

COMMITTEE ON INSTRUCTION

MINUTES

September 11, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patti Appel, Patricia Brannock
Language Arts Division	James Carranza, Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Laura Demsetz
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw
ASCSM	Sonali Desai

Non Voting Administrators/Staff

Susan Estes, Sheldon Carroll, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

Creative Arts/Social Science Division	Mike Galisatus
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Other Attendees

Kathleen Ross, Tom Diskin

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of LIT 430 to the permanent courses under review and the addition of Technical Review under open agenda items.

Motion was MSCU to accept the following Permanent Courses:

Language Arts

LIT 430/830 Greek Mythology and Literature (3)
(Revision – change in course title)

Correct Homework hrs from 0 to 80 and By Arrangement hrs from 17 to 16 hrs

SPCH 100 Public Speaking (3)
(Six year update – no changes to existing course)

Correct Homework hrs from “as assigned” to 80 hrs, By Arrangement hrs from 1 hr/wk to 16 hrs, and typo in Catalog Description

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

ELEC 680 MA Powering Our Future: Sustainable Living Now and in the Future (3)

ELEC 880 MB Calibration & Instrumentation Quickstart (10)

PE 680 MA Theory of Softball (3)

Approved pending possible Course Title change and correction of By Arrangement hrs from 1 to 16 hrs, also Homework hrs need to be added or unit value will need to be reduced

Motion was MSCU to accept the following Information Only Items:

Business/Technology Banking -- CIS 381, 382, 383-388, 495

Language Arts Banking -- CHIN 810, ENGL 135, FILM 277, 877, LIT 277, 877

Math/Science Banking -- GEOL 118, 125

Open Agenda

Goals for 2008-2009 Academic Year – Discussion

In order to assess the performance of the Committee on Instruction, goals need to be established. An Annual Goals draft was provided listing the following goals for 2008-2009:

- Complete new member training for stand-alone courses
- Complete Math/Engl competency requirements for 2009-2010 catalog
- Initiate all Division revisit of Carnegie unit values per Title 5 change. Divisions will have to review all coursework by the December COI meeting. The formula for calculating course units has been posted in the COI website under Carnegie Units Explained.
- Complete PIV process
- Update GE Handbook
- Provide input to District software selection for electronic course submission process
- Revisit COI website and content

COI Member Role

A list of duties was supplied which contained the following:

- Attend Stand-Alone course training (need be done once only)
- Support Division members planning to submit course paperwork by providing information on the course approval process
- Review course paperwork for completeness/correctness for colleagues within Division
- Sign off on course paperwork for colleagues within Division
- Preview course packet prior to monthly meeting
- Attend monthly meetings
- Communicate upcoming policy decisions and COI information to Division

Stand Alone course training – Information

Stand Alone course training certification will need to be completed by September 30, 2008. A separate meeting will be held for new members only to go over the information. The 2008 training certification and information can be access online at <http://cccco.edu> >> System Office >> Divisions >> Academic Affairs >> Credit Program and Course Approval >> What's New >> Certification Training for Stand-alone Credit Course

Math/English Competency – Discussion

Discussion took place regarding the Title 5 mandated raising of Math and English graduation competency levels. The Math department has indicated that a District-wide decision was made to include Math 110 (111/112) as Basic Skills (non-degree applicable) once the competency level is changed. Similar discussion ensued regarding change of the English competency from Engl 838/848 (and ESL 400) to Engl 100. The English department has weighed pros and cons to making Engl 838/848 a non-degree applicable course, and will allow COI to make the final call. Any changes in Math/English competency will need to be approved by the December COI meeting to be entered in the 2009-2010 Catalog. Per Title 5, only one course below competency level will count towards degree, so Banner

would have to be set up so students can take more than one course below competency level, for example Engl 838 and 848, but only have one course count towards graduation requirements.

PIV Committee Updates – Information/Discussion

PIV Committee Reports are due by December.

-*German Committee*: research committee is pending survey results from Articulation and Research Office.

-*Library Committee*: survey sent out to students in spring and another survey is currently out requesting faculty needs and expectations on student standings.

-*Media Group*: contacted local employers about media positions available and skills required to meet local employer's needs to structure program.

-*Technology/Welding/Manufacturing Committee*: Looking into demand for Welding and Drafting programs. Manufacturing is mainly support for Welding program.

Technical Review Committee

The committee will be deciding how many copies of each type of paperwork are to be submitted for review. Laura Demsetz suggested having a separate page for signatures, so when revisions are made to paperwork, signatures will not have to be collected again. Additionally, she suggested that memos submitted to bank courses include the affected degree and certificate programs so the banked courses can be removed from their requirements.

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

COMMITTEE ON INSTRUCTION

MINUTES

October 9, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Laura Demsetz
Physical Education Division	Shana Young
Student Services	Martin Bednarek

Non Voting Administrators/Staff

Susan Estes, Sheldon Carroll, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

Language Arts Division	James Carranza
Student Services	Aisha Upshaw
ASCSM	Sonali Desai

Other Attendees

Michele Alaniz, Sandra Comerford,
Kathleen Ross, Michelle Schneider

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of Hours by Arrangement under open agenda items.

Motion was MSCU to accept the following Permanent Courses:

Business/Technology

COSM 750 Brush-Up (.5-18.0)
(Revision – minor changes in catalog and schedule description)

Correct course outline By Arrangement hours from Yes to 0 hrs and on #3 change ENGL 836 to 838

DRAF 110 SolidWorks I (3)
(New course)

Language Arts

LIT 113 The Novel (3)
(Revision – minor changes)

Correct course outline Homework hours to 80 and correct typo on #4 to Lectures

LIT 813 The Novel (3)
(New course)

SPCH 860 Communication in the Workplace (1)
(Six year update – minor change in content)

Math/Science

NURS 808 Open Skills Laboratory (.5-3.0)
(New course)

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

Business/Technology

ELEL	880	Electrical Apprenticeship I (1.5)
ELEL	881	Electrical Apprenticeship II (1.5)
ELEL	882	Electrical Apprenticeship III (1.5)
ELEL	883	Electrical Apprenticeship IV (1.5)
ELEL	884	Electrical Apprenticeship V (1.5)
ELEL	885	Electrical Apprenticeship VI (1.5)
ELEL	886	Electrical Apprenticeship VII (1.5)
ELEL	887	Electrical Apprenticeship VIII (1.5)
ELEL	888	Electrical Apprenticeship IX (1.5)
ELEL	889	Electrical Apprenticeship X (1.5)

Motion was MSCU to accept the following Information Only Items:

Human Services -- Modifications to Human Services Associate Degree and Certificate areas

Business/Technology Banking – ELEL 721-726, PLUM 701-710; 721-730; 741-750

Career and Life Planning Banking – CRER 106, 124, 125, 141, 150, 152, 402, 404, 406

Creative Arts/Social Science Banking – PHIL 246

Language Arts Banking – ITAL 810, SPAN 810

Math/Science Banking – MATH 231, NURS 261, 262

Open Agenda

Math/English competency requirements – Discussion

Per Title 5, beginning Fall 2009, minimum requirements for the associate degree will need to be raised. For English competency, the requirement will be raised to ENGL 100 and for Math competency the requirement will be raised to MATH 120. Both Canada and Skyline Colleges have decided to make MATH 110 (MATH 111/112) a non-degree applicable course, and CSM's Math department has requested that CSM follow suit.

