

College of San Mateo

Committee on Instruction

November 16, 2017 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	David Laderman
Math/Science Division	Chris Smith
Student Services	Martin Bednarek, Mary Valenti

Absent/Excused

Language Arts Division	Fermin Irigoyen
Library	Matthew Montgomery
Math/Science Division	Christopher Walker
ASCSM	Gabriela Topete Eng Goon

Non-Voting Members

Sandra Stefani Comerford, Ada Delaplaine,
Marsha Ramezane, Alma Gomez

Excused Non-Voting Members

Niruba Srinivasan

Other Attendees

Laura Demsetz, Heidi Diamond, Bruce
Maule, Michelle Schneider, Michelle
Mullane, Angela Stocker, Lee Miller

Chair, Teresa Morris called the meeting to order at 2:21 p.m.

Motion was MSCU to approve the revised November 16, 2017 agenda. Two courses were moved from consent to substantive agenda.

Action Items

Motion was MSCU to approve the revised Consent Agenda.

- Approval of October 26, 2017 Minutes

- **Course Modifications**
 - ACTG 164 Governmental & Nonprofit Accounting (3)
(DE update; changes in description and SLOs)
 - ACTG 169 Accounting Ethics (3)
(DE update; changes in description, SLOs, and content)
 - CIS 364 From Data Warehousing to Big Data (4)
(DE update; changes in content and texts)
 - DGME 215 History of Graphic Design (3)
(Changes in description, SLOs, content, and text)
 - HIST 310 California History (3)
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

- **Course Deactivations**
 - SOSC 313 Alcohol and Other Drug Treatment for Incarcerated Populations
 - MUS. 455 Jazz Ensemble

- **Program Modification**
 - Fine Arts: General Studio Art – AA Degree (Changes in courses: addition of elective courses; removal of banked courses)

- **Program Deactivations**
 - CPA Exam Preparation: Business Environment and Regulation – Certificate of Specialization
 - CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Specialization

Substantive Agenda

Courses listed on the substantive agenda have been reviewed for listed changes. Though courses on the substantive agenda may have changes in prerequisites and/or recommended preparation, the full committee is expected to review prerequisites and recommended preparations statements for all proposals to ensure compliance with Title V regulations.

- **New Courses**
 - ACTG 108 Financial Statement Analysis Survey (1) – **approved, with change in DE language; discipline assignment: Accounting**
(DE supplement)
 - ACTG 118 Personal Investing (3) - **approved, with change in DE language; discipline assignment: Accounting**
(DE supplement)
 - CIS 129 Frameworks/Server-Side JavaScript (3) – **approved with changes; discipline assignment: Computer Science**
(DE supplement)

- Changes in: course justification (removal of “superficially”); instructional methods (changed last sentence to end “solve programming problems”); change in DE language on 508 compliance*
- FIRE 797 Emergency Medical Technician (11) – **approved; discipline assignment: *Emergency Medical Technology***
There was a discussion on course repeatability that might need to be revisited when the course returns for review. COI can take a memo if repeatability is proposed for AY 2018/2019. A question was raised on whether FIRE 797 will be replacing FIRE 796. Michelle explained that there are differences between FIRE 796 and 797 (including a difference in units and content). An issue may arise if students who did not take or did not pass the National Registry Exam after 4 years will need a refresher course. There are recency considerations. There might be Title 22 issues. Michelle will do some research.
- PSYC 106 Psychology of Prejudice and Discrimination (3) – **approved, with GE; discipline assignment: *Psychology***
 (DE supplement; proposed for GE area: E5b Social Science)
- PSYC 230 Introduction to Cross-Cultural Psychology (3) – **approved, with GE; discipline assignment: *Psychology***
 (DE supplement; proposed for GE area: E5b Social Science)
- PSYC 330 Sports Psychology (3) – **approved, with GE; discipline assignment: *Psychology***
 (DE supplement; proposed for GE areas: E5b Social Science, and E5d Career Exploration and Self-Development)
This course has the same course title as KINE 104, but it is more geared towards Psychology majors. There have been discussions with the Kinesiology department. There was a suggestion to make notations on the syllabus or online when students register to clarify that PSYC 330 is not the same as KINE 104.
- SOSC 333 Laws and Ethics in Addiction Studies (3) – **approved with GE; discipline assignment: *Addiction and Paraprofessional Training***
 (Proposed for GE area: E5d Career Exploration and Self-Development)

- **Course Modifications**

- ART 350 Visual Perception (3) – **returned to course author for review of course description**
 (Addition of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)
There were recommended changes to the course description. The course can return as a consent item at the next COI meeting, after the course description review.
- ART 381 Beginning Digital Photography (3) – **approved, with a change in the description**

(Changes in recommended preparation, