

COMMITTEE ON INSTRUCTION

Minutes

April 10, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patricia Brannock
Creative Arts/Social Science Division	Leighton Armitage
Library	David Gibbs
Language Arts	Daniel Keller, James Carranza
Math Science Division	Laura Demsetz, Ken Brown, Matt Leddy
Student Services	Peggy Ryan, Aisha Upshaw
ASCSM	Richael Young

Non Voting Administrators

Faculty/Staff	Susan Estes, Madeleine Murphy, Chris Bobrowski, Cheryl Gregory Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

Physical Education Division	Shana Young
ASCSM	Melody Cardona

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the removal of the March 2008 minutes and the removal of SOSC 111, Item VII.

Motion was MSCU to accept the following Permanent Courses:

Creative Arts/Social Science

MUS.	250	World Music ((3) <i>(Course Revision – Adding Distance Education)</i>
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Language Arts

ENGL	100	Composition and Reading (3) <i>(Course Revision – Adding Distance Education)</i>
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ENGL	110	Composition, Literature and Critical Thinking (3) <i>(Course Revision – Adding Distance Education)</i>
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ENGL	165	Advanced Composition 3) <i>(Course Revision – Adding Distance Education)</i>
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Pg 2 of 11, Unit Calculation -has been corrected from Section B to Section C for ENGL 100, 110, 165.

FREN	131	Intermediate French I (3) <i>(Six year update – Adding SLO's, minor change in Content, Schedule and Catalog description.)</i>
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FREN	132	Intermediate French II (3) <i>(Six year update – Adding SLO's, minor change in Content, Schedule and Catalog description.)</i>
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Item 9, Representative Instructional Methods – “at home” was omitted - FREN 131 & 132.

Physical Education

Motion was MSCU to approve the following Permanent Course:

- | | | |
|-------------|------------|---|
| DANC | 117 | Tap Dance (.5 or 1) New |
| DANC | 167 | Swing Dance (.5 or 1) New |
| P.E. | 301 | Introduction to Personal Training (3)
<i>#9 Pg 3 of 4, Instruction for "Hours by arrangement" needed.</i> |

The following course will be revisited: Denied

- | | | |
|-------------|------------|---|
| TEAM | 105 | Advanced Baseball (.5-5.0)
<i>(Six year update- Adding SLO's, Change in grading mode, Units from .5-4 to .5-5.)</i> |
|-------------|------------|---|

Corrections needed to Student Learning Outcomes, Lab hours, #9 – define Hours by Arrangement.

Motion was MSCU to accept the following Permanent Courses:

- | | | |
|-------------|------------|--|
| BIOL | 260 | Introductory Physiology (5)
<i>(Course revision – Adding Distance Education)</i> |
| MATH | 110 | Elementary Algebra (5)
<i>(Course Revision – Adding SLO's, Change in Prerequisite, Schedule and Catalog description.)</i>
<i>*Signed original on file.</i> |
| MATH | 111 | Elementary Algebra I (3) (First Half)
<i>(Course Revision – Adding SLO's, Change in Prerequisite, Schedule and Catalog description.)</i>
<i>*Signed original on file.</i> |
| MATH | 112 | Elementary Algebra II (3) (Second Half)
<i>(Course Revision – Adding SLO's, Change in Prerequisite, Schedule and Catalog description.)</i>
<i>*Signed original on file.</i> |
| MATH | 122 | Intermediate Algebra I (3) (First Half)
<i>(Course Revision – Adding SLO's, Change in Content, Schedule and Catalog description.)</i>
<i>*Signed original on file.</i> |
| MATH | 123 | Intermediate Algebra II (3) (Second Half)
<i>(Course Revision – Adding SLO's, Change in Content, Schedule and Catalog description.)</i>
<i>*Signed original on file.</i> |

Motion was MSCU to approve the following Permanent Course:

- | | | |
|-------------|------------|--|
| MATH | 147 | Mathematics and Global Issues (3) New
<i>*Signed original on file.</i>
<i>Nov 08 - Add G.E.</i> |
|-------------|------------|--|

MATH 850 Mathematics Supplement I (.5-2) New
Add Units do not apply toward AA/AS degree.

MATH 852 Mathematics Supplement II (.5-2) New
Add Units do not apply toward AA/AS degree.

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

CRER 880 Introduction to Scholarships (1.)

CRER 880 Introduction to Financial Aid (.5)

If this course is to be submitted as a permanent course, then the catalog description will need to be reworded.

ELEC 880 PG&E Pathways Fundamental (12)

Clarify - Correct to 13 lecture hours for 15 weeks.

BUS. 880 Judicial Studies Quickstart (12.5)

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

Certificate of Achievement

Perioperative Nursing I & II (18 units)

Combing Perioperative Nursing I & II (9 units + 9 units =18

Changing from Certificate of Completion to Certificate of Achievement

Susan will be submitting this change to the Accrediting Commission.

Motion was MSCU to accept the following Information Only Item:

Math/Science - Banking

BIOL 111, 125, 160, 180, 200;

HSCI 102, 103, 105, 106, 109, 111;

Business/Technology - Banking

BUSD 114, 115; BUSW 116, 127, 591;

R.E. 122, 132,142, 143, 145, 205, 210, 225, 230, 235, 303, 305, 311, 313;

BUS.140, 170; MGMT 105, 110, 120;

MULT 395, 397;

Language Arts – Banking

FREN 203, 810; SPCH 170;

Unbanking - SPAN 161 & 162 return to active status.

Creative Arts/Social Science – Banking

ART 105, 241, 242, 349, 367,382;

ETHN 160, 161, 290, 425, 430; HIST 103, 104, 106, 110, 242, 270;

HUM. 112, 127, 128, 136, 675;

HMSV 131;

MUS. 170,320, 453, 490;

PHIL 160, 175, 200, 320;

PLSC 220, 255;

PSYC 330; SOSOC 309; SOCI 300, 391;

SOSC 111; removed

Removal of “plus 2.0 lab hours by arrangement” in the Catalog & Schedule description for the following courses: ACTG 100, 121, 131, 144, 145, 161, 162, 163, 164, 165, 171, 172, 173.

**Course Outlines to be dated of this change.*

Open Agenda

Intradisciplinary Studies Major – Action

This major has been created to replace the Liberal Studies major. After feedback from the Divisions, this final version was developed. Susan reminded the group that once the COI approves this major, it will need to be approved by the Board, and then the State Chancellor’s Office, before it can be offered.

The COI gave it a final review and noted some changes that needed to be made in the descriptive wording, the addition of MATH 147 to Options 2 and 3, and the removal of HIST 201 and 202 from Option 1, and the addition of LIT. 232 to Option 1.

Motion was MSCU to accept the Interdisciplinary Studies major with the suggested changes.

University Transfer Certificates of Achievement - Action

This certificate will allow students who complete the IGETC or CSU Breadth pattern to receive a Certificate of Achievement in University Transfer.

Motion was MSCU to accept the University Transfer Certificates of Achievement.