Concerning the English competency, Skyline College has already voted to make ENGL 836 non-degree applicable. ENGL 836 is equivalent to our ENGL 838/848. Canada College is still in the discussion stage on the issue of ENGL 836. CSM's English department is undecided, leaving the decision to COI. Subsequent discussion pertained to having consistency across the District, basic skills funding and the affects of non-degree applicability.

A call to vote on the degree applicability of MATH 110 and ENGL 838/848 will take place at the COI November meeting.

Guidelines concerning the level and rigor of courses meeting the Math/Quantitative Reasoning Requirement for AA and AS Degrees were handed out and discussion followed. Wording may need to be revised to include addressing equivalent prerequisites as well as meeting the prerequisites through testing.

Guidelines concerning the level and rigor of courses meeting the English Competency Requirement for AA and AS degrees were also handed out. The purpose of the guidelines is to help in determining course equivalency for competency requirements. There will be continued discussions with a vote to accept the guidelines at the next COI meeting.

Information competency at CSM - Discussion

Currently CSM partially meets Standard 11.A.3.b. "A capability to be a productive individual and lifelong learner: skills include oral and written communication, information competency..." Part of the plan for improvement calls for discussion in making information competency a requirement. Teresa Morris presented information and passed out handouts covering areas such as what accreditation agencies say about information literacy, Academic Senate Resolutions on Information Competency and reviewed a sample competency proficiency exam. Information was also provided on Colleges and Universities that have information competency as a graduation requirement. Some offered stand alone library courses while others linked a library course as a concurrent enrollment requirement to a non-library course and others infused information competency into selected non-library courses. Preliminary discussion followed on the pros and cons to the different options of addressing information competency at CSM. Michele Alaniz presented a faculty survey on student research skills. The survey results will help in assessing the needs of students. Additional survey results and more information on how CSUs integrate information competency are forthcoming.

A suggestion was made to form a subcommittee to address the information competency requirement.

Course Outline – Representative Instructional Materials

The question of strictly enforcing the submission of examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills (#9 on the course outline) was addressed. It was suggested that beginning with Spring 09 that samples be electronically submitted. The pros included, that the samples would serve to help evaluate faculty, help adjunct faculty in covering material and the samples would help with accreditation. It was decided to make this topic an action item in January 2009.

AP Matrix status - Information

Due to time constraints, discussion was postponed for a future meeting.

Hours By Arrangement

A handout on hours by arrangement was presented by Susan Estes. Areas requiring additional discussion were highlighted, such as what qualifies as by arrangement hours, minimum qualifications for the supervising instructor and attendance reporting. Additional information and discussion will be covered in future meetings.

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

COMMITTEE ON INSTRUCTION

MINUTES

November 13, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza, Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Laura Demsetz
Physical Education Division	Shana Young
Student Services	Aisha Upshaw

Non Voting Administrators/Staff

Susan Estes, Sheldon Carroll, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

Student Services	Martin Bednarek
ASCSM	Sonali Desai

Other Attendees

Marsha Ramezane, Nancy Paolini

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of #8, COI Committee Chair, under the open agenda items.

Motion was MSCU to accept the following Permanent Courses:

Business/Technology

COSM 765 Advanced Haircolor Theory and Techniques (1)
(New)

MUS. 131 Harmony I (3)
(Six year update – Minor changes in description)

MUS. 132 Harmony II (3)
(Six year update – Minor changes in description)

MUS. 133 Harmony III (3)
(Six year update – Minor changes in description)

MUS. 134 Harmony IV (3)
(Six year update – Minor changes in description)

MUS. 303 Piano III (1)
(Six year update – no change)

Approved subject to checking Carnegie Units for labs with homework

MUS. 304 Piano IV (1)
(Six year update – no change)

Approved subject to checking Carnegie Units for labs with homework

Language Arts

- ENGL 161 Creative Writing I (3)
(Six year update – change in prerequisite and minor changes in description)
- ESL 856 Reading for Non-Native Speakers II (3)
(Six year course update – minor changes in description)
- SPCH 120 Interpersonal Communication (3)
(Course revision – change in recommended preparation)

PE/Athletics/Dance

- P.E. 106 Theoretical Analysis of Softball (3)
(New)

Approved pending revision to course repeatability to 0 times or provide rational why course should be repeated. Also, change AA/AS Degree General Education Requirement to None.

- VAR5 340 Varsity Women's Volleyball (2)
(New)

Student Services

- CRER 301 Career and Life Planning (1)
(New)
- CRER 305 Introduction to Financial Aid (.5)
(New)

Approved pending revision to repeatability from 2 to 1 time and maximum units from 1 to .5

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

Creative Arts/Social Science

- HMSV 680MA Independent Living Skills (.5-1)
- PSYC 680MA Positive Psychology (3)

Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:

- ADAP 130 Adapted Sports - Area E4 (Physical Education)
- CRER 301 Introduction to Scholarships – Area 5d (Career Exploration & Self Development)
- CRER 305 Introduction to Financial Aid – Area 5d (Career Exploration & Self Development)
- DANC 117 Tap Dance – Area E4 (Physical Education)
- DANC 153 Intermediate Social Dance - Area E4 (Physical Education)
- DANC 167 Swing Dance - Area E4 (Physical Education)
- FITN 237 Total Core Training - Area E4 (Physical Education)
- FITN 312 Spinning Heart Rate - Area E4 (Physical Education)
- MATH 147 Mathematics and Global Issues – Area C1 (Math/Quantitative Reasoning) &
Area E2b (Communication and Analytical Thinking)
- PSYC 220 Intro to Psychobiology – Area E5a (Natural Science)
- VAR5 340 Varsity Women's Volleyball – Area E4 (Physical Education)

Motion was MSCU to decline request for inclusion into GE Area:

- DRAF 110 SolidWorks – Area 5d (Career Exploration & Self Development) rejected as DRAF 110 did not meet the required criteria
- PE 301 Intro to Personal Training – Area E4 (Physical Education) was rejected as PE 301 is not an activity course

Motion was MSCU to accept the following Information Only Items:

Creative Arts/Social Science Banking – PLSC 120, 260 (PLSC 120 was removed from banking)
SOSC 303, 313

Math/Science Banking – HORT 320, 777, 778, 803

Open Agenda

Math 110 degree applicability – Action

It was recommended by the Math Departments at all three of our campuses to change Math 110 to non-degree applicable. After continued discussion on the rationale for changing Math 110 to non-degree applicable, a vote was called for Math 110 to become a non-degree applicable course. Results of the voting were 2 in favor, 3 opposed and 3 abstentions, therefore the motion failed. However, Committee Members asked to revisit the vote after additional information is brought forth regarding the negative affects to students if Math 110 loses its degree applicability.

English 838-848 degree applicability – Action

The vote was postponed pending the December 2nd District-wide meeting on degree applicability. It was however, recommended by a vote of 8 to 1 (in favor) that James Carranza take to the meeting the COI's recommendation that ENGL 838/848 remain degree applicable.

Math Competency Course Criteria – Action

The motion was passed unanimously to accept the Math Competency Course Criteria as the guidelines for determining equivalency.

English Competency Course Criteria – Action

The motion was passed unanimously to accept the English Competency Course Criteria as the guidelines for determining equivalency.

Formation of Information Competency Sub-Committee

The following members volunteered to serve on the Information Competency Sub-Committee: Patti Appel, Patricia Brannock, James Carranza, Stacey Grasso and Teresa Morris.

Hours by Arrangement – Information

After attending the statewide CIO Conference, Susan Estes reviewed the two issues that were of concern to the majority of Chief Instructional Officers regarding hours by arrangement. The first issue is the requirement of establishing a set time, or schedule for each student to attend hours by arrangement; it is too prescriptive. The second issue is the requirement of having a discipline expert to supervise the hour by arrangement. Implementing these requirements would be a daunting and pose serious implications to the future of the Integrated Learning Center and the current Integrated Science Center. The Chief Instructional Officers are awaiting a response in December with the hope of a reinterpretation of the current mandate.

Curriculum Management System Taskforce – Information

The Curriculum Management System Taskforce has been established to examine the current curriculum processes and look into possibly purchasing a software program to assist in managing the curriculum. The committee consists of the COI Chairs and Administrative Analysts from each campus as well as the District Academic Senate President, a VPI and two ITS personnel. The goal is to present a recommendation to purchase a software program by February 2009.

COI Chair – Action

After several years as COI Chair, Stacey Grasso is stepping down as Chair after the December COI meeting. This is largely due to staffing changes within the CIS Department which require Stacey to cover her full teaching load. An interim would serve through the spring and a new COI Chair would then be elected for the following year. Laura Demsetz was nominated as Interim Chair and accepted the nomination with the stipulation that current COI members seriously consider running for COI Chair for the 2019-10 academic year.

Motion was MSCU to adjourn the meeting at 4:35 p.m.

COMMITTEE ON INSTRUCTION

MINUTES

December 11, 2008

Members Present

Chair	Stacey Grasso
Business/Technology	Patti Appel, Patricia Brannock
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza, Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Laura Demsetz
Physical Education Division	Shana Young
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff

Susan Estes, Sheldon Carroll, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

ASCSM	Sonali Desai
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Other Attendees

Michele Alaniz, Diana Bennett, Rich Castillo,
Sandra Comerford, Lorrita Ford, Charlene
Frontiera, Marilyn Lawrence, Jim Robertson,
Kathleen Ross, Michelle Schneider, Andreas
Wolf

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of #0, Paperwork Reduction, under the open agenda items and moving PE 106 to the beginning of the permanent courses for review.

Motion was MSCU to approve the Minutes.

Motion was MSCU to accept the following Permanent Courses:

Business/Technology

ACTG 100	Accounting Procedures (3) (Distance Ed)
ACTG 175	Volunteer Income Tax Preparation (2) (New course)
ACTG 176	Enrolled Agent Exam Preparation (3) (New course)

Approved with correction to the homework hrs from 48 to 96 and revising the catalog and schedule description from ACTG 683 to ACTG 176.

ADMJ 185	Introduction to Forensic Science (3) (Course revision & update)
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Approved with revision to the wording in Recommended Preparation by moving concurrent enrollment in Math 111 or 110 to the beginning of the sentence.

- ADMJ 781 Regular Basic Course Module II (13)
(New course)
Approved with revision of ADMJ 881 to ADMJ 781 in the catalog and schedule descriptions
- CIS 112 Internet Programming: Ajax (2)
(New course)
Approved pending verification of Recommended Preparation, is it eligibility for ENGL 838/848 or just ENGL 838/848?
- CIS 113 Internet Programming: Ruby (4)
(New course)
Approved pending verification of Recommended Preparation, is it eligibility for ENGL 838/848 or just ENGL 838/848?
- CIS 151 Network Fundamentals (3)
(Distance Ed)
- CIS 363 Enterprise Database Management with MySQL (4)
(New course)
- CIS 364 Enterprise Data Warehousing (4)
(New course)
- CIS 479 Network Security Fundamentals (3)
(Distance Ed)
- CIS 489 Computer Forensics Fundamentals (3)
(Distance Ed)
- COSM 712 Fundamentals of Cosmetology I (3.5 or 10)
(Course revision – minor change in description and in units)
*Approved with correction of unit range from 3.5-10 to 3.5 “or” 10 units on course outline for COSM 712, 722, 732 and 742, also correct range in the catalog description for COSM 712 and 722.**
- COSM 722 Fundamentals of Cosmetology II (3.5 or 10)*
(Course revision – minor change in description and in units)
- COSM 732 Advanced Cosmetology I (3.5 or 10)*
(Six year update – minor change in content)
Approved with the correction above and by adding a description to the catalog and schedule description areas of the course outline.
- COSM 742 Advanced Cosmetology II (3.5 or 10)*
(Six year update – minor change in content)
Approved with the correction above and by adding a description to the catalog and schedule description areas of the course outline.
- ELEL 731-740 Electrical Apprenticeship I-X (1.5 each)
(New courses)
- FIRE 793 Firefighter I Academy (12)
(Course revision – adding enrollment limitation, change in description)

Creative Arts/Social Science

- HMSV 100 Introduction to Human Services (3)
(Six year update – change in enrollment limitation)
- HMSV 110 Introduction to Counseling and Interviewing (3)
(Six year update – change in enrollment limitation)
- HMSV 115 Introduction to Case Management (3)
(Six year update – change in enrollment limitation)
- HMSV 120 Public Assistance and Benefits Programs (1)
(Six year update – change in enrollment limitation)

HMSV 130	Employment Support Strategies (1-3) (Six year update – change in enrollment limitation)
HMSV 150	Rehabilitation and Recovery (3) (Six year update – change in enrollment limitation)
HMSV 151	Current Trends and Issues in Psychosocial Rehabilitation (1-3) (Six year update – change in enrollment limitation)
HMSV 262	Empowerment Skills for Family Workers (3) (Six year update – change in enrollment limitation)
HMSV 264	Supporting Family Success (3) (Six year update – change in enrollment limitation)

PE/Athletics/Dance

PE 106	Theoretical Analysis of Softball (3) (New course – pending approval of repeatability)
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Approved with 3 abstentions

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

Math/Science

BIOL 680	Teaching Science II: Middle School Classroom Experience & Seminar (1)
PHYS 680	Teaching Science II: Middle School Classroom Experience & Seminar (1)

Motion was MSCU to accept the following Information Only Items:

Business/Technology Certificate & Degree updates

- Addition of selective courses to Accounting Certificate and Accounting AA Degree
- Update to CIS Certificate of Specialization
- Update to COSM Certificate of Specialization units
- Removal of AS Degree and Certificate of Achievement from Electrical Technology program, replaced by Certificate of Specialization for Inside Wireman (banked ELEL 721-726 at 10/9/08 COI Meeting)
- Changes to Fire Technology Major Requirements

Creative Arts/Social Science Certificate & Degree updates

- Addition of Associate of Arts Degree with an Emphasis in Art History/Certificate of Achievement in Art History
- Addition of Art 124 as option for degree requirement

Open Agenda

Paperwork Reduction

In an effort to reduce campus expenditures, (given our current budgetary situation) and to become environmentally friendly, Laura Demsetz proposed going paperless by posting all COI paperwork online via Sharepoint. Any committee members with concerns are asked to contact Laura. The goal is to go paperless starting with the February COI meeting.

German PIV Committee

James Robertson, Chair, German PIV Committee, presented the findings of the committee. The recommendation of the committee is to continue offering the German program. However, the program should be restructured. The committee suggests offering first, second and third level combination courses; two combination courses every fall and three combination courses in the spring. The combination courses would also include 800 level courses to attract students interested in the

conversational mode. This would hopefully provide for more modest class enrollments while lowering teaching expenditures. If the restructuring goes through and still does not provide the desired results, the committee would recommend that the German program be redesigned to offer it as a Community Education class.

Library Studies PIV Committee

Stacey Grasso, Chair, Library Studies PIV Committee, gave an overview of current Library Studies. She also explained that the Librarian's teaching load is calculated differently from other faculty loads, which makes it difficult to fairly compare the productivity of the Library program. Additionally, she explained the importance of information competency as it relates to our Accreditation Self Study and satisfying WASC Standards IIA 3b and Standard IIC 1c. She also covered the extensive work the committee conducted such as their research and survey results. The committees' recommendation is to continue providing the Library program with programmatic changes; such as online courses, hybrid courses, and major specific courses, for example a course for Nursing students. Also, the committee should work closely with the COI subcommittee to explore instituting an information competency graduation requirement.

Media PIV Committee

Chair, Media PIV Committee, Marilyn Lawrence provided background of the current programs and the findings of the committee. The recommendation was to consolidate Graphics, Multimedia, Journalism and Broadcasting into one program, Digital Media. Major programmatic changes would need to occur. Four courses would be created and all digital media students would be required to take them before continuing on. These courses would meet general education requirements and would articulate with CSU's and UC's. Students could then branch off into graphics or multimedia, audio and broadcasting areas. Five innovative capstone opportunities were also presented as well as the potential for "boutique" courses.

Technology Group, PIV Committee, Part 1: Welding and Machine Tool Technology

Laura Demsetz, Co-chair, Technology Group, presented information pertaining to Welding and Machine Tool Technology. Drafting, Manufacturing and Industrial Technology will be covered separately. Welding Technology classes are actually at full capacity. The issue is that the number of students enrolled is limited to the tools available. Also, there is a demand for qualified welders as expressed by PG&E and as shown by the number of positions advertised on Craig's List. Additionally, Laura covered the strengths and weaknesses of the program. Currently, our campus construction plans, do not have space allocated for the Welding Program. The committee suggests a taskforce be created to deal with finding a new location for the Welding Program. Possibly a shared, low-rent or donated space could be found to continue the program. If a location is not found soon, the concern becomes finding appropriate storage and housing to protect the welding equipment.

Motion was MSCU to move these proposals forward to Governing Council.

Motion was MSCU to adjourn the meeting at 4:25 p.m.

COMMITTEE ON INSTRUCTION

MINUTES

January 29, 2009

Members Present

Chair	Laura Demsetz
Creative Arts/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza, Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Matt Leddy
Physical Education Division	Shana Young
Student Services	Martin Bednarek

Non Voting Administrators/Staff

Susan Estes, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

ASCSM	Sonali Desai
Business/Technology	Patti Appel, Patricia Brannock
Student Services	Aisha Upshaw

Staff Absent or Excused

Sheldon Carroll

Other Attendees

Stacey Grasso, Sandra Comerford, Charlene
Frontiera, Kevin Henson, Colleen Kirby-Banas,
Lisa Melnick, Andreas Wolf

Chair, Laura Demsetz called the meeting to order at 2:20 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the following changes in the course review sequence: DENT 744 was moved to the beginning of the agenda, followed by the PE/Athletics/Dance courses. ART 201, 223, 224, SOSC 304, 308, 310, 314, 315, and 316 were postponed to the February COI meeting. Time constraints at the end of the meeting led to the postponement of SOSC 680, BIOL/PHYS 116, 117, 118 and PHYS 220, 260 and 270 as well.

Motion was MSCU to approve the Minutes of December 11, 2008.

Motion was MSCU to approve/accept the following Permanent Courses:

Permanent Courses

Creative Arts/Social Science

GEOG 100 Physical Geography (3)[®]
(course revision – minor changes)

GEOG 110 Cultural Geography (3)[®]
(course revision – minor changes)

GEOG 150 World Regional Geography (3)[®]
(course revision – minor changes)

[®]Accepted pending addition of ENGL 838 as recommended preparation to course outline, descriptions, and validation form

PHIL 103 Critical Thinking (3)
(six year update – minor change in content)
Accepted pending correction to course title, adding 96 homework hours, changing semester hours to weekly hours on course outline and removing second mention of 48 hours from catalog description, changing validation form to refer to READ 400 to match course outline.

SOSC 382 British Life and Culture (3) †
(new)

SOSC 383 Italian Life and Culture (3) †
(new)

SOSC 384 French Life and Culture (3) †
(new)

SOSC 385 Spanish Life and Culture (3) †
(new)

SOSC 386 South African Life and Culture (3) †
(new)

†Approved pending correction to spelling errors, SOSC 382 and 386 need course content attachment, representative texts need date listed on 384 and 386 and SLO wording needs to be reviewed with Martha Tilmann for each study abroad course

Language Arts

ENGL 102 English Practicum (2)
(course revision – change in units/course number)

Accepted pending submission of permanent course approval form, revision of validation form to read ENGL 100/102 and addition of period to last sentence of catalog description

ENGL 828 Basic Composition and Reading (5)
(six year update – no changes)

ENGL 838 Introduction to Composition and Reading - Intensive (5)
(six year update – no changes)

ENGL 848 Introduction to Composition and Reading (4)
(six year update – no changes)

ESL 826 Writing for Non-Native Speakers II (5)
(six year update – no changes)

ESL 868 ESL for the Workplace (3)
(new)

Accepted pending removal of repeatability from catalog and schedule descriptions, permanent course approval form should read, “course may be taken 1 time for a maximum of 3 units”, addition of ESL 825 and 826 to catalog and schedule description as corresponding courses to “high-beginning” and “low-intermediate” level students and addition of explanation of how hours by arrangement are met under representative instructional methods

FILM 110 American Cinema (telecourse) (3)
(six year update – no changes)

FILM 153 Screenwriting (3)
(six year update – removing enrollment limitation)
Accepted pending addition of semester lecture hours to catalog description

JAPN 111 Elementary Japanese (3)
(distance learning)
Accepted pending spell check and addition of description of how students' oral feedback is presented under instructional media and assignments

READ 830 College and Career Reading (3)
(six year update – minor content change)
Accepted pending correction to catalog and schedule descriptions from credit/no pass/no pass grade option to pass/no pass or letter grade option and changing (units do apply toward AA/AS degree) to (AA), addition of materials fee in descriptions, and completion of Part III, number 2 of distance ed. form.

Math/Science

DENT 744 Dental Assisting (.5)
(new)

PE/Athletics/Dance

DANC 152 Cuban Roots of Salsa (.5 or 1)
(new)

FITN 201 Beginning Weight Training (.5 or 1)ⁿ
(new)

FITN 202 Intermediate Weight Training (.5 or 1)ⁿ
(new)

ⁿ*Approved pending banking of FITN 205*

FITN 206 Circuit Weight Training (.5-1)
(new)

Approved pending correction to the schedule description from credit/no credit to pass/no pass, and marking off if there is a similar course in SMCCCD in area G of the permanent course approval form

FITN 337 Dahn Yoga (.5 or 1)
(new)

Due to time constraints and the lack of a quorum, SOSC 680, BIOL/PHYS 116, 117, 118 and PHYS 220, 260 and 270 were postponed to the February meeting.

Motion was MSCU to accept the following Information Only Items:

Math/Science Certificate update

- Addition of DENT 744, Dental Sealants (.5 units) to the Dental Assisting Certificate of Achievement

Open Agenda

Paperwork Reduction

Chair, Laura Demsetz presented a brief discussion of the new online process for review of courses and directions for logging onto WebAccess, <http://smccd.mrooms.net> were distributed. COI members have been made students of the "CSM Committee On Instruction" class. Since the February meeting will be completely online, our next meeting will be moved to a smart classroom with a better projection system. Even so, committee members are encouraged to bring their laptops so they can scroll through the course paperwork at their own pace. The February meeting will be a trial run and any recommendations on improving the process will be accepted.

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

COMMITTEE ON INSTRUCTION

MINUTES

February 12, 2009

Members Present

Chair	Laura Demsetz
Business/Technology	Patty Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza, Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Matt Leddy
Physical Education Division	Shana Young
Student Services	Martin Bednarek

Non Voting Administrators/Staff

Susan Estes, Sheldon Carroll, Ada Delaplaine,
Arlene Fajardo

Members Absent or Excused

ASCSM	Sonali Desai
Student Services	Aisha Upshaw

Other Attendees

Diana Bennett, Lloyd Davis, Tom Diskin,
Charlene Frontiera, Cheryl Gregory, Kevin
Henson, Marsha Ramezane, Kathy Ross

Chair, Laura Demsetz called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the withdrawal of ART 201, 223 and 224 and the removal of the DGME certificate memo.

Motion was MSCU to approve the Minutes of January 29, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Math/Science

BIOL	116/	Teaching Science I: K-5 Classroom Experience & Seminar (1)*
PHYS	116	(new)

Approved pending addition of homework hours to the course outline for PHYS 116

BIOL	117/	Teaching Science II: Middle School Classroom Experience & Seminar (1)*
PHYS	117	(new)

Approved pending correction to schedule description's last sentence from Same as PHYS 117 to Same as BIOL 117, and the addition of homework hours to the course outline for PHYS 117.

BIOL	118/	Teaching Science III: High School Classroom Experience & Seminar (1)*
PHYS	118	(new)

PHYS 220 General Physics II (4)*
(six year update – minor changes to descriptions)

Approved pending expanded course descriptions.

PHYS 260 Physics with Calculus II (4)*
(course revision & update – removed Math 242 as prerequisite)

Approved pending expanded course descriptions.

PHYS 270 Physics with Calculus III (4)*
(course revision & update – removed Math 242 as prerequisite)

Approved pending expanded course descriptions.

SOSC 382- Study Abroad courses (1-3)
386 Change in units allowing variable units

SOSC 680 South African Life and Culture (1-3)

Experimental Course

Accepted with amended unit range of 1-3, and correction from course number SOSC 386 to SOSC 680

Creative Arts/Social Science

SOSC 304 Intervention, Treatment and Recovery (3)*
(six year update – no changes)

SOSC 308 Group Alcohol and Other Drug Counseling (3)*
(six year update – no changes)

SOSC 310 Special Population Groups in Alcohol and Other Drug Studies (3)*
(six year update – no changes)

Approved pending correction to letter grade option.

SOSC 314 Individual Alcohol and Other Drug Counseling Process (3)*
(six year update – no changes)

Approved pending correction to letter grade option, and correction to typos in course outline, sections 6 & 8, i.e. illness, readiness and maintain

SOSC 315 Field Studies and Seminar I (3)*
(six year update – no changes)

SOSC 316 Field Studies and Seminar II (3)*
(six year update – no changes)

Approved pending correction of alcohol typo in catalog description.

(New courses for 2/12/09 meeting)

Business/Technology

DGME 100 Media in Society (3)*
(new)

DGME 101 Writing Across the Media (3)*
(new)

DGME 102 Media Law & Ethics (3)*
(new)

Creative Arts/Social Science

ART 405 Sculpture I "
(six year update)

Approved pending resolution of units, correction to typos, i.e. catalog description, an introduction; and repeatability, can only be taken once

ART 406 Sculpture II "
(six year update)

Approved pending resolution of units, correction to typos and repeatability of three times only

ART 411 Ceramics I "
(six year update)

Approved pending resolution of units, correction to typos and repeatability, can only be taken once

ART 412 Ceramics II "
(six year update)

Approved pending resolution of units

Course units yet to be determined

HUM 125 Tech/Contemporary Society/Human Values (3)
(six year update – minor changes to content and descriptions)

Pending correction to "Humanities" course update form, typo on course outline #9 first sentence to "lecture", suggested shortened title by removing contemporary.

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

Business/Technology

CIS	680MC	Internet programming: Python
CIS	681MB	Unix/Linux
ELEC	680MB	Wind, Hydropower, and Geo-Thermal Technology Systems
ELEC	680MC	Renewable Energy Systems for Transportation

Withdrawn

CIS	680MB/	Project Management Professional Certification
MGMT	680	(Cross listed course CIS/MGMT)

Creative Arts/Social Science

ETHN 680 Eating Cultures: Race and Food
Remove attendance from grading section of course syllabus

Motion was MSCU to accept the following Information Only Item

- **Language Arts Certificate and Degree Update**
Removing German AA and Certificate

Open Agenda

1. Degree applicability of MATH 110 and ENGL 838/848

Math 110: Ken Brown provided information in support of the recommendation to make Math 110 (111-112) non-degree applicable. Most of our neighboring community colleges and in particular, the math departments at Canada and Skyline are in agreement in making Math 110 (111-112) non-degree applicable. Secondly, by looking at statistical data, it was found that by having Math 110 (111-112) non-degree applicable it would not create a hardship to students. Students were still able to receive enough units to achieve the AA/AS degree. A vote was taken and passed unanimously to make Math 110 (111-112) non-degree applicable.

ENGL 838/848: Daniel Keller and James Carranza spoke to the recommendation of keeping ENGL 838/848 as degree applicable. Canada and CSM are in agreement, Skyline has not made its decision yet. Basically, there is no negative impact in keeping ENGL 838/848 as degree applicable. A vote was taken and passed unanimously to keep ENGL 838/848 as degree applicable.

2. Revised COI Forms

Laura informed the committee that minor changes were being made to the content of the course forms, including new wording to reflect the new online process. Also, the document protection is being removed from the forms to enable the spell check feature.

3. Technology Committee, PIV Committee, Part 2: Drafting/Industrial Design

Co-chair, Laura Demsetz went over the PIV Technology Committee's findings, strengths, weaknesses and recommendations for improvement. Some of the recommendations included changing the program name from Drafting, modifying the curriculum to attract more students by eliminating the board course and moving its content into the CAD courses, and adding small-scale table-top model making equipment to the labs, as well as increasing marketing. A vote was taken and passed unanimously to forward these recommendations to ASGC.

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

NOTE: The February 12, 2009 COI meeting was the first in which meeting materials were distributed and reviewed online. The COI is grateful to the Language Arts Division for allowing us to meet in 18-108.

COMMITTEE ON INSTRUCTION

MINUTES

March 12, 2009

Members Present

Chair	Laura Demsetz
Business/Technology	Patty Appel, Patricia Brannock
Language Arts Division	James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Matt Leddy
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff

Sheldon Carroll, Ada Delaplaine, Arlene Fajardo

Members Absent or Excused

ASCSM	Sonali Desai
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	Daniel Keller
Physical Education Division	Shana Young

Administrator	Susan Estes
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Other Attendees

Kevin Henson, Colleen Kirby-Banas, Marsha Ramezane, Kathy Ross

Chair, Laura Demsetz called the meeting to order at 2:20 p.m.

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

Motion was MSCU to approve the Minutes of February 12, 2009 with the notation that the February 12, 2009 meeting was the first all online meeting.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology

CIS 254 Intro to Object Oriented Programming (4)*
(Distance Education Supplementary Information)

CIS 491 Computer Forensics: Search and Seizure (3)
(Distance Education Supplementary Information)

Counseling

CRER 301 Introduction to Scholarships (1)*
(Course revision – addition of materials fee)

Creative Arts/Social Science

ART 245 Mosaic Murals I (4)
(New course; previously experimental)

Approved pending revision to permanent course form repeatability area and capitalizing Studio Art on the permanent course form in the Selective for Major area. Memo required for adding course as selective for Major.

ART 246 Mosaic Mural II (4)
(New course; previously experimental)

Approved pending revision to permanent course form repeatability area and capitalizing Studio Art on the permanent course form in the Selective for Major area. Memo required for adding course as selective for Major.

ART 365 Intermediate Digital Photography (4)*
(Course revision – addition of materials fee)

HIST 202 United States History Part II (3)
(Distance Education Supplementary Information)

*Approved pending resubmission of completed Distance Education forms; checkboxes not marked and signatures missing. **Will be revisited on 4/16/09***

Math/Science

CHEM 231 Organic Chemistry I (5)
(Course revision – minor change in content)

Approved pending addition of course title to course update and validation forms, explanation of how recitation hours are used and explanation of how hours by arrangement are met.

CHEM 232 Organic Chemistry II (5)
(Course revision – minor change in content)

Approved pending addition of course title to course update and validation forms, explanation of how recitation hours are used and explanation of how hours by arrangement are met.

DENT 647 Dental Assisting Clinical Internship (4)*
(New course)

Approved pending correction to schedule description, changing sentence from “For full time Dental Assisting students only” to “Intended for students enrolled full-time in the Dental Assisting program.”

MATH 222 Precalculus (5)*
(Distance Education Supplementary Information)

MATH 241 Applied Calculus I (5)*
(Distance Education Supplementary Information)

MATH 242 Applied Calculus II (3)*
(Distance Education Supplementary Information)

PE/Dance/Athletics

FITN 134 Track Aerobics*
(New course)

Approved pending discussion with Dean on possibly changing title from Track to Trail Aerobics.

Motion was MSCU to accept the following A.A./A.S. Degree General Education Requirements:

SOSC 382 -386 Study Abroad – Area 5b (Social Science)
DANC 152 Cuban Roots of Salsa - Area E4 (Physical Education)
FITN 134 Track Aerobics - Area E4 (Physical Education)
FITN 201 Beginning Weight Training - Area E4 (Physical Education)
FITN 202 Intermediate Weight Training - Area E4 (Physical Education)
FITN 206 Circuit Weight Training - Area E4 (Physical Education)
FITN 337 Dahn Yoga - Area E4 (Physical Education)
BIOL 126/ Teaching Science I: K-5 Classroom Experience & Seminar – Area 5d
PHYS 126 (Career Exploration and Self-Development)
BIOL 127/ Teaching Science II: Middle School Classroom Experience & Seminar
PHYS 127 (Career Exploration and Self-Development)
BIOL 128/ Teaching Science III: High School Classroom Experience & Seminar
PHYS 128 (Career Exploration and Self-Development)
DGME 100 Media in Society - Area E5b (Social Science)
DGME 101 Writing Across the Media - Area E5d (Career Exploration and Self-Development)
DGME 102 Media Law & Ethics - Area E5c (Communication & Analytical Thinking)

Motion was MSCU to deny the following A.A./A.S. Degree General Education Requirements:

DGME 100 Media in Society - Area Ec (Communication & Analytical Thinking), Area E5d (Career Exploration and Self-Development)
DGME 101 Writing Across the Media - Area Ec (Communication & Analytical Thinking)
DGME 102 Media Law & Ethics - Area E5d (Career Exploration and Self-Development)

Motion was MSCU to accept the following Information Only Items:

Memo for Additions to Associate Degree GE

Creative Arts/Social Science

Memo to un-bank HUM 675

Business/Technology Certificate and Degree Update

Changes to AA degree in Interdisciplinary Studies to include DGME

Math/Science

Change to course number only for BIOL/PHYS 116, 117, 118 to 126, 127, 128

Math/Science – Banking

HSCI 101

BIOL 140

PE/Dance/Athletics – Banking

FITN 205

Open Agenda

Update on Distance Education Committee

The Distance Education Committee is working on defining SLOs relevant to the mode of instruction (e.g. web-based, telecourse).

Update on Curriculum Management Taskforce

As part of the taskforce, Laura, Stacey and Ada reviewed three demonstrations on curriculum software. Curricunet was the stand out software program; however, it is very expensive. Also, there is some disagreement between the campuses; Canada is not interested in any program at this time, Skyline is on the fence while CSM is in favor of Curricunet.

Update on PIV

In March, the Budget Planning Committee will provide a list of programs up for review. At that time, COI Members will be asked to serve as chairs for the PIV committees.

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

COMMITTEE ON INSTRUCTION

MINUTES

April 16, 2009

Members Present

Chair	Laura Demsetz
Business/Technology	Patty Appel, Patricia Brannock
Language Arts Division	Daniel Keller
Library	Teresa Morris
Math/Science Division	Ken Brown, Matt Leddy
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff

Sheldon Carroll, Ada Delaplaine, Susan Estes

Members Absent or Excused

ASCSM	Sonali Desai
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza
Physical Education Division	Shana Young

Absent or Excused Staff	Arlene Fajardo
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Other Attendees

Colleen Kirby-Banas, Stacey Grasso, Nancy Paolini, Michelle Schneider

Chair, Laura Demsetz called the meeting to order at 2:20 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with minor modifications to the order of courses being reviewed.

