

COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA

May 13, 2004

2:15 p.m.

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of April 8, 2004 Minutes
- IV. Permanent Courses
  - HIST 201 United States History I (Distance Education)
  - HIST 202 United States History II (Distance Education)
  - SOSC 321 Adolescent Alcohol and Prevention, Treatment and Recovery
  
  - COSM 712 Fundamentals of Cosmetology  
(Revision – Catalog & Schedule Description changes)
  - GRA 103 Digital Illustrations Master Class
  - HORT 415 Retail Floristry Management (Revision – No changes)
  
  - HORT 417 European Floral Design (Revision – No Changes)
  - HORT 419 Bridal and Party Design (Revision – No Changes)
  
  - MUS. 202 Music Listening and Enjoyment  
(Revision – no change expanded Course Content)
  - MUS. 301 Piano I (Revision – expanded Course Content)
  - MUS. 302 Piano II (Revision – expanded Course Content)
  - MUS. 303 Piano III (Revision – expanded Course Content)
  
  - R.E. 100 Real Estate Principles  
(Revision – Catalog & Schedule Description change)
  - R.E. 105 Property Investments, Valuation, and Management  
(Revision – Catalog & Schedule Description change,  
Title change)
  - R.E. 110 Real Estate Practice  
(Revision – Catalog & Schedule Description change)
  - R.E. 121 Legal Aspects of Real Estate I  
(Revision – Catalog & Schedule Description change)
  - R.E. 131 Real Estate Finance I  
(Revision – Catalog & Schedule Description change)
  - R.E. 132 Real Estate Finance II  
(Revision – Catalog & Schedule Description change)
  - R.E. 141 Real Estate Appraisal: Basic  
(Revision – Catalog & Schedule Description change)

*Permanent Courses (Con't)*

- R.E. 220 Real Estate Property Management  
(Revision – Catalog & Schedule Description change)
- V. A.A./A.S. Degree/Certificate Program  
Business: Business Information Processing, Option 1  
(Word change Option 1 from Word Processing to *Office Assistant*)
- VI. Information Only Items  
Repeatability of Floristry Courses: HORT 401, 404, 405, 417, 419  
Clarification on Repeatability of Real Estate  
Banked Courses: CHEM 224, 225, BIOL 150, 265, 266
- VII. Open Agenda  
A. Library Outreach  
B. “Legend” – Curricular Changes for College of San Mateo 2003-04
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**COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA**

**April 8, 2004**

**2:15 p.m.**

**Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of March 11, 2004 Minutes
- IV. Permanent Courses
- CIS 126 Visual Basic II (Distance Education)
- BUSW 383 Business Presentations (Power Point) for Windows (Distance Education)
- HORT 415 Retail Floristry Management (Revision – Catalog description)
- MUS. 202 Music Listening and Enjoyment (Revision –no change)
- MUS. 301 Piano I (Revision – no change)
- MUS. 302 Piano II (Revision – no change)
- MUS. 303 Piano III (Revision – no change)
- FREN 801 Conversational French I, Elementary  
(Revision – Catalog & Schedule Changes)
- FREN 802 Conversational French II, Advanced Elementary  
(Revision – Catalog & Schedule Changes)

- V. A.A./A.S. Degree/Certificate Program  
New Associate in Arts Degree (University Studies)
  - VI. Information Only Items  
Repeatability of Real Estate Courses  
Courses to be Banked – Business Division
  - VII. Open Agenda  
Library Feedback (Matt and Stacey)  
Other topics may be added
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**COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
March 11, 2004  
2:15 p.m.  
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of February 12, 2004 Minutes
- IV. Permanent Courses
  - ART 349 History of Photography (Recommended Prerequisite ENGL848)
  - HORT 315 Landscape Management (Revision)
  - MUS. 100 Fundamentals of Music (Revision, No change)
  - MUS. 275 History of Jazz (Revision, No change)
  
