

- **Psychosocial Rehabilitation Certificate of Completion (9 units) - New**

Motion was MSCU to accept the following Information Only Items:

BANK – ELEC 218, 220, 230, 270, 346, 351, 386, ELEC 680 Mobile
Electronics and ELEC 680 Electrical Maintenance

BANK – GRA 100, 101, 102, 107, 108, 110, 111, 120, 121, 122, 130, 131, 230, 231, 241,
GRA 250.

Motion was MSC to accept the following 680/880 Courses:

CIS 680 Using the Eclipse IDE (.5)

P.E. 680 Adapted Sports (1.0)

NURS. 680 Bridge Course for Advanced Entry Nursing Students (1.5)

Comments:

Grace Sonner reported that the District's Vice Presidents of Instruction (VPI) presented a study session for the Board of Trustees on Wednesday, January 24th regarding Intra Articulation within the district and some issues, including Degree Audit. The Board of Trustees is concerned that across the District there is sometimes no agreement on issues such as the residency requirement and prerequisites for courses that exist on multiple campuses. The VPI Administrative Assistants have compiled a list of courses and their prerequisites, which Grace has given to each Division Dean to check. The Trustees feel that the faculty should be communicating throughout the District when developing new courses at one campus that may exist elsewhere in the District. Courses that have the same number and title should have the same prerequisites, course content and transferability.

Laura Demsetz pointed out that all COI could do was update course paperwork to require consultation within the District. It was pointed out that the last couple times this was brought up there was opposition and the matter was dropped. Grace indicated that perhaps we should reconsider, as there should be more cooperation between the campuses with regards to similar courses, especially the basic courses. Discussion of 'intra-district transferability' will be continued at future meetings.

Motion was MSCU to adjourn the meeting at 4:10pm.

COMMITTEE ON INSTRUCTION

Minutes

December 14, 2006

Members Present

Chair

Stacey Grasso

Business/Creative Arts Division

Patricia Brannock, Matt Leddy

Language Arts Division

James Carranza, Rebecca Webb

Library
Math Science Division
Social Science Division
ASCSM

David Gibbs
Laura Demsetz, Ken Brown
Leighton Armitage
Matthew Kaidor, Neil Abarquez

Non Voting Administrators

Michael Claire, Al Acena, Linda Avelar, Susan
Estes, Sandra Mellor, Martha Tilmann

Faulty/Staff

Jennifer Lisses, Thurman (Skeet) McGuinnis, Amy
Sobel, Carol Wills, Michelle Schneider, Arlene
Fajardo, Gloria Bianchi,

Members Absent or Excused

Physical Education Division
Student Services
Technology Division

Mikel Schmidt
Aisha Upshaw
Durella Combs

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

Motion was moved, seconded and unanimously MSCU) to approve the Agenda with the change of addressing the A.A./AS. Degree & Certificate Program after the Permanent Courses in the Business/Creative Arts Division and Technology Division.

Minutes of November 9, 2006 to be approved at the next meeting.

The following course was moved to January 25, 2007. *Page 3 of 4 needs to be completed on the Permanent Course Approval Form and question about title. There was a question about indicated repeatability because the course is titled 'Beginning'. If there is to be another level of Dance then repeatability would not be possible, per Title 5.*

Physical Education

DANC 151 Beginning Social Dance (.5-1.0) – New

Motion was MSCU to accept the following Permanent Course:

Social Science

SOCI 110 Courtship, Marriage and the Family (3)
(Six Year Update -Minor change in Content, Recommended Preparation, change in Catalog & Schedule description.)

Motion was MSCU to approve the following Permanent Courses:

Business/Creative Arts

ACTG 163 Auditing (3) New

ACTG 164 Governmental & Nonprofit Accounting (3) New

ACTG 165 Cost Accounting (3) New

BUSW 384 Business Presentations II Using Power Point for
Windows (1.5) (Reactivate) *(plus Distance Education)*

Approved with the correction of Page 1 Course Outline, Item 5, replace “A 3 ½ inch High Density diskette” with “a USB storage” and additional pages of Distance Education Page 6 7 & 9.