Motion was MSCU to approve the Minutes of March 12, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Business/Technology

FIRE 748 (FT6) Firefighter Safety & Survival (3)*
(New course)

Creative Arts/Social Science

MUS 101 Musicianship I (3)*
(Six year update – change in prerequisite)

Approved pending addition of sample list of acceptable equivalent experiences for prerequisite

MUS 102 Musicianship II (3)*
(Six year update – change in corequisite)

HIST 202 United States History Part II (3)*
(Distance Education Supplementary Information – *second review*)

Language Arts

ESL 855 Reading for Non-Native Speakers I (3)*
(Course Revision – minor changes in description)

Math/Science

DENT 716 Dental Office Procedures (2.5)*
(Six year update – minor changes and addition of materials fee)
Approved pending removal of attendance from representative methods of evaluation

DENT 721 Dental Materials I (3)*
(Six year update – minor changes and addition of materials fee)

DENT 722 Dental Materials II (2)*
(Six year update – change in enrollment limitation)

DENT 731 Dental Science I (3)*
(Six year update - minor changes and addition of materials fee)

DENT 732 Dental Science II (3)*
(Six year update - minor changes and addition of materials fee)

DENT 735 Communication in Allied Health Professions (1)*
(Six year update – minor changes in description)

DENT 740 Chairside Assisting I (3)*
(Six year update – minor changes and addition of material fee)

DENT 742 Chairside Assisting II (3)*
(Six year update – minor changes)

DENT 743 Coronal Polish (.5)*
(Six year update – minor changes and addition of material fee)
Approved pending addition of parenthesis to catalog description

DENT 749 Preclinical Dental Science Lab (.5)*
(Six year update – minor changes and addition of material fee)

DENT 751 Dental Clinic (1.5)*
(Six year update – minor changes in description)

DENT 763 Dental Radiology (2)*
(Six year update – minor changes in description)

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

Business/Technology

FIRE 680MA (FT6) Firefighter Safety & Survival

Motion was MSCU to accept the following Information Only Items:

Business/Technology

Update to Fire Technology Major Requirements

Correcting Fire Sprinkler Technology major title to Sprinkler Fitter

ELEL 701-710– **Banking**

Creative Arts/Social Science

New degree – Associate in Arts: Human Services/Social Work

Accepted with one abstention

Math/Science

Updates to Nursing Major and removal of Nursing CA and Perioperative CA

Open Agenda

Information competency sub-committee report

The sub-committee recommends that CSM adopt an information competency requirement, and that students be able to satisfy the requirement through a passing score on an Information Competency pre-test, completion of a stand-alone library course, or completion of an integrated subject course. Stacey Grasso went over the pros and cons for each model. For detailed information, the Information Competency report is attached. Additionally, for those who wish to teach an integrated course, sample SLO's are listed on the attached Requirements for an information Competency Integrated Course document. The COI Committee Members were asked to take the sub-committee's recommendation back to their divisions for discussion and to be prepared to take action at the May meeting. The goal is to have the integrated courses and any revisions to the stand alone library courses completed and ready to be implemented by Fall 2010.

AA/AS degree requirements for schedule and catalog

The revised version of competency requirements page was shown to the committee. It includes the changes to the Math and English competencies and a note to not double count general education requirements. A suggestion was made to move the note from Area 2 to Area 5. The competency page was accepted with the note positioning change.

Advanced placement exam credit

The Advanced Placement Matrix was reviewed. It shows the courses that students will automatically receive credit for based on AP test scores. The matrix includes courses where discipline faculty from two of our three campuses were in agreement. A vote was taken and the AP Matrix was accepted with one abstention.

Reminders for May meeting

- Information competency requirement will be an action item; please get feedback from your division.
- If appropriate, remind your division to consider courses that would meet the new competency requirements in math and English.
- Formation of GE handbook review/revision subcommittee.
- Possible action item on number of 690 units applicable to degree.
- Update on curriculum management system and discussion of forms/format for next year.
- Possible action item on Calculus AP credit.
- Possible formation of PIV committees for next cycle.
- Election of committee chair for 09-10.

Motion was MSCU to adjourn the meeting at 4:27 p.m.

COMMITTEE ON INSTRUCTION

Minutes
May 8, 2008

Members Present

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

Non Voting Administrators Faculty/Staff

Susan Estes, Kathleen Ross,
Jane McAteer, Eileen O'Brien, Susan Hantz,
Sheldon Carroll, Arlene Fajardo, Michelle Schneider,
Gloria Bianchi

Members Absent or Excused

Business/Technology	Patricia Brannock
Language Arts	Daniel Keller, James Carranza
ASCSM	Richael Young, 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 withdrawal of banking LIT 220/820, Item VI, and also adding the Administration of Justice proposed changes in the English requirement to degree and certificate and banking elective ADMJ 125. No change in units.

Motion was moved, seconded and carried unanimously (MSCU) to approve the minutes of March 13, 2008 with the correction of Call to Order from 2:20am to 2:20pm.

Motion was moved and seconded (MSC) with one abstention, Leighton Armitage to approve the minutes of April 10, 2008.

Motion was MSCU to accept the following Permanent Courses:

Career & Life Planning

CRER	120	College and Career Success (3) (Course Revision - Adding Distance Education)
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Attachment B – need Division Dean Signature.

Motion was MSCU to approve the following Permanent Courses:

Physical Education

DANC	153	Intermediate Social Dance (.5 or 1) –New Correction of repeatability – to be taken twice for a maximum of 2 units. Removal of one hour by arrangement.
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FITN	237	Total Core Training (.5 or 1) – New Removal of one hour by arrangement. Correct to 24 to 48 lab hours per term.
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Permanent Courses (Con't)

FITN 312 Spinning® Heart Rate (.5 or 1) – New
Removal of one hour by arrangement. Correct to 24 to 48 lab hours per term.

Business/Technology

ADMJ 780 Regular Basic Course Module III (9.5) (10.) – New

FIRE 793 Firefight I Academy (12) – New

**ELEC 144 Solar Energy Fundamentals – (4) – New
(Stand Alone)**

Correct homework hours from 96 to 64 hour, add degree applicable, removal l(uncheck) certificate program and clarification of prerequisite.

Motion was MSCU to accept the following Permanent Courses:

Math/Science

ARCH 100 Survey of Contemporary Modern Architecture (3)
(Six year update – Adding SLO's, Removal of "one hour by arrangement," change in Catalog and Schedule description, Title change to Survey of Modern Architecture.)

ARCH 666 Introduction to Architecture (1)
(Six year update – Adding SLO's, removal of "one hour by arrangement," change in Catalog and Schedule description.)

BIOL 102 Environmental Conservation (3)
(Six year update – Adding SLO's, Recommended Preparation and Adding Distance Education.

Correct - Adding Homework 80 hours and By Arrangement 16 hours.

ENGR 240 Engineering Dynamics (3)
(Six year update – Adding SLO's, removal of MATH 253 from Prerequisite, change in Catalog and Schedule description.)

NURS 215 Nursing Skills Lab 1 (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 221 Pediatric Nursing (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 222 Maternity Nursing (4.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

NURS 225 Nursing Skills Lab II (.5)
(Six year update – Adding SLO's, change in Catalog and Schedule description)

Permanent Courses (Con't)

NURS	232	Medical/Surgical Nursing (5) <i>(Six year update – Adding SLO's, change in Catalog and Schedule description)</i>
NURS	241	Advanced Medical Surgical Nursing I (5) <i>(Six year update – Adding SLO's)</i>
NURS	242	Leadership/Management in Nursing (5) <i>(Six year update – Adding SLO's)</i>
NURS	245	Nursing Skills Lab IV (.5) <i>(Six year update – Adding SLO's)</i>
NURS	610	Basic Medication Dosage Calculations for Nurses (1) <i>(Six year update – Adding SLO's, change in Catalog and Schedule description)</i>

Motion was MSCU to approve the following Permanent Courses:

**NURS 615 Pharmacology for Nurses: Practical Application (1)
New**

Add homework hours, correct FLC's.

**NURS 630 Introduction to Medical Terminology (3) – New
Plus Distance Learning**

Correct to degree applicable, add homework hours and correct spelling- suffixes, prefixes.