Information Literacy Requirement – Information

Stacey informed the committee that she has been working with the library to address this requirement from Standard 3b. Faculty survey and student testing will be done in May to provide a basis for discussion of Information Literacy at CSM.

PIV Committees – Information

A handout of the PIV committees was distributed. There is still a chance to join a committee; interested parties should contact the appropriate chair.

Comment:

Patricia Brannock suggested that a sheet could be created, and distributed at Opening Day Division meetings outlining what is needed and who should be contacted if faculty are thinking about creating new courses. She will work up an example for the next meeting.

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

COMMITTEE ON INSTRUCTION

Minutes

March 13, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patricia Brannock
Creative Arts/Social Science Division	Leighton Armitage

Library
Language Arts
Math Science Division
Physical Education Division
ASCSM

David Gibbs
Daniel Keller, James Carranza
Laura Demsetz, Ken Brown, Matt Leddy
Shana Young
Richael Young

Non Voting Administrators
Faculty/Staff

Susan Estes,
Steve Cooney, Sheldon Carroll, Arlene Fajardo,
Gloria Bianchi

Members Absent or Excused
Student Services
ASCSM

Peggy Ryan, Aisha Upshaw
Melody Cardona

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

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

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

Motion was MSCU to approve the following Permanent Course:

Physical Education

ADAP 130 Adapted Sports (.5 to 1) New
(Requested and received handout exercise materials for future reference)

Motion was MSCU to accept the following Permanent Courses:

ADAP 155 Adapted Back Care (.5 to 1)
(Course Revision – Minor change in content, Catalog and Schedule description.)

(Requested and received handout exercise materials for future reference.)

Math/Science

ENGR 215 Computational Methods for Engineer & Scientists (3)
(Course Revision – Minor change in content – Adding Distance Education.)

Language Arts

FREN 111 Elementary French I (3)
(Six year update – Minor change in Content, Schedule and Catalog description.)

(Pending addition of Foreign Organization Association –regarding SLO's.)

Career and Life Planning

COOP 640 Cooperative Work Experience Education/General (.5-3)
(Six year revision – Minor change in Catalog and Schedule description.)

COOP 641 Cooperative Work Experience Education/Vocational (.5-8)
(Six year Revision – Change in unit, minor change in Schedule and Catalog description.)

Motion was MSCU to approve the following General Education Requirement – A.A./A.S. Degree:

ART 351 – Area E5c (Humanities)
FILM 215 –Area E5c (Humanities)
PALN 111–Area E5a (Natural Science)

(It was noted that all ART course units need to be reviewed.)

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

- **A.S. Degree Architecture Major**
Remove ARCH 130 and replace with ARCH 155
Remove ARCH 145 and replace with ARCH 165 (Unit value- same)

- **Computer and Information Science – Certificate Program**
Certificates of Completion to be banked:
VisualStudio.NET Programming
Java Programming – Option 2
Network+Basics
Visual Basic Programming

Motion was MSCU to accept the following Information Only Items:

Banking – CIS 150, 152, 315, 360,361, 391, 392, 393-398, 485.
Banking –SPAN 161 and 162.

Open Agenda

****Degrees: Area of Emphasis – Discussion***

Title 5 now states that degrees have an area of emphasis, which will make our current Liberal Studies degree non-compliant as of Fall 2008. The Title 5 subcommittee has been working to develop a liberal studies type degree which will be available to students entering in Fall 2008. The new degree should allow students to satisfy the Associate Degree major requirements while also preparing for transfer. This is still a work in progress, however a draft handout if available indicating the direction of the new degree with 3 options: Intercultural Studies, Contemporary Issues and Science & Society. Electronic copy of this draft will be distributed to all faculty for feedback. The intent is to have a final version available for the April COI meeting, seek Board approval in May, followed by State submission.

****Form Updates – Discussion***

Over the last year, an effort has been made to resolve situations where a course with the same number at two or more District colleges does not have the same prerequisite at each college. District COI has communicated a list of affected courses to Academic Deans at each college, and work in this area is ongoing.

Course Approval, Course Update and Course Outline forms have been updated in an effort to eliminate the possibility that a course update may put a course prerequisite out of alignment with other same named courses in the District. Additional changes are course hours listed as Total Semester hours, and include Homework hours, to facilitate the computation of the Carnegie unit. Per Title 5, Credit/No Credit wording will be changed to Pass/No Pass.

Motion was MSCU to approve the changes to the above forms.

****Technical Review Committee – Information***

A Technical Review Committee will be formed, to begin meeting in Fall 2008. This committee will meet two weeks prior to the scheduled COI meeting, and preview courses which have been submitted for the meeting. Technical errors and missing paperwork will be identified, and courses cleared for

entry on to the agenda. A course which has not been submitted in time for the Technical Review will not be considered at that COI meeting.

****Program Viability – Information***

Nine programs, in four groupings, have been recommended for Program Improvement/Viability Analysis. The Committee on Instruction is tasked with carrying out the PIV process and providing their recommendations by December 2008. There will be a joint Academic Senate/Committee on Instruction meeting, at which sub committees will be formed. The meeting will be held on Tuesday, March 25th at 2:15 in 18-206. Any faculty can participate in a PIV committee.

Patricia Brannock mentioned that she was concerned that most of these programs are Vocational Ed, and that this may be about space on campus. Additionally, Canada and Skyline opened conflicting programs, causing ours to suffer. Susan Estes spoke to the Board’s decision to have the District look at conflicting programs across the three campuses. Susan also gave an explanation of the criteria used to determine whether a program will be kept or discontinued. More programs will be addressed next year. Laura explained that out of the last set reviewed, not all of the programs were discontinued.

Competency Criteria Committee Reports

Ken Brown reported that the Math portion of the committee has a goal of creating an evaluation form to be used to determine if an alternative candidate course meets MATH 120 requirements. This will be based on generalized student learning outcomes that are specific enough to be measured. Examples included: introduction of new mathematics concepts, offer a certain level of abstraction, offer a certain level of critical thinking that will require translation between language and mathematics, and a certain level of complexity above MATH 110. Alternate courses to Intermediate Algebra come from both inside the Math department and outside of the Math department.

It was stated that looking at a course outline alone, would not be an adequate way of determining equivalency. It has been determined that assessment and instructional materials will also need to be looked at, for evaluation purposes.

Meeting was adjourned at 4:30pm.

COMMITTEE ON INSTRUCTION

Minutes

February 14, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patricia Brannock
Creative Arts/Social Science Division	Leighton Armitage
Library	David Gibbs
Language Arts	Daniel Keller, James Carranza
Math Science Division	Laura Demsetz, Ken Brown, Matt Leddy
Physical Education Division	Shana Young
Student Services	Peggy Ryan, Aisha Upshaw
ASCSM	Melody Cardona, Richael Young
<u>Non Voting Administrators</u>	Susan Estes, Kathleen Ross, Martha Tilmann
<u>Faculty/Staff</u>	Diana Bennett, Rick Ambrose, Roy Brixen, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi

Members Absent or Excused

None

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the removal of BUSW 115-535 courses as listed.