Motion was MSC to approve the following Permanent Courses with one abstention Matt Kaidor:

Technology

- ADMJ 778 Regular Basic Course Level III (10) New**
(Replacing ADMJ 776 from 4 units to 10 units)
- ADMJ 779 Regular Basic Course Level II (15.5) New**
(Replacing ADMJ 777 from 12 units to 15.5 units)

Motion was MSCU to approve the following Permanent Courses:

- MULT 102 Introduction to Multimedia (3) New**
(Replacing MULT 105 & 107)
- MULT 113 Fundamentals of MAC OS & File Management (3) New**
(Replacing MULT 111 & 112)
- MULT 172 Dreamweaver (3) New**
(Replacing MULT 170 & 171)
- MULT 177 Graphics for Multimedia (Photoshop) (3) New**
(Replacing MULT 175 & 176)
- MULT 184 Digital Video (3) New**
(Replacing MULT 180 & 181)
- MULT 187 Final Cut Pro (3) New**
(Replacing MULT 182 & 183)
- MULT 192 Digital Audio (3) New**
(Replacing MULT 190 & 191)
- MULT 253 Multimedia Design (3) New**
(Replacing MULT 251 & 252)
- MULT 274 Flash (3) New**
(Replacing MULT 270 & 271)
- MULT 279 Flash Actionscript (3) New**
(Replacing MULT 272 & 273)
- MULT 282 After Effects (3) New**
(Replacing MULT 280 & 281)
- MULT 292 DVD Studio Pro (3) New**
(Replacing MULT 290 & 291)
- MULT 297 Pro Tools LE (3) New**
(Replacing MULT 295 & 296)

MULT 317 Digital Studio Recording (3) New
(Replacing MULT 315 & 316)

MULT 387 Digital video Workflow (3) New
(Replacing MULT 385 & 386)

MULT 392 Multimedia Internship (3) New
(Replacing MULT 390 & 391)

Approved with the completion on all Course Outlines, Item F (Faculty Load Credit), adding ENGL 838 to Prerequisites where it lists ENGL 848, and B, Course Goals Item 2 review Required and/or Recommended for Major, reword SLO's.

Motion was MSCU to accept the following Permanent Courses:

Math/Science

ARCH 120 Architecture + Design Drawing 1: Drawing & Visual Thinking (2)
*(Revision – **Change in Title** from *Black & White Graphics* to **Architecture + Design Drawing 1: Drawing & Visual Thinking**, change in Content, Catalog & Schedule Description.)*

ARCH 140 Architecture + Design Drawing 2: Design Communication (2)
*(Revision- **Change in Title** from *Architectural Drawing* to **Architecture + Design Drawing 2**: change in Content, Prerequisite and Catalog & Schedule description.)*

ARCH 210 Design I: Introduction to Architecture, Environmental Design and the Design Process (4)
*(Revision –**Change in Title** from *Design I* to **Design I: Introduction to Architecture, Environmental Design and the Design Process**, change in Content, Catalog & Schedule description.)*

ARCH 220 Design II: Architecture: Design, Form & the Built Environment (4)
*(Revision –**Change in Title** from *Design II* to **Design II: Architecture: Design, Form & the Built Environment** (4) **Change in Content, Prerequisite, Catalog & Schedule description.**)*

HSCI 100 General Health Science (2)
(Revision-Adding Recommended Preparation, change in Catalog and Schedule description Distance Education.)

PHYS 250 Physics with Calculus I ((4)
(Revision- Change in Prerequisite, Catalog and Schedule description.)

Motion was MSCU to approve the following Permanent Courses:

ASTR 125 Stars & Galaxies (3) New

MATH 802 Preparation for Algebra (3) New
Approved with the Prerequisite clarification and correct repeatability to 1 time.

PHYS 101 Conceptual Physics Lab (1) New
Approved with correcting the Prerequisite to Math 110 or equivalent.

Motion was MSCU to accept the following Permanent Courses:

Language Arts

- ENGL 100 Composition and Reading (3)
(Six year Update- Minor change in content, change in Prerequisite, Catalog and Schedule description.)
- ENGL 101 English Practicum (1)
(Six year Update- Minor change in Content, Catalog and Schedule description.)
- ENGL 110 Composition, Literature, and Critical Thinking (3)
(Six year Update – No change)
- ESL 895 Individualized Reading Improvement for Non-Native Speakers (.5-3.)
(Revision- Change in repeatability, Catalog & Schedule description.)
- ESL 896 Vocabulary for Non-Native Speakers-Level 1(.5-1.5)
*(Six year Update- Change **Units, Title**, Catalog and Schedule Description.)*
- ESL 897 Vocabulary for Non-Native Speakers-Level II (5-1.5)
*(Six year Update- Change in **Units, Title**, Catalog and Schedule Description.)*
- FILM 120 Film History I (3)
(Six year Update- Change in Recommended Preparation, Catalog & Schedule description.)
- FILM 121 Film History II (3)
(Six year Update- Change in Recommended Preparation, Catalog & Schedule description.)
- FILM 200 Advanced Film Study (3)
(Six year Update- Delete Recommended Preparation, change in Catalog & Schedule description.)
- FILM 800 Advance Film Study (3)
(Six year Update –Change in lab hours.)
- GERM131 Intermediate German I (3)
(Six year Update- Change in Catalog & Schedule description.)
- LIT. 231 Survey of English Literature I (3)
(Revision-Minor Change in Content, Hours by Arrangement added, Catalog & Schedule description.)
- LIT. 232 Survey of English Literature II (3)
(Revision-Minor Change in Content, Hours by Arrangement added, Catalog & Schedule description.)
- LIT. 837 Survey of English Literature I (3)
(Revision – Minor change in Catalog & Schedule Description.)

- LIT. 838 Survey of English Literature II (3)
(Revision – Minor change in Catalog & Schedule Description.)
- READ 415 Reading Across the Disciplines: Individualized Preparation (.5-1.5)
(Revision – Change in Units, Prerequisite change to Recommended Preparation, repeatability increased.)
- READ 812 Individualized Reading Improvement (.5-3.)
(Six year Update-Change in units, repeatability, minor change in Catalog & Schedule description.)
- READ 814 Basic Spelling Mastery (.5-1.0)
(Six year Update- Change in units, Minor change in Catalog & Schedule description.)
- READ 815 Advanced Basic Spelling Mastery (.5-1.0)
(Six year Update- Change in units, Minor change in Catalog & Schedule description.)
- READ 852 Vocabulary Improvement I (.5-1.5)
(Six year Update- Change in units, minor change in Catalog & Schedule description.)
- READ 853 Vocabulary Improvement II (.5-1.5)
(Six year Update - minor change in Catalog & Schedule description.)
- SPAN 112 Elementary Spanish II (3)
(Six year Update –Minor change in Catalog & Schedule description.)

Motion was MSCU to approve the following Permanent Courses:

- ESL 849 Conversation Workshop (.5) New**
- LIT. 220 Introduction to World Literature (3) New**
- READ 412 College-Level Individualized Reading Improvement (.5-3.) New**
Approved with checking box Degree Applicable.
- READ 454 College-Level Vocabulary Improvement I (.5-1.5) New**
Approved with checking box Degree Applicable.
- READ 455 College-Level Vocabulary Improvement II (.5-1.5) New**
Approved with checking box Degree Applicable.

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

Accounting

- **Remove** Accounting Assistant I Certificate of Completion
- **Remove** Accounting Assistant II Certificate of Completion
- **Add** Accounting Assistant Certificate of Completion – (8.5 units)
- **Add** CPA Exam Preparation: Financial Accounting and Auditing Certificate of Completion (14 units)

- **Add CPA Exam Preparation: Business Environment and Regulation Certificate of Completion** (13.5 units)
- **Add elective courses** ACTG 163, 164, 165 to Accounting Certificate of Achievement (22 units)

Dental Assisting

- **Add ENGL 865 remove ENGL 882 Dental Assisting Certificate of Achievement**

Administration of Justice

- **Group 1 Add ADMJ 185, SOSC 301, SOSC 302**

Multimedia

- **Option 3 Digital Audio** - see memo for course listing
(unit change from 20 to 27 units)
- **Option 2 Digital Video** – see memo for course listing
(Unit change from 28.5 to 30 units)
- **Option 1 Web Design** – see memo for course listing
(unit change from 25.5 to 33 units)

Motion was MSCU to accept the following Information Only Items:

BANK - MULT 105, 107, 111/12, 170/171, 175/176, 180/181, 182/183, 190/191, 251/ 252, 270/271, 272/ 273, 280/281, 290/291 295/296, 315/316, 385/386, 390/391.