Motion was MSCU to accept the following Permanent Courses:

**NURS 666 Career Exploration in Nursing (1)
*(Six year update – Adding SLO's, Title change from Careers in Nursing to Career Exploration in Nursing, change in Catalog and Schedule description)***

**NURS 800 Success Strategies: Preparing for an RN Program (1)
*(Six year update – Adding SLO's)***

**NURS 845 Review for Registered Nurse Exam (.5)
*(Six year update – Adding SLO's, change in Catalog and Schedule description)***

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

**NURS 680MA Introduction to Medical Terminology (3)
Plus Distance Education**

Correct to degree applicable, add homework hours and correct spelling – prefixes, suffixes.

**ADMJ 880 Regular Basic Course Module III ~~(9.5)~~ (10.)
FIRE 880 Firefighter I Academy (12)**

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

Administration of Justice – Removal of ADMJ 125 (banked); addition of the English requirement required for an Associate Degree.

Motion was MSCU to accept the following Information Only Item:

Physical Education - Banking

FITN 127, 135, 136; TEAM 179

P.E. 113, 114, 119, 125, 810

Math/Science - Banking

CHEM 100, CHEM 101

Language Arts- Banking

ESL 866, ESL 867

GERM 810

LIT. 111, ~~220/820~~, 256-9/856-9; 260/860; 261-3/861-3; 265/865; 271/871

LIT. 272/872, 273/873, 276/876, 278/878

Business/Technology - Banking

ADMJ 125

COSM 752,753, 760

Open Agenda

COI Technical Subcommittee - Action

A proposal for the formation of a Technical Committee was presented. The charge of this committee would be to provide an additional proof reading of course materials prior to their inclusion on the COI agenda. The committee would comprised of VPI, VPI office staff member, Dean of Articulation and Research, Dean of Counseling, Admissions and Records staff member, COI chair and one COI committee member.

The formation of the Technical Review Committee was MSCU.

State Applications for Certificate of Achievement - Action

Susan requested that the COI give advance permission to Divisions and Programs wanting to convert existing Certificates of Specialization (that fits the 12 – 17.5 unit requirement) into a Certificate of Achievement.

The request was approved by the committee.

Competency Level Updates - Discussion

As of Fall 2009, the courses required to meet both Math and English competency for the Associate degree will change. A major goal for the COI next fall will be to finalize requirements for equivalent courses in both areas and determine the degree applicability of courses which are one level below competency.

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

COMMITTEE ON INSTRUCTION

MINUTES
May 14, 2009

Members Present

Chair	Laura Demsetz
Business/Technology	Patty Appel, Patricia Brannock
Creative Art/Social Science Division	Mike Galisatus
Language Arts Division	James Carranza
Library	Teresa Morris
Math/Science Division	Ken Brown, Matt Leddy
Student Services	Martin Bednarek, Aisha Upshaw

Non Voting Administrators/Staff

Sheldon Carroll, Ada Delaplaine, Susan Estes
Arlene Fajardo

Members Absent or Excused

ASCSM	Sonali Desai
Language Arts Division	Daniel Keller
Physical Education Division	Shana Young

Other Attendees

Stacey Grasso, Michelle Schneider, Martha
Tilmann, Jane McAteer

Chair, Laura Demsetz called the meeting to order at 2:20 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of open agenda item #8.

Motion was MSCU to approve the Minutes of April 16, 2009.

Motion was MSCU to approve/accept the following Permanent Courses:

Language Arts

ESL	869	ESL for the Workplace I (3)* (New course)
ESL	870	ESL for the Workplace II (3)* (New course number for existing course)
LIT.	105/ 809	The Bible as Literature (3)* (six year course update – minor changes)

Approved pending wording change to the Representative Instructional Methods of LIT. 105 from "students may watch ... DVDs..." to "students may make use of supplemental resources under the guidance of Writing Center faculty"

Math/Science

NURS 809 Nursing Open Skills Laboratory Practicum (.5-3)*
(New course)

Approved pending catalog description change, to state "This course is designed specifically for CSM nursing students meeting the above criteria who had to exit the program and require remediation."

NURS 815 Transition from 1st Year to 2nd Year: Medical Surgical Nursing (.5- 1)*
(Course revision – minor changes)

Pending addition of 16-48 homework hours

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

Language Arts

ESL 880MB ESL for the Workplace I*

ITAL 880MA Conversational Italian III

Accepted pending finalization of course hours/units

Math/Science

NURS 880 MB Nursing Open Skills Laboratory Practicum (.5-3)*

Motion was MSCU to accept the following Information Only Items:

Business/Technology

FIRE 783 - Banking

Creative Arts/Social Science

Update to Music AA Degree (only accepted deletion of Mus 301 from degree listing under "3 units from the following courses" since it is already listed below as "required" the rest of memo was not accepted)

MUS 240 - Banking

Language Arts

SPAN 805, 806 – Banking

Motion was MSCU to accept the following Information Only Items:

Open Agenda

Information Competency – Action

Further discussion ensued regarding information competency. The Committee was asked to take a vote on the recommendations of the Information Competency Subcommittee's report. Laura reminded members that the changes would go into effect Fall 2010. The vote was taken and the motion was passed, with one opposed, to accept the recommendation of the information competency requirement for students receiving an AA Degree and that the requirement be satisfied as listed in the report. The results of the subcommittee along with the COI's approval will be forwarded to the Academic Senate in the fall.

AP Exam Information Chart – Action

The committee was asked to review the information chart. Column 2 shows the new policy for CSM, credit students would receive based on their AP test scores. The AP Exam Information Chart was based on the approved District-wide AP Matrix. However, there were additional subject areas on the Information Chart that were not listed in the Matrix.

They are as follows:

Biology
History, World
Human Geography
Chinese
Italian
Japanese
Latin
Math, Calculus
Physics

The Committee decided to take a vote on accepting the AP Exam Information Chart with the stipulation that the subject areas (listed above) that were not previously approved on the AP Matrix, be recognized as "Pending." Once faculty have the opportunity to discuss those subject areas and come to a consensus those subject areas will be finalized. The vote was taken and the AP Exam Information Chart was accepted with one opposed.

Applicability of 690 units to Associate Degree – Action

CSM's current policy on 690 courses is that they range from 1-2 units, and have an allowable maximum credit of 3 units per term, with a 6 unit total for all subject areas combined. The proposed change, to be consistent across the District, is for 690 courses to range from 1-3 units, with a maximum credit of 12 units total in all subject areas combined. The Committee voted and the motion was passed unanimously.

Revisions to Associate Degree – Information

A memo was submitted by the Counseling Department requesting COI to review CSM's Associate Degree General Education Pattern and Requirements in light of Title 5 minimum requirements. The committee was instructed to further review the information during the summer and in fall the decision will be made to study the requirements as a full committee or as a sub-committee.

Review of GE Handbook – Information

Review next fall.

Curriculum Management Taskforce – Update

The Committee was briefed on the recommendation of the Curriculum Management Taskforce. There is enthusiasm across the District about CurricUNET, and the Vice-Chancellor is looking to acquire the funding. However, given our current budget situation, the funding is still pending.

Election of COI Chair for next year – Action

Laura Demsetz was nominated and unanimously approved as COI Chair.

Discuss room and projection

The Committee was asked to think about their preferences for the type of room and projection the Committee would like for next year's COI meetings.

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