Motion was moved, seconded and carried (MSC) to approve the Minutes with one abstention, Richael Young.

Motion was MSCU to accept the following Permanent Courses:

Business/Technology

CIS	125	Visual Basic I (4) <i>(Six year update – Adding SLO’s, minor update of topical outline plus Distance Education)</i>
ELEC	282	Introduction to Soldering and Rework (2) <i>(Six year update – Adding SLO’s, minor change in Content, change in Catalog & Schedule description, increase hours by arrangement.)</i>
ELEC	320	Linear Circuit Analysis (4) <i>(Six year update – Adding SLO’s, minor change in Content, Change in Catalog & Schedule description, increase hours by arrangement.)</i>
ELEC	332	Prototype Project Development (2) <i>(Six year update - Adding SLO’s, minor change in Content, Change in Catalog & Schedule description increase hours by arrangement.)</i>
ELEC	370	Non Linear Circuit Analysis (4) <i>(Six year update - Adding SLO’s, minor change in Content, Change in Catalog & Schedule description increase hours by arrangement.)</i>

(Courses are being revisited. Signatures are on the original documents from the 1/31/08 meeting- BLDG 700, 735, 790.)

BLDG	700	Introduction to the Building Code (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
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Motion was MSCU to approve the following Permanent Course:

BLDG	735	*Accessibility Requirements of our Built Environment (3) New <i>(add Building Inspection to required for major)</i>
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**Change title to ADA Building Requirements*

Motion was MSCU to accept the following Permanent Courses:

BLDG	790	Blueprint Reading for Construction (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
MULT	102	Introduction to Multimedia (3)

(Course revision –adding SLO’s, change in Catalog and Schedule description, removing Prerequisite, adding Recommended Preparation, including Distance Ed Supplementary.)

(Confirming that signature from another faculty member has been received on the Distance Ed Form.)

MULT	172	Web Design: Dreamweaver (3) <i>(Course revision – adding SLO’s, change in course title from Dreamweaver to “Web Design: Dreamweaver”, Correcting FLC’s, change Prerequisite to Recommended Preparation.)</i>
MULT	177	Multimedia Graphics (Photoshop/Fireworks) <i>(Course revision –adding SLO’s, change in course title from Graphics for Multimedia (Photoshop) to Multimedia Graphics (Photoshop/Fireworks), correcting FLC’s, change Prerequisite to Recommended Preparation.)</i>
MULT	253	Multimedia Design (3) <i>(Course revision - adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	274	Flash (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	279	Flash ActionScript (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	292	DVD Studio Pro (3.) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	392	Multimedia Internship (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change.)</i>

(All Validation Forms and SLO’s have been corrected on Multimedia Courses listed above per discussion.)

ACTG	131	Managerial Accounting (4) <i>(Course revision – Change in Catalog and Schedule description, content, changing Prerequisite, removing Recommended Preparation.)</i> <i>(Stacey stated that ACTG 100, 121 & 131 has been discussed and agreed across district.)</i>
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(After much discussion, the committee felt the courses below needed a prerequisite.

Susan Estes read the following Code of Regulations – “Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that

a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.”.

(The following Accounting courses were withdrawn by Kathleen Ross, Dean.)

~~ACTG 161 Intermediate Accounting I (4)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

~~ACTG 162 Intermediate Accounting II (4)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

~~ACTG 163 Auditing (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

~~ACTG 164 Governmental and Nonprofit Accounting (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

~~ACTG 165 Cost Accounting (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

~~ACTG 172 Business Income Tax (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)

(The following BUSW courses were withdrawn by Patricia Brannock.)

~~BUSW 115 Windows Fundamental II (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

~~BUSW 214 Word Processing I Using Word for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

~~BUSW 215 Word Processing II Using Word for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

~~BUSW 383 Business Presentations I Using Power Point for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

~~BUSW 384 Business Presentations II Using Power Point for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

- BUSW 415 ~~Spreadsheet I Using Excel for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)
- BUSW 416 ~~Spreadsheet II Using Excel for Windows (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)
- BUSW 464 ~~Database Management Using Access for Windows (3)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)
- BUSW 530 ~~Introduction to Internet (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)
- BUSW 534 ~~HTML I (Hypertext Markup Language) (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)
- BUSW 535 ~~HTML II (Hypertext Markup Language) (1.5)~~
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

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

A.S. Degree and Certificate – **Building Inspection**

- **Add BLDG 735** to major and certificate requirement, increase to 33 Units.

A.A. Degree – **FILM**

- **Add FILM 215** to major requirements (selected group)
- **Remove FILM 101-106, 155, 160** (selected group -No change to units)

Motion was MSCU to accept the following Information Only Items:

- Banking – **FILM 101-106, 155, 160**
- Banking – **LIBR 101**

Open Agenda

The following will be addressed at a later meeting.

- Update Permanent Course and Course Outline Draft
Carnegie Unit inclusion (Stacey)
- Update Course Form – Add District wide information
- Competency Subcommittee Report –
(James Carranza, Ken Brown, Daniel Keller)
- Technical Review Committee – Fall 2008 (Stacey & Susan)

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

COMMITTEE ON INSTRUCTION

Minutes

January 31, 2008

Members Present

Chair	Stacey Grasso
Library	David Gibbs
Language Arts	Daniel Keller, James Carranza
Math Science Division	Laura Demsetz, Ken Brown, Matt Leddy
Physical Education Division	Shana Young
Creative Arts/Social Science Division	Leighton Armitage
Student Services	Peggy Ryan, Aisha Upshaw

Non Voting Administrators
Faculty/Staff

Susan Estes,
Linda Hand, Sheldon Carroll, Arlene Fajardo,
Gloria Bianchi

Members Absent or Excused

Business/Technology	Patricia Brannock
ASCSM	Matthew Kaidor, Neil Abarquez

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

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Minutes with the amendment that the committee would like to revisit ACTG 131 for further clarification.