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

ETHN 680 Concentration Camps, USA (3)

The committee passed this course as a 680 but felt that the title was bias and not academic. When a permanent number is assigned then the title should be reconsidered.

Motion was MSC to accept the following 680/880 Courses with one abstention Matt Kaidor:

ADMJ 880 Regular Basic course Level III (10.0)

ADMJ 881 Regular Basic course Level II (15.5)

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

MANU 880 LEAN in the Workplace (2.5)

Comments

Stacey stated that “Hours by Arrangement” do not need to be completed on campus but need to be verifiable (log, etc.). This was stated at a district meeting last month.

Next Committee on Instruction meeting January 25, 2007

Motion was MSCU to adjourn the meeting at 4:13pm

COMMITTEE ON INSTRUCTION

Minutes

November 9, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matt Leddy
Language Arts Division	James Carranza, Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Aisha Upshaw
ASCSM	Matthew Kaidor, Neil Abarquez

<u>Non Voting Administrators</u>	Al Acena, Victor Krimsley, Marsha Ramezane, John Sewart,
<u>Faulty/Staff</u>	Steve Morehouse, Madeleine Murphy, Louise Seidenverg, Arlene Fajardo, Gloria Bianchi,

<u>Members Absent or Excused</u>	
Technology Division	Durella Combs

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

Motion was moved, seconded and unanimously (MSCU) to approve the Agenda with the change of addressing the Technology Division *Item V*. Permanent Courses and *Item VI* A.A. /A.S. Degree and Certificate at the end.

Motion was moved, seconded and carried unanimously (MSC) to approve the minutes of October 12, 2006 with the abstention of Leighton Armitage.

Victor Krimsley, Dean Special Projects informed the committee on the proposal of a new Dental Hygiene Program for the College of San Mateo. The Board of Trustees has asked CSM to initiate this program. Dr. Krimsley stated that they have formed an advisory committee and within the committee a curriculum subcommittee has also been formed. Handouts were distributed listing the members on the advisory committee. It was mentioned that they have model curriculum from four different colleges. Several meetings have been scheduled for the next few months.

Motion was MSCU to accept the following Permanent Courses:

Business/Creative Arts
 ART 360 Experimental Photography (3)
(Revised- Minor changes in catalog and schedule description.)

Social Science
 ETHN 101 Introduction to Ethnic Studies I (3)
(Six year Update – Minor change in content)

Motion was MSCU to approve the following Permanent Courses:

Math/Science
 NURS 264 Perioperative Nursing (8) *New*
 NURS 265 Perioperative Nursing Preceptorship (10) *New*

Motion was MSCU to accept the following Permanent Course:

Language Arts

ENGL 165 Advanced Composition (3)
(Six year Update- No change.)

Motion was MSCU to approve the following Permanent Course:

ENGL 865 Projects in Workplace Writing (1) – New

Motion was MSCU to accept the following Permanent Courses:

LIT. 101 Twentieth-Century Literature (3)
Revised-Minor change in content. Adding one hour by arrangement.)

LIT. 804 Twentieth-Century Literature (3)
(Revised – Minor change in content. Adding one hour by arrangement.

SPCH 111 Oral Interpretation I (3)
(Six year Update- No change.)

SPCH 112 Oral Interpretation II (3)
(Six year Update- No change.)

Technology

CIS 381 Java Programming Language I (2)
(Revised – Minor change in prerequisite.)

CIS 382 Java Programming Language II ((2)
(Revised – Minor change in content and prerequisite and recommended preparation.)