  - ESL 400 Composition for Non-Native Speakers (Prerequisite change)
  - SPCH 140 Small Group Communication (Revision)
  - SPCH 150 Intercultural Communication (Revision)
- V. Degree/Certificate Programs and Certificates of Completion and Changes
  - Tax Preparer II Certificate of Completion
  - Certificate of Completion in Peer Support Services (PSSC)  
(Unit requirement change)
  - Multimedia/Digital Video Degree/Certificate  
(Units and course changes)
- VI. Information Only Items
  - Course Repetition: GRA 100, 105, 106, 107, 108, 120
  - Change AOD Studies Certificate Program

(Required Course –SOCS 319; Elective Course – SOSC 303)

OCEN 100 Oceanography (change meeting hours)

VII. Open Agenda

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**COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA**

**February 12, 2004**

**2:15 p.m.**

**Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of December 11, 2003 Minutes
- IV. Permanent Courses
  - CRER 150 Leadership for Service
  
  - ACTG 171 Individual Income Taxes (Revision)
  - ACTG 172 Business Income Tax (Revision)
  - MGMT 240/680 Project Management
  
  - GRA 107/680 Adobe InDesign I
  - GRA 108 Adobe InDesign II
  - GRA 250 Digital Prepress (Revision)
  - HORT 315 Landscape Management (Revision)
  - HORT 320 Introductory Plant Science (Revision)
  - HORT 325 Interior Plantscape (Revision)
  - HORT 327 Nursery Management (Revision)
  - HORT 330 Integrated Pest Management (Revision)
  - HORT 342 Landscape Construction (Revision)
  - HORT 705 Soils and Plant Growing (Revision)
  - HORT 709 Principles of Landscaping (Revision)
  - HORT 711 Landscape Trees (Revision)
  - HORT 712 Landscape Shrubs (Revision)
  
  - CIS 380 Internet Programming: PHP (Distance Education)
- V. Degree/Certificate Programs and Certificates of Completion
  - CHEM 250 Delete from A.S. Chemistry Degree
  - Leadership for Service Certificate of Completion

- VI. Information Only Items  
PHYS 100 "Plus one hour by Arrangement per week"
- VII. 680/880 Courses  
P.E./HSCI 680 Health and Fitness, The Alternative Lifestyle  
(Including Distance Education)
- VIII Open Agenda  
Accreditation/Learning Outcomes  
Updating Courses

**COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
December 11, 2003  
2:15 p.m.  
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of November 13, 2003 Minutes
- IV. Permanent Courses

Math/Science Division

ASTR	110	The Solar System
CIS	380	Internet Programming: PHP
CIS	490	Computer Forensics: Network analysis and Defense
CIS	491	Computer Forensics: Search and Seizure

Language Arts Division

ESL	848	Conversation for Non-Native Speakers IV <i>(Previously an experimental course: ESL 885)</i>
ESL	400	Composition for Non-Native Speakers (Revised)
ESL	827	Writing for Non-Native Speakers III (Revised)
ENGL	161	Creative Writing I (Revised)
ENGL	162	Creative Writing II (Revised)
ENGL	163	Creative Writing III (Revised)
GERM	110	Elementary German (Revised)
GERM	112	Elementary German (Revised)

Business/Creative Arts Division

GRA	250	Digital Press (Revised)
GRA	260	Portfolio (Revised)
MUS	301	Beginning Piano (Distance Education Supplementary)

Technology Division

ELEC	133	Fiber Optic Network Cabling Fundamentals
ELEL	721	Sound and Communications Apprenticeship I
ELEL	722	Sound and Communications Apprenticeship II
ELEL	723	Sound and Communications Apprenticeship III
ELEL	724	Sound and Communications Apprenticeship IV
ELEL	725	Sound and Communications Apprenticeship V
ELEL	726	Sound and Communications Apprenticeship VI

Physical Ed/Athletics

HSCI/PE	113	Selected Topics in Nutrition (Course Revision)
HSCI/PE	114	Fitness (Revised)

V. AA/AS Degree/Certificate Programs and Certificates of Completion

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

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

Certificate of Completion: CIS: Certificate in Computer Forensics

CIS: Certificate in Internet Programming

VI Information Only Items

Form A: Content Review

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

VII 680/880 Courses

P.E. 681 Cross Training Boot Camp

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**COMMITTEE ON INSTRUCTION**

**TENTATIVE AGENDA**

**November 13, 2003**

**2:15 p.m.**

**Bldg. 1, Room 115**

I. Call to Order (a quorum is seven voting members)

II. Approval of Agenda

III. Approval of October 9, 2003 Minutes

IV. Permanent Courses

BIOL 123 Biotechnology Workshop: Techniques and Applications of the polymerase Chain Reaction

- CIS 292 Computer Architecture (Revision 290 + 291)
- CIS 486 Microsoft MCSA/MCSE Technology Core Requirements 1
- CIS 487 Microsoft MCSA/MCSE Technology Core Requirements 2
- CIS 488 Firewalls and Network Security
- CIS 489 Computer Forensics

V. Certificate of Completion

Network Security Specialist Certificate of Completion

VI. AA/AS Degree/Certificate Programs

Retail Management

VII Information Only

Name Change: From CIS 479 Windows Network Security Design  
To: "Network Security Fundamentals"

Microsoft Certification: Microsoft Certified Engineer Program and Course Changes

VIII Open Agenda

Library Sign-Off Evaluation Form

Course Updating Form

Program Improvement/Discontinuance Subcommittee Formation

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**COMMITTEE ON INSTRUCTION**

**TENTATIVE AGENDA**

**October 9, 2003**

**2:15 p.m.**

**Bldg. 1, Room 115**

I. Call to Order (a quorum is seven voting members)

II. Approval of Agenda

III. Approval of September 11, 2003 Minutes

IV. Certificate of Completion Program

Java Certificate of Completion

C ++ Certificate of Completion

V. Information Only Items

PHIL 100 Intro to Philosophy

(Add one hour by arrangement per week) Jeremy Ball, Instructor  
PHIL 100 Intro to Philosophy

(Add one hour by arrangement) David Danielson, Instructor  
PSYC 100 General Psychology

(Add one hour by arrangement) James Clifford, Instructor

Form A -Social Science Division – All classes

Anthropology, Economics, Ethnic Studies, Geography, History, Humanities,  
Human Services, Philosophy, Political Science, Psychology, Social Science, Sociology

Adding Recommended Preparation – Completion of Read 400 or 405 with a grade of “C”  
of higher OR concurrent enrollment in Read 400 or 405 or 415 OR appropriate skill level  
as indicted by the reading placement test or other measures.

- VI Open Agenda
- A. Consultation across the District
  - B. Library Sign-Off Feedback Form
  - C. Course Approval and Course Outline Form (new look)
  - D. Course Modification Form (to use when updating courses instead of new approval form)
  - E. Course Updating

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**COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
September 11, 2003  
2:15 p.m.  
Bldg. 1, Room 115**

- I. Call to Order (a quorum is seven voting members)
- II. Introductions
- III. Approval of Agenda
- IV. Approval of May 8, 2003 Minutes
- V. Permanent Courses
  - ACTG 121 Financial Accounting (Revision)
  - ACTG 131 Managerial Accounting (Revision)
  - BUS. 131 Money Management (Distance Learning Revision)
  - BUS. 180 Marketing (Distance Learning Revision)
  
  - ART 349 History of Photography (Revision)
  - ART 365 Beginning Digital Imaging (Revision)



CIS 393-398/680 Advanced C# Programming Topics

VI. Certificate of Completion Program

C# Programming

VII. 680/879/880 Courses

ACTG 879 Tax Preparation Workshop (Change in Units)

VIII. Open Agenda

- A. Simplifying the Course Update Process
- B. Program Improvement and/or Discontinuance Process (PID)
- C. Consultation across the District
- D. Update on changes to CSM Online Forms

IX. Attachments

2003-04 Committee on Instruction Deadlines  
2003-04 Committee on Instruction Roster  
Experimental Courses (680/879/880)

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