Motion was MSCU to accept the following Permanent Course:

Business/Technology

AERO	100	Private Pilot Ground School (3) <i>(Six year update – adding SLO’s, change in Recommended Preparation, add hour by arrangement, allow repeatability, change method of grading to “Credit/ no Credit or letter grade option.)</i>
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Motion was MSCU to postpone the following Permanent Course: SLO’s to be rewritten

BLDG	700	Introduction to the Building Code (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
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Motion was MSCU to accept the following Permanent Courses:

BLDG	720	Electrical Inspection I (3) <i>(Six year update –adding SLO’s, removing Prerequisite, adding Credit/no Credit or letter grade option.)</i>
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BLDG	725	Electrical Inspection II (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
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BLDG	730	Plumbing Inspection (3) <i>(Six year update –adding SLO’s, Credit/no Credit or letter grade option, removing Prerequisite.)</i>
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Motion was MSCU to postpone the following Permanent Course:

~~BLDG 735 Accessibility Requirements of our Build Environment~~

~~(3) New~~

~~Clean-up Schedule and Catalog description, Pair down SLO's~~

~~BLDG 790 Blueprint Reading for Construction (3)~~

~~(Six year update – adding SLO's, Credit/no Credit or letter grade option.)~~

~~Clean-up of documentation, SLO's need verbs, clarification on repeatability.~~

Motion was MSCU to accept the following Permanent Courses:

Math/Science

- GEOL 100 Survey of Geology (3)
(Six year update – adding SLO's, removing “one or more field trips may be required.”)
- GEOL 101 Geology Laboratory (1)
(Six year update – adding SLO's, minor change in content.)
- OCEN 100 Oceanography ((3)
(Six year update – adding SLO's)

Motion was MSCU to approve the following Permanent Courses:

- PALN 111 **Paleontology Laboratory/Field Studies (1) New**
(Mar08 to be addressed-G.E Natural Science)

Motion was MSCU to postpone the A./A.S. Degree and Certificate Program
A.S. Degree and Certificate – Building Inspection
Add BLDG 735 to major requirement

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

- DANC 680MB Salsa Conditioning (.5-1.0)
- ESL 880MA ESL for the Workplace (3)
- MULT 680MA Multimedia Career Pathways (3) (Including D/L)
Course approved pending clarification of CSU transferability. If the department decides that this course is not transferable, then this will be stated in the catalog description.

The committee discussed and agreed they would like to have hard copies of 680/880 courses until we go paperless.

Open Agenda

Certificate Name Changes – Action Item (Stacey Grasso & Susan Estes)

The Title 5 Subcommittee presented their report to the Committee on Instruction. A memo was handed out outlining their recommendation. The term “Certification of Completion” will no longer be used, and will be replaced with the term “Certificate of Specialization”.

Susan clarified that a Certificate of Specialization will be for certificate coursework of fewer than 18 units. Programs that are 12 to 17.5 units can be submitted to the State for approval to be converted to

Certificate of Achievement. Only Certificates of Achievement can be placed on transcripts; Certificates of Specialization will not show on transcripts.

Motion was MSCU to approve of this change. This decision will be forwarded to the Board.

Course Form Updates (Handouts: Canada & Skyline Course Outlines; Carneige Unit Grid)

A discussion was held regarding changes to CSM Course Outline forms. Title 5 has recently been updated to indicate that the course catalog will need to reflect all course hours as 'semester' hours by Fall 2008. Additionally, the units awarded for a class must be calculated to within .5 unit, per Carnegie unit calculations. Laura Demsetz went over the calculation of the Carnegie unit, which is based on the number of Lecture, Lab, Homework and By Arrangement hours.

In order to assist instructors with this calculation, and to insure that the calculation is correct, the CSM Course Outline should be modified to include Homework hours, and reflect these hours as a 'per semester' rather than 'per week' measurement. The Homework hours will not be seen in a course description. A draft Course Outline will be provided at the Feb 14 meeting for consideration.

An additional update involves both the Permanent Course Approval and Course Update forms. In January 2007, a grid was compiled which listed all District courses which have the same number, exist at more than one college, but have different prerequisites. This has long been a problem area for students taking courses at multiple colleges. In August 2007, this information was distributed to the appropriate Deans at all three colleges. Discussions were to be initiated by the faculty to help bring about conformity between the courses' prerequisites. In the case where conformity could not be reached, it was advised that one of the courses be given a new number.

It is possible for courses that are currently NOT on the grid to become an area of concern by having one college change the prerequisite. There is no place on College of San Mateo forms for information on equivalent courses at other colleges; which the COI needs to know when a prerequisite change is being requested. Skyline and Canada forms have required this information for many years. A draft Permanent Course Approval form and Course Update form incorporating this information will be provided at the Feb 14 meeting for consideration.

Subcommittee Formation

With the upcoming change in English Competency (ENGL 100) and Math Competency (MATH 120) requirements, this committee may be asked to consider alternative courses to satisfy competency. It is important that COI have a set of criteria to use when making such a decision.

Two subcommittees are needed - one to draft the Math competency criteria, one to draft the English criteria. Committee members do not need to be entirely from the Committee on Instruction, and faculty from both discipline faculty and other disciplines who use math or writing in their courses are appropriate. Ken Brown, James Carranza and Daniel Keller volunteered chair these sub-committees. Other faculty will be contacted and invited to serve.

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

COMMITTEE ON INSTRUCTION

Minutes

December 13, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts	Patricia Brannock, Matt Leddy
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown,
Physical Education Division	Shana Kuda Young
Social Science Division	Leighton Armitage
Student Services	Peggy Ryan, Aisha Upshaw
ASCSM	Matthew Kaidor, Neil Abarquez

Non Voting Administrators

Faculty/Staff	Susan Estes, David Laderman, Amy Sobel, Michelle Schneider, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

Language Arts	Daniel Keller, James Carranza
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Chair Stacey Grasso called the meeting to order at 2:15p.m.

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the November 8, 2007 minutes with the clarification that Matthew Kaidor was absent. Removal of "Since many of our General Education courses are available in a distance learning format, a substantial change (Sub Change) report will be filed by the Instruction office, page 3, paragraph 4. Insert Neil Abarquez and remove Matthew Kaidor page 3, paragraph 6 and 7.

Motion was MSCU to approve the following Permanent Courses:

Language Arts

ESL 890 ESL for Parents (2) – New
Add to #9 Representative Text Material - instructor will develop handouts.

FILM 215 Film and New Digital Media (3) – New

*Correct Scheduled Lab from .75 to 1.0.
Course to be submitted in March – G.E. – Humanities.
Memo needed to add course to major.*

FILM 815 Film and New Digital Media (3) – New

Correct Scheduled Lab from .75 to 1.0.

Motion was MSCU to accept the following Permanent Courses:

Technology

CIS 254 Introduction to Object Oriented Program Design (4)
(Course revision – Change in Catalog and Schedule description, moving Prerequisite to Recommended Preparation.)

FIRE 783 Firefighter I Academy (9)
(Six year update – Change in Catalog and Schedule description, adding equivalent experience option to Prerequisite.)

Add memo on how equivalent fire service experience can be met and add year 2008 to Representative Text Materials.

Check and if necessary make adjustment to lecture and lab hours to unit value including homework, Title V.

Motion was MSCU to approve the following Permanent Course:

FIRE 810 Firefighter Internship (3) –New

Motion was MSCU to accept the following Permanent Courses:

MANU 100 Science for Technology ((3)
(Six year update – Change in Content, Catalog and Schedule description, removing Recommended Preparation.)

Physical Education

ADAP 140 Adapted Weight Training (.5-1)
*(Course Revision – **Title change**, and Catalog and Schedule description.)*

Correct lab from 3 to 1.5 -3. Removal of Recommended Preparation. Representative Text Material – check year (2001)

Motion was MSCU to approve the following Permanent Courses:

ADAP 875 Adapted Evaluation (.5) – New

Add “this is not an activity course” and “units do not apply to degree”.