CIS 383-388 Advanced Java Programming Topics (2)
(Revised – Minor change in content and prerequisite and recommended preparation.)

**Motion was MSCU to approve the following A.A./A.S. Degree and Certificate Programs:
Computer and Information Science Degree/Transfer Program**

Remove CIS 292, replace 3 units from Math courses higher than 251, also w/6 units selected from Math courses higher than 252, 253, 268, 270, 275; Phys 250.

Accounting

Major requirements: Adding with a grade of C or higher in all courses.

Motion was MSCU to accept the following Information Only Items:

Bank – CIS 126,372, 373, 409, 410, 475, 486, 487. 292.

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

HORT 680 Principles and Practice of Habitat Restoration (3)

HORT 680 Advanced Topics in Floral Design (1.5)

Open Agenda

Degree Audit -American History and Institution –Action

The Committee on Instructor revisited the American History & Institution recommendation from the previous meeting. Stacey asked if there were any comments or other recommendations. As no further comments or recommendation were put forward the committee MSCU to approve an Option 'c' to be added to the American History and Institution AA/AS graduation requirement . . This recommendation will essentially allow students to satisfy the AA/AS by satisfying CSU AH&I requirements.

Permanent Course Approval Form (plus Appendix D) - Action

The committee also revisited the tabled issue on the Permanent Course Approval Form regarding Section E. The reference to Baccalaureate was removed from the form. Stacey did include a copy of Appendix D - Consideration Involved in Determining What Constitutes a Baccalaureate Level Course for the committee to review, and mentioned that she had included this on the website for instructors to read, allowing them to determine if their course matches these considerations.

Patricia Brannock mentioned that she has written in AA/AS level course in place of the word Baccalaureate to reduce confusion. Stacey asked John Sewart if any AA/AS applicable course may be recommended for transfer to CSU, and John agreed that it was a correct statement. Laura Demsetz added that while a course can be recommended for transfer, the Committee would still have to make the determination if it really was transferable.

John Sewart added that there were additional criteria to the existing standards that can be added to the website to assist in the determination of whether a course can be recommended for Baccalaureate applicability. Aisha suggested that if someone wanted an AA/AS applicable course only, they could fill out that area, but if they wanted it to be AA/AS applicable and transferable they could fill out both areas.

The document was accepted (MSCU) as presented.

Degree Audit Recommendation - Advanced Placement for G.E. Area (Marsha Ramezane)

Marsha opened her presentation with a history of Advanced Placement test usage within the state.-She described the confusion surrounding the results of a passing test score (3, 4 or 5), and the fact that there was no standardized way of utilizing these results. In 1997, the CSU system published a policy for how they would utilize AP test results with in the CSU system.

From this, Skyline and Canada developed a policy for the use of AP test results for degree requirements, which mirrors the CSU General Education requirements. The recommendation is for CSM to adopt the same policy for consistency throughout the District.

Laura Demsetz asked if the credit would be tied to a specific class. Marsha responded by explaining that students' transcript will show credit by exam with the AP score, however internally Banner would award area credit by using a particular course. Laura was concerned that tying it to a course could cause problems such as students signing up for sequential courses and transferability issues. Potential problems were discussed, and an assurance was given that these should not be an issue with the proposed changes. Marsha suggested that students with AP's could be counseled to avoid using the AP if it would present a problem for transfer. The idea of Banner using a phantom' course to signify the AP credit was brought up by Laura Demsetz. Marsha said she would take Laura's concerns/ideas to the Degree Audit Committee.

When the committee questioned whether they needed to vote on or table the issue for another meeting, Marsha requested that this be considered as an informational item. Laura made a motion to explore

this issue further, including a phantom course. Marsha will seek to have wording placed in the catalog about using AP scores, as well as speak to the Degree Audit Committee regarding the idea of using a phantom course to signify the AP score.

International Baccalaureate Examination (IB) (John Sewart and Steve Morehouse)

A recommendation was made to give credit for the IB Examination program which is similar to the AP program. By giving credit for the IB, CSM would be able to attract an exclusive group of students. Skyline and Canada would probably want to adopt this policy as well, to attract students.