DANC 117 Tap Dance (.5-1) – New

Include to #9 Representative Instructional Methods – “by arrangement”, one hour of special dance, monthly. Student Learning Outcome correct #3 & #4 (express, enjoy).

DANC 167 Swing Dance (.5-1) – New

Include to #9 Representative Instructional Methods – “by arrangement”, one hour of special dance, monthly. Student Learning Outcome correct # 3(express).

DANC 400 Dance Production (.5-2) – New

Check – is this an activity course?

Include to #9 Representative Instructional Methods – “by arrangement”.

FITN 335 Pilates (.5-1) – New

Include to #9 Representative Instructional Methods – “by arrangement”.

Math/Science

ARCH 155 Architecture, Technology, & Building I: Construction Materials & Methods (2) – New

ARCH 165 Architecture, Technology, & Building II: Construction Processes & Systems (2) – New

Motion was MSCU to accept the following Permanent Courses:

ARCH 230 Design III: Visioning and Building Architecture (4)
*(Six year revision – **Title change**, Minor changes to Catalog and Schedule description, content, and Prerequisite.)*

- ARCH 240 Design IV: Visioning Place and Community (4)
(Six year revision – **Title change**, Minor changes to Catalog and Schedule description, content, and Prerequisite.)
- ENGR 210 Engineering Graphics (4)
(Course Revision – Change in student hours, removing Recommended Preparation.)
- ENGR 215 Computational Methods for Engineer and Scientists (3)
(Six year update – Change in content, Catalog and Schedule description, change in Prerequisite, Recommended Preparation.)

Add to Prerequisite “Math 241 or Math 251.

- MATH 110 Elementary Algebra (5)
Adding Distance Education
- MATH 125 Elementary Finite Mathematics (3)
Adding Distance Education
- MATH 130 Analytic Trigonometry (4)
Adding Distance Education
- MATH 200 Introductory Statistics (4)
Adding Distance Education

Business/Creative Arts

- ACTG 100 Accounting Procedures (3)
(Six year revision – Change in Catalog and Schedule description, content and removing Recommended Preparation.)

Include to #9 Representative Instructional Methods – “by arrangement”.

- ACTG 121 Financial Accounting (4)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)

Add BUSW 415 or 316 to Recommended Preparation

Include to #9 Representative Instructional Methods – “by arrangement”.

- ACTG 131 Managerial Accounting (4)
(Course revision – Change in Catalog and Schedule description, content, changing Prerequisite, removing Recommended Preparation.)

Include to #9 Representative Instructional Methods – “by arrangement”.

After much discussion, it was decided that more clarification was needed. Motion was MSCU to postpone/hold ACTG 161 to ACTG 172.

- ~~ACTG 161 Intermediate Accounting I (4)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

Include to #9 Representative Instructional Methods – “by arrangement”.

~~ACTG 162 Intermediate Accounting II (4)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)
Include to #9 Representative Instructional Methods – “by arrangement”.

~~ACTG 163 Auditing (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)
Include to #9 Representative Instructional Methods – “by arrangement”.

~~ACTG 164 Governmental and Nonprofit Accounting (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)
Include to #9 Representative Instructional Methods – “by arrangement”.

~~ACTG 165 Cost Accounting (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)
Include to #9 Representative Instructional Methods – “by arrangement”.

~~ACTG 172 Business Income Tax (3)~~
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)
Include to #9 Representative Instructional Methods – “by arrangement”

Motion was MSCU to approve the following Permanent Courses:

ART 225 Acrylic Painting I (3) – New
Matt to ask instructor -Pending clarification - number of units, lecture, lab and load.
Include to #9 Representative Instructional Methods – “by arrangement”.

ART 226 Acrylic Painting II (3) – New
Matt to ask instructor -Pending clarification - number of units, lecture, lab and load.
Include to #9 Representative Instructional Methods – “by arrangement”.

Motion was MSCU to accept the following Permanent Courses:

ART 315 Digital Printing & Mixed Media (3)
(Course revision – **Title change**, removing Recommended Preparation, change in Catalog and Schedule description.)
Matt to ask instructor -Pending clarification - number of units, lecture, lab and load.
Include to #9 Representative Instructional Methods – “by arrangement”.

Motion was MSCU to hold the following Permanent Course:

RE: G.E. Requirement -Revisiting from Nov 07
~~ART 351 Beginning Black & White Photography (3)~~
(Change in Catalog and Schedule description to satisfy G.E. requirement,
Patricia suggested that Lyle meet with Laura and David for assistance. (compare ART 350).

Motion was MSC to accept the following Permanent Course with one abstention, Leighton Armitage:

BUS. 316 Keyboarding (3)

(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

Removal of “one year high school keyboarding – Recommended Preparation and Validation Form. Catalog and Schedule description - Add appropriate storage media and remove two 3 ½ inch DS/HD diskettes. Schedule Description – Patricia to clarify and remove beginning course.

Remove aide-assisted to faculty supervision - #9d Representative Instructional Methods

Motion was MSC to accept the following Permanent Courses:

BUS. 317 Micro/Keyboarding Skillbuilding (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

BUSW 105 Introduction to Microcomputer (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

BUSW 114 Windows Fundamental I (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

Motion (MSCU) was made to hold off on the remainder of the Business (BUSW) courses and resubmit at another meeting. Laura suggested that the committee provide feedback to Patricia about prerequisite concerns.

~~BUSW 115 Windows Fundamental II (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 214 Word Processing I Using Word for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 215 Word Processing II Using Word for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 383 Business Presentations I Using Power Point for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 384 Business Presentations II Using Power Point for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 415 Spreadsheet I Using Excel for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 416 Spreadsheet II Using Excel for Windows (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 464 Database Management Using Access for Windows (3)
(Course revision – Change in Catalog and Schedule description,
movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 530 Introduction to Internet (1.5)
(Course revision – Change in Catalog and Schedule description,
movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 534 HTML I (Hypertext Markup Language) (1.5)
(Course revision – Change in Catalog and Schedule description,
movement from Prerequisite to Recommended Preparation.)~~

~~BUSW 535 HTML II (Hypertext Markup Language) (1.5)
(Course revision – Change in Catalog and Schedule description,
movement from Prerequisite to Recommended Preparation.)~~

Matt decided to withdraw this course and resubmit at a later time.

~~HORT 707 Soils, Water and Plants (1) New~~

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

- A.S. Administration of Justice Degree & Certificate Program
Removal of Option 2
- A.S. Fire Technology Degree and Certificate Program
Major Requirements
Add FIRE 705 to major – remove as elective
Add FIRE 800 & FIRE 810 as electives
Correct memo to read - Major requirements: 30 units (Core: 18 semester units)
- A.S. Horticulture Degree and Certificate Program – Option 1, 2 & 3
Major Requirements
Add HORT 707 to major –Bank HORT 705
Unit change from 21-25 to 21-23 units

Matt decided to withdraw this certificate and resubmit at a later time.

- Horticulture – New Certificate of Completion
~~**Add Native Habitat Restoration 6.5 to 8.5 units**~~
(See memo)

Susan informed the committee about new certificate changes that are being considered due to revisions to Title V. A Certificate of Completion must be renamed. One suggestion is to name certificates of fewer than 18 units Certificate of Specialization. With state approval, a Certificate of Specialization (12-17.5 units) can be reclassified as a Certificate of Achievement. Certificate of Specialization will not appear on college transcripts.

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

ACTG 680 Enrolled Agent Exam Preparation (3)
(Changing unit value)

HORT	680MA	Native Habitat Restoration Field Laboratory (.5)
HORT	680MB	Sustainable Landscaping (1)
HORT	680MC	Principles & Practice of Native Habitat Restoration (1)
P.E.	680	Theory of Offensive Baseball (3)
FITN	680MC	Yoga – Dahn Style (.5 or 1)

Motion was MSCU to adjourn the meeting at 4:50pm.

COMMITTEE ON INSTRUCTION

Minutes

November 8, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Matt Leddy, Patricia Brannock
Library	David Gibbs
Language Arts Division	Daniel Keller, James Carranza
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Shana Young
Social Science Division	Leighton Armitage
Student Services	Peggy Ryan, Aisha Upshaw
Technology	TBA
ASCSM	Matthew Kaidor, Neil Abarquez

Non Voting Administrators

Faculty/Staff	Susan Estes, Lyle Gomes, Nancy Paolini, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

ASCSM	Matthew Kaidor
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Chair Stacey Grasso called the meeting to order at 2:20p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with one correction- ADAP 175 withdrawn in the AA/AS Degree G.E. Requirement and Open Agenda, Item a. Liberal Studies Degree - change to Title 5 Updates.

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

Motion was MSCU to accept the following Permanent Courses:

Language Arts

ESL	400	Composition for Non-Native Speakers (5) <i>(Revision – Minor changes to Catalog and Schedule description; addition of Prerequisite; addition of Recommended Preparation.)</i>
ESL	857	Reading for Non-Native Speakers III (3)

(Revision – Minor changes to Catalog and Schedule description.)

SPCH 120 Interpersonal Communication (3)
(Revision – Minor change in content for IGETC requirements)

Math/Science

MATH 268 Discrete Mathematics (4)
(Six year update – Adding SLO's and updating representative text materials.)

Business/Creative Arts

ART 351 Beginning Black & White Photography (3)
(Revision – Minor changes to Catalog and Schedule description;

Motion was MSCU to approve the following A.A./A.S. Degree General Education

Requirement:

DENH 200 Introduction to Dental Hygiene – Area E (5d)

GRA 150 Adobe Illustrator for Print & Web Design I – Area E (5d)
(Grandfathered in GRA 100)

GRA 160 Adobe Photoshop for Print & Web Design I – Area E (5d)
(Grandfathered in GRA 101)

LIBR 100 Introduction to Library Research – Area E (5d)

LIBR 105 Online Research Skills – Area E (5d)

Withdrawn

ADAP 175 Adapted Evaluation – Area E (5d)

The following courses did not meet the G.E. requirement:

ART 351 Beginning Black & White Photography - Area E (5c)

Laura made a motion that the committee approve this course with the inclusion in the humanities subject to a rewriting of the Catalog and Class Schedule description that emphasize the broader ecstastic aspects of the course.

DENH 205 Overview of the Dental Profession – Area E (5d)

This course has a Prerequisite.

Open Agenda

Title V – Updates - Susan Estes

Susan reported on Title V updates she received at the Fall conference of the Chief Instructional Officers of California Community Colleges. Since she had a handout of the presentation, she mentioned only the highlights that need to be concentrated on by College of San Mateo.

One update affects our Liberal Studies AA major, which was originally designed to work well for the transfer student. The three options in this degree each consists of a set of general education offerings. This degree is no longer in compliance, as Title V now states that an Associate degree must have '18 units in a major area of emphasis' or related disciplines. Laura Demsetz asked if the 18 units was a cap and Susan confirmed that she would make sure that 18 units was not a maximum.

Title V also now states certificates consisting of less than 18 units, which have not been state approved cannot be referred to as ‘Certificate of Achievement’, ‘Certificate of Completion’, or ‘Certificate of Competency’. (Certificates of Completion or Competency are terms which refer to non-credit courses and programs.) CSM will need to determine another name for our local certificates which are currently names Certificates of Completion. Susan Estes stated that names suggested at the CIO conference included:

- Certificate of Proficiency, Specialization or Accomplishment for 12 – 17 unit groupings, and
- Skill Certificate or Career Certificate for groupings under six units

The District Curriculum Committee should agree to standardize naming across the District to ensure consistency. The State is also looking for naming consistency, so that it is evident what type of certificate a student has received.

Certificates of Achievement are for groupings of 18 units or more, and are approved by the State Chancellor’s Office. Course groupings of 12 – 17 units can also be sent to the State for approval and then called Certificate of Achievement. Only Certificates of Achievement can appear on transcripts.

Title V also now states that the Course Outline shall include the expected number of contact hours as a whole so that the awarding of units is clear. Unit calculations are based on the number of hours of lecture, study, and lab work, including hours by arrangement. Susan assured the committee that the deans have received this information and will be able to assist their faculty, if needed, to determine the proper units. Extra information and conversion tables will be made available once it is posted on the Chief Instructional Officers’ website.

Distance Learning courses will also be re-examined to make sure the units are consistent with their on campus counterparts. Since many of our General Education courses are available in a distance learning format, a Substantial Change (Sub-Change) report will be filed by the Instruction Office.

Finally, Credit/No Credit will become Pass/No Pass in the next catalog.

A sub-committee was formed to address this, and other Title V updates which must be in place by Fall 2008. Susan would like herself, Arlene Fajardo and Marsha Ramezane to be on the sub-committee. Stacey Grasso, Laura Demsetz and David Gibbs volunteered to be on the committee. Daniel Keller and James Carranza will ask Felix Robles to put out an email asking for a Language Arts Faculty member, and Matthew Kaidor will look for a student representative. Stacey will co-chair the committee with Susan of the Implementation of Title V Revision Committee.

Certificate Naming – Stacey Grasso

Stacey asked for naming ideas for what is now called the ‘Certificate of Completion’. She would like to bring suggestions to the next District COI meeting. Matthew Kaidor will bring this naming issue to the State Student Senate General Assembly, for recommendations. Susan suggested they should check with their Instruction Office and Curriculum Committees. Stacey will send out an email polling COI members for their suggestions.