Since the program of examination and credit is similar to the AP program, the same type of issues and solution used for AP would need to be used in order for Degree Audit handled IB.

G. E. Course Approval

This item will be addressed at another meeting, December or a special meeting in January.

Motion was MSCU to adjourn the meeting at 4:13pm.

COMMITTEE ON INSTRUCTION

Minutes

October 12, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock, Matt Leddy
Language Arts Division	Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Student Services	Aisha Upshaw
Technology Division	Durella Combs
ASCSM	Matthew Kaidor

Non Voting Administrators

Michael Claire, Al Acena, Susan Estes, Marsha Ramezane, John Sewart,
Jeremy Ball, Jennifer Lisses, Susan Petit, Mark Still, Kathryn O'Connell, Arlene Fajardo, Michelle Schneider

Faulty/Staff

Members Absent or Excused

Language Arts	James Carranza
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage

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

Motion was moved, seconded and carried (MSC) with one abstention (Matt Leddy) to approve the Agenda.

Motion was moved, seconded and carried (MSC) with one abstention (Matt Leddy) to approve the minutes of September 14, 2006 with the correction noted by Stacey on page 2, CSM G.E. Review Request course will be reviewed only in November and March.

Motion was MSCU to accept the following Permanent Course:

Business/Creative Arts

BUS. 115 Business Mathematics (3)
(Six year update-Minor change in Catalog and Schedule course description, removing Recommended Preparation BUS. 810 and adding Prerequisite.)

Motion was MSCU to approve the following Permanent Course:

Technology

ADMJ185 Introduction to Forensic Science (3) new

Motion was MSCU to accept the following Permanent Courses:

Math/Science

MATH811 Arithmetic Review (3)
(Course revision-Remove variable units and open entry/open exit, minor change in Catalog and Schedule course description.)

Language Arts

FREN 140 Advanced Intermediate French (3)
(Six year update-Minor change in Content, Catalog and Schedule course description.)

SPAN 110 Elementary Spanish (5)
(Six year update Minor change in Catalog and Schedule course description.)

SPAN 111 Elementary Spanish I (3)
(Six year update –Minor change in Catalog and Schedule course description.)

SPAN 251 Hispanoamerica Contemporanea (3)
(Six year update – Change in grading to Letter grade or Credit/No Credit option, minor change in Catalog and course Schedule description.)

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

Associate in Science Degree –Mathematics

- *Remove major requirement MATH 231 and replace with MATH 268.*

Open Agenda

There was a concern that changes that are added to the next catalog, do not benefit current students. A request to discuss the possibility of flexibility, for the benefit of student be discussed. Mike Claire asked that this be added to the next agenda.

AA/AS General Education: Materials Approval

GE Handbook

As the discussion began regarding the General Education Handbook, David Gibbs pointed out that there was a mistake on the page being looked at; CSU should have read UC. Matt Leddy questioned how courses being submitted for the next catalog could also be approved for General Education, if General Education course had to be approved in November. Laura Demsetz and Stacey Grasso both explained that an instructor would have to be proactive, and submit the course at the October or November meetings to meet the General Education deadlines for the Dean of Articulation and make it into the next catalog. Stacey also added that General Education courses would also be approved at the March meeting, and could be added to the upcoming catalog changes. However, that practice should not be encouraged.

Matt proposed adding a sixth tip on that page regarding submission deadlines. Laura proposed a seventh tip to clarify that previously approved courses undergoing minor changes would not have to be reviewed again for General Education approval. This would mean that courses undergoing a major change would have to be reviewed again. The third tip was also modified to include the option of choosing more than one GE area.

Stacey agreed to make the changes suggested. The committee MSCU to approve the handbook with the suggested changes.

Permanent Course Approval Form

Stacey began by addressing the changes that were made to the form based on previous input. John Sewart provided a clarification regarding Section E which refers to baccalaureate degree applicability.

Laura Demsetz asked if we should be looking beyond CSM to Skyline and Cañada for similar courses, as asked in Section G. Patricia Brannock informed the group that neither Skyline nor Cañada did that. It was decided that this issue should be taken to District COI, since all three campuses should have the same wording.