Information Literacy/Computer Literacy Grad Requirement – Laura Demsetz

Laura pointed out the Standard II A states that students should have Information Competency and Computer Literacy, and that the plan laid out in the 2007 Self Study indicated that this would be discussed. She noted that the Information Competency is addressed, indirectly, by the Language and Rationality, and Natural Sciences requirements, as well as Library courses that satisfy the Career and Self-Development requirements. However, we do not have Computer Literacy as a graduation

requirement. It is not necessary that we specifically have these topics as Graduation Requirements, but that they are addressed in some way by our General Education requirements. If they are not, then a graduation requirement of Computer Literacy or Information Literacy or some combination of the two might be needed.

Canada does have a Computer Literacy requirement, but Skyline does not. Computer Literacy may be demonstrated by the type of work students have to complete to be successful in a course, such as using a computer to type up a paper. While Laura agrees that this knowledge is important, Computer Literacy can change drastically in a short period of time, as technology is moving so quickly. She offered that students should be required to be able to access information using current technology. Stacey asked for the committee members to discuss how CSM is meeting Computer Literacy and Information Literacy with their colleagues and get feedback. This issue will be address on at a future meeting.

Attachment: Title V Standard and Criteria for Courses July 2007 Update

This handout describes the standards and procedures for course approval, and what the committee should be looking at when course approvals packets come to the committee. Departments will be re-examining prerequisites and recommended preparation in light of future prerequisite checking, and will find this information helpful. *It is important that committee members can properly guide faculty members as they sign off on course approval packets.*

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

COMMITTEE ON INSTRUCTION

Minutes

October 11, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Matt Leddy, Patricia Brannock
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Shana Young
Social Science Division	Leighton Armitage
Student Services	Peggy Ryan, Aisha Upshaw
Technology	TBA
ASCSM	Matthew Kaidor, Neil Abarquez

Non Voting Administrators

Faculty/Staff	Susan Estes, David Laderman, Cheryl Gregory, Michelle Brown, Tanya Isaeff, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

Language Arts Division	Daniel Keller, James Carranza
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Chair Stacey Grasso called the meeting to order at 2:18pm.

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

Motion was moved, seconded (MSC) to approve the Minutes with one abstention (Matt Leddy) and the additional wording “*Distance Learning*” Committee (Pg. 2) added to the restructure on reviewing the D/L forms. Adding the word “*concerns*, Page 4, last paragraph – Jeremy went on to explain the logic behind....while addressing questions, comments and *concerns* etc.

Motion was MSCU to accept the following Permanent Courses:

Social Science

LIBR 100 Introduction to Library Research (1)
(Six year update – Adding SLO’s and Distance Education, requesting AA GE Area E5d.)

LIBR 105 Advanced Online Research (3)
(Six year update – Adding SLO’s and requesting AA GE Area E5d and UC transferability)

Language Arts

FILM 200 Film in Focus (3)
(Revision- Removal of Prerequisite, addition of Recommended Preparation, **Title Change** from Advanced Film Study to “**Film in Focus**”, minor change in Content.)

FILM 800 Film in Focus (3)
(Revision – **Title Change** from Advanced Film Study to “**Film in Focus**”, minor change in Content.) (Stand Alone Course)

Repeatability on the two film courses above – “May be taken four time for a maximum of 12 units”.

Math/Science

Motion was MSC to accept the following Permanent Course with two abstentions (Aisha Upshaw and Patricia Brannock).

MATH130 Analytic Trigonometry (4)
(Revision- **unit change** from 3 to 4 units, change in Prerequisite and Recommended Preparation.)

Motion was MSCU to accept the following Permanent Courses:

NURS 211 Introduction to Nursing (4.5)
(Six year update – Adding SLO’s.)

NURS 212 Concepts of Homeostasis in Nursing (4.5)
(Six year update – Adding SLO’s)

Motion was MSCU to approve the following Permanent Course:

NURS 815 Transition from 1st to 2nd Year: Medical/Surgical Nursing (.5-1.5) New (Stand Alone)

Motion was MSCU to accept the following Permanent Courses:

Business/Creative Arts

BCST 240 Directing Talent (1)
(Revision –**Change in unit value** from 1.5 to 1 unit.)

- BCST 310 Studio Lighting Techniques (1.5)
(Revision- increase lecture hours from 2 to 3 hours)
- BCST 312 Field Lighting Techniques (1.5)
(Revision- increase lecture hours from 2 to 3 hours)

It was suggested that a Memo be submitted to the committee addressing the unit value change in the A.A./A./S. Degree and Certificate, Broadcast and Electronic Media.

- BUS. 115 Business Mathematics (3)
(Adding Distance Education)
- BUS. 315 Keyboarding I (3)
(Adding Distance Education)
- BUS. 316 Keyboarding II (3)
(Adding Distance Education)
- BUS. 353 Property & Liability Insurance Principles (3)
(Adding Distance Education)
- BUSW 384 Business Presentations II Using Power Point for Windows (1.5)
*(Revision – Change in Catalog and Schedule description.)
 Adding Distance Education.)*

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

- BIOL 880 Anatomy and Physiology Supplement (.5-2)
- CIS 680 Apache Ant (.5)
- MATH 880 Study Skills for Pre- and Elementary Algebra (1)
- NURS 880 Transition from 1st to 2nd Year: Medical/Surgical Nursing
 (.5 to 1.5)

Open Agenda

ENGL/MATH Competency Graduation Requirement – Update

Stacey re-addressed the need to add this requirement to the Associate Degree, per Title V. The question was whether to wait until it was due, in Fall 2009, or add it beginning Fall 2008. It was decided that more dialogue would be required both on campus, and within the District.

By waiting until 2009, this allows other departments to create courses that will meet these requirements without having to rush to make a Fall 2008 deadline. Stacey will attend an Instructional Managers’ meeting to give a presentation on this requirement, and offer them a chance to develop subject specific courses. Development of subject specific courses are possible due to the wording “at the level of”.

Stand Alone Courses

The training on September 18th was well attended, however not everyone was able to attend. Everyone needs to be trained, and the affidavit signed prior to November 1st. Outstanding trainings were being scheduled to comply with this deadline. Stacey emphasized the importance and relevancy of the

training. Laura suggested that perhaps getting answers to the most pressing questions would allow the committee to retain a form of FAQs. Stacey also questioned whether the student representatives needed to attend the training as well. It was decided that they would attend a training session, too.

Course Prerequisite Uniformity – Laura Demsetz

Laura stood in for September District Curriculum Committee. The committee has been in support of the District effort provide consistent prerequisites across the 3 colleges for courses bearing the same number, an activity which began last Spring. (Courses with same numbers but different prerequisites were identified, and departments involved were informed). The committee is now trying to determine what process can be developed to ensure that courses which share a course number with other colleges do not fall ‘out’ of consistency with the other colleges. One idea brought forward was to modify the course outlines District-wide to include a question inquiring if this course number was used elsewhere in the District, and if so, attach the other course description. The intent is that the course author research how the same course is being used elsewhere in the District. Once the District committee has a prototype developed it will be brought to each campus for approval.