It was decided that Section D would have a notation added to “select all that apply”, as well as an adjustment to the header title to move “GE” behind “Degree”. After much discussion it became obvious that more discussion would be required, and in the interest of time, this topic was tabled.

There was a return to Section E and Baccalaureate Degree applicability, and the confusion it might cause to faculty filling out the forms. Mike Claire felt that there was a built-in check of this, as John Sewart would have to sign off on this section. Due to continued discussion of this point, Stacey felt that the discussion should be tabled in the interest of time, and to move on to the next topic on the agenda.

Degree Audit: American History and Institution Recommendation

Stacey gave everyone a brief introduction of the goals of the Degree Audit process, and introduced one of the recommendations. Jeremy Ball mentioned that the Senate felt it that uniformity was needed because many students take courses at more than one college in the district. This recommendation allows for students that meet the CSU requirements to be approved for CSM’s AA/AS requirement.

Aisha explained that the recommendation does not change anything about CSM’s or Skyline’s degree requirement, but adds another option for meeting the American History and Institutions requirement. She also mentioned that due to the 6.26 reciprocity requirement CSM is required to accept Skyline’s courses if the student completed the requirement there.

Rebecca Webb noted that it seemed that CSM has a more complicated requirement than Skyline or Cañada, and that students would have to work harder here than at the other schools. In answer to that, Al Acena explained that CSM may appear more complicated because of the choices, our current requirements is only a step towards the CSU requirement. The UC system has no History or Constitution requirement, because it is assumed that if a student went to school in California they received this information already.

Aisha pointed out that the CSU requirement at all three schools in the District require a three course pattern. Satisfying the CSU pattern at any of the campuses they satisfy the degree requirement in the

District. Taking the CSU pattern actually requires the student to take more classes, and assists them in the transfer process.

Laura Demsetz felt that the wording of the recommendation should match the existing wording from the catalog (pg. 50).

Stacey then asked Mark Still and Kathryn O'Connell for their opinions as instructors in those areas. Both instructors were concerned that the new option would in effect "water down" the education for students. Mark Still discussed his concern that student are not getting the same foundation in primary schooling that they used to a generation ago. They were assured by Aisha that students will still have to meet the U.S. History, U.S. Constitution and California State & Local Government requirements, even with the new option.

Jeremy Ball mentioned that the Academic Senate, on a state-wide level, is interest in, is bringing Associate Degrees to more closely resemble transfer requirements. This would allow transfer students to also receive an Associate Degree.

Matthew Kaidor pointed out a difference in units between Cañada and College of San Mateo. Marsha Ramezane explained that because CSU schools have a three course pattern, many colleges have a 6 unit pattern to meet those components (U.S. History, U.S. Constitution and California State and Local Government). Most campuses have combined two components into one course. California community college campuses typically have a two course pattern that satisfies all three components. Our two course pattern happens to be 8 units because one of the classes in 5 units.

Al Acena pointed to the size of California (population and economy), and its leadership role in the nation, as a reason that the PLSC 210 has 5 units rather than three.

This recommendation will be considered as an action item at the next meeting.

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

COMMITTEE ON INSTRUCTION

September 14, 2006

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Patricia Brannock
Language Arts Division	James Carranza, Rebecca Webb
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Mikel Schmidt
Social Science Division	Leighton Armitage
Student Services	Aisha Upshaw
Technology Division	Durella Combs
ASCSM	Matthew Kaidor

Non Voting Administrators

Michael Claire, Al Acena, Linda Avelar
Richard Lohmann Arlene Fajardo, Gloria Bianchi

Faculty/Staff

Members Absent or Excused

Business/Creative Arts Division
Matthew Leddy

Chair Stacey Grasso called the meeting to order at 2:13 pm.

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

Stacey welcomed four new members (David Gibbs, Matthew Kaidor, Aisha Upshaw, Rebecca Webb) and introductions were made around the table.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of May 11, 2006.

Motion was MSCU to accept the following Permanent Course:

Social Science

LIBR 100 Introduction to Library Research (1)
*(Six year Revision- Title change from Intro to Library Studies to **Intro to Library Research**, change lab hours to lecture hours, removing open entry/open exit.)*

Business/Creative Arts

ART 201 Drawing and Composition (3)
*(Revised-change in course title from Form and Composition I to **Drawing and Composition I**, change in course description.)*
Approved with the insertion of "Study of two and three dimensional form" added to the catalog description.

ART 202 Drawing and Composition II (3)
*(Revised-change in course title from Form and Composition II to **Drawing and Composition II**, change in course description.)*

ART 207 Life Drawing (3)
(Six Year Revision-minor change in course description.)

ART 315 Digital Sketchbook: Contemporary Creativity and Design (3)
(Revision-Change in prerequisite to recommended preparation, adding material fee.)

ART 365 Intermediate Digital Photography (4)
*(Revised-Change in prerequisite, name change from Beginning Digital Imaging to **Intermediate Digital Photography**, repeatable two times).*

Motion was MSCU to approve the following Permanent Courses:

ART 381 Beginning Digital Photography (3) new

ART 382 Digital Photography Portfolio (3) new

Stacy suggested that Richard contact John Sewart about submitting UC transferability paperwork for ART 381 & ART 382.

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

ART 680 Beginning Digital Photography (3)
CIS 680 Internet Programming: Web Services (4)
(Plus Distance Education)

CIS	680	Internet Programming: Ajax (2) (Plus Distance Education)
FITN	680	Spinning ® (.5-1.0)
LIBR	680	Special Collections (3)
MANU	680	Ideas Intro Objects: Modelmaking I (3)
MUS.	680	Special Topics in Music (3)

Laura suggested that the *Distance Education Supplementary Form, Section A* needs to be readdressed for clarification.

Open Agenda

New COI Website

Stacey did a presentation to the committee on the new Committee on Instruction Website. <http://smccd.edu/accounts/csmcoi/>. This website provides links to individual pages for new coursework, course update, experimental coursework and distance education coursework. Pages provide instructions and the appropriate documents. There is also a link available to CSM course outlines, a site maintained by John Sewart's office. Stacey said that would like to add a Frequently Asked Questions (FAQ) page. Mike Claire stated that the Instruction Office is creating a portal page just for Division Offices. It will include every form that faculty and staff will need and a link to the Committee on Instruction.

General Education course inclusion process

The course approval form will need to be updated to reflect the General Education process more clearly. Mike Claire stated that in the past Division Deans made the CSM GE decision, but now it is the responsibility of the Committee on Instruction. It was suggested that the word "none" be added to Area D, as well as providing the link to CSM General Education Guidelines, and the months in which GE submissions would be considered need to be listed. After much discussion, it was **MSCU to approve that CSM G.E. Review Request courses would be reviewed at all meetings except December and February.** (correction November & March – see Oct. minutes)

Faculty members need to complete the revised Area E, if they are submitting a course for transfer. As courses that are currently recommended for CSU GE-Breath and UC transfer/IGETC do not always satisfy the requirements of such. This area now requires the signature of John Sewart, Dean of Articulation, to ensure that the course author is aware of transferability guidelines.

Degree Audit

Degree Audit is an effort to automate the checking of students' records, evaluating completed courses for the College of San Mateo graduation requirements. Presently, this is done manually. The Degree Audit Steering Committee has made a number of recommendations to be considered by all 3 colleges to facilitate uniformity across the district.. The recommendations that COI will discuss this Fall deal with:

1. American History and Institutions . Scheduled for October meeting. Al Acena, Marsha Ramezane and John Sewart will be invited to participate.

2 CLEP/AP tests; Scheduled for November meeting. John Sewart and Marsha Ramezane will be invited to participate.

Quarter Unit Conversion will follow next year.

Distance Education Sub Committee Update

Mike stated that this committee was formed last semester and the first meeting is scheduled for September 28. A draft was presented to the COI Committee last semester. The first meeting will include choosing a chair and co-chair. Instruction Committee members include Leighton Armitage and Ken Brown. Jing Luan, Assistant Chancellor, Educational Services and Planning will be leading the district Distance Education Sub Committee.

Motion was MSCU to adjourn the meeting at 4:00pm.