Hours by Arrangement – Discussion/Action

The issue of documenting Hours By Arrangement was revisited. It is felt that this documentation should stay with the Course Outline, rather than with the Course Approval Packet. Stacey suggested that this documentation can be added to #9 on the current Course Outline. She added “*If hours by arrangement are required by this course, indicate the additional instructional activity which will be provided during this time.*” Making this addition to the Course Outline was MSCU by the committee.

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

COMMITTEE ON INSTRUCTION

Minutes

September 13, 2007

Members Present

Chair	Stacey Grasso
Business/Creative Arts Division	Matt Leddy, Patricia Brannock
Language Arts Division	Daniel Keller, James Carranza
Library	David Gibbs
Math Science Division	Laura Demsetz, Ken Brown
Physical Education Division	Shana Young
Social Science Division	Leighton Armitage
Student Services	Peggy Ryan
Technology	TBA
ASCSM	Matthew Kaidor

Non Voting Administrators

Faculty/Staff	Susan Estes, Neil McCallum Jeremy Ball, Sheldon Carroll, Arlene Fajardo, Gloria Bianchi
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Members Absent or Excused

Student Services	Aisha Upshaw
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Chair Stacey Grasso called the meeting to order at 2:23pm.

Stacey welcomed three new members (Daniel Keller, Peggy Ryan, Shana Young) and introductions were made around the table.

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 accept the following Permanent Courses:

Career and Life Planning

- CRER 104 Transfer Essentials and Planning (.5)
(Revision – deleting "by arrangement hours")

- CRER 105 College Planning (.5)
(Revision – deleting "by arrangement hours")

- CRER 106 Newcomer Orientation (.5)
(Revision – deleting "by arrangement hours")

- CRER 107 Introduction to Choosing a College Major (.5)
(Revision – deleting "by arrangement hours")

- CRER 108 Achieving an Associate Degree and/or Vocational Certificate (.5)
(Revision – deleting "by arrangement hours")

- CRER 121 Planning for Student Success (1)
(Revision – deleting "by arrangement hours")

- CRER 122 Study Skills (1)
(Revision – deleting "by arrangement hours")

- CRER 123 Career Exploration for Student Success (1)
(Revision – deleting "by arrangement hours")

- CRER 124 Study Skills for Success Part I (.5)
(Revision – deleting "by arrangement hours")

- CRER 125 Study Skills for Success Part II (.5)
(Revision – deleting "by arrangement hours")

- CRER 126 Career Choices I: Career Assessment (.5)
(Revision – deleting "by arrangement hours")

- CRER 127 Career Choices II: Job Search (.5)
(Revision – deleting "by arrangement hours")

Business/Creative Arts

- ART 231 Watercolor I (3)
(Six year revision – SLO's included; adding three hours by arrangement)

- ART 232 Watercolor II (3)

(Six year revision-SLO's included; adding three hours by arrangement)

ART 365 Intermediate Digital Photography (4)(Revision –SLO's included; adding **ART 351** to Prerequisite)

Motion was MSCU to accept the following 680/880 Courses

BUSW 680 Preview of Database Management Using Access 2007 with Vista (1.5)

CIS 681 Internet Programming: Ruby (4) plus Distance Education

CIS 684 Enterprise Database Management with MySQL (4) plus Distance Education

(Laura suggested that the committee restructure Part II: Unit Calculation, page 2 of 11, Distance Education Supplementary.)

To be revisited - course needs Validation Form clarification from the Articulation Office (J. Sewart).

BUS. 680 Poll Worker Academy (.5)

Open Agenda

Stand-Alone course Certification

Changes to the California Education Code (CEC) and Title 5 Regulations will permit community college districts to approve “Stand-Alone” courses locally, without approval by the Chancellor of the Community Colleges. “Stand-Alone” courses are defined as non-degree applicable credit courses and degree applicable credit which are not part of an approved educational program. It is required by the State Chancellor’s office that all those who participate in the course approval process receive training on the Stand Alone legislature prior to Nov 1.

Stacey announced the upcoming training session, and encouraged everyone to participate in the webinar, so that a separate session would not have to be held to train those who did not attend. Further information regarding the training session would be forthcoming.

Hours by Arrangement

‘Hours by arrangement’ has been a controversial topic as of late. Local institutions have been audited to confirm that any course with ‘hours by arrangement’ are correctly implemented by the offered course. Other than the Course Approval form, there is no recording of courses which are approved to have hours by arrangement. Additionally, there is no record of verbal confirmation of the reason that a new course is approved with hours by arrangements. Stacey indicated that we might want to consider a more formal explanation of these hours on our Course Outline.

“Hours by arrangement” assignments are supposed to be gradable, verifiable assignment that a student is spending time on. Jeremy Ball mentioned that, in some cases, instructors did not know that “hours by arrangement” had been added to their courses; the school was using the time to obtain more funds from the State.

Laura asked if there are any official guidelines to what constitutes “hours by arrangement” assignments versus homework. The specific requirements for this are not clear. Susan stated that there needs to be supplemental instruction; it is not simply going to a lab to complete the homework assignment.

Jeremy Ball stated that the Committee on Instruction should be the group to determine what constitutes suitable “hours by arrangement” assignments. The different Division Deans will be consulted on how

they handle these assignments in their areas; this input can assist the COI in creating guidelines. These guidelines could be included with the course approval packet.

This topic will be addressed at a future meeting, to allow to further investigation into this matter.

Graduation Competency Requirements

By Fall 2009, the degree requirements must be changed to reflect the new mandated English and Math requirements. To satisfy this requirement, a student must complete a college level English course, such as English 100, and the Math requirement will be raised to Math 120.

This change does not have to take effect until Fall 2009, however the question is whether the requirements should be changed for Fall 2008. Waiting for Fall 2009, would allow the college time to create courses that would allow for equivalent options.

This topic will be addressed at a future meeting, to allow to further discussion of this matter.

Concurrent Enrollment

Jeremy Ball came to address the topic of concurrent enrollment. There are various forms of concurrent enrollment on campus, Middle College being the most visible. We also have CSM courses that are taught by CSM faculty on high school campuses. In the past, we have also had higher qualified high school instructors teach CSM courses as Adjunct Faculty.

Recently the Chancellor has become interested in facilitating better interaction between the District and the local high schools. A proposal to have high school instructors teach CSM courses, as CSM courses, on the high school campuses was developed. The Academic Senate was tasked with conferring with the high school faculty to develop a plan for concurrent enrollment that would benefit both groups.

The District Academic Senate met with District Administrators and the AFT, and decided that clearly defined roles and responsibilities had to be determined. After many discussions this past summer, an MOU was drafted that would become an amendment to the contract. It has been accepted by the AFT and the District Administrators; conversation with Harry Joel has determined that it does not need to go to the Board.

This MOU will allow conversations to begin between the District faculty and the high school faculty to examine if concurrent programs are feasible, while giving individual departments the power to decide if there is a proper alignment of curriculum or not. It also outlines guidelines for determining participation by both parties.

Jeremy went on to explain the logic behind this idea, while addressing questions and comments from members of the Committee on Instruction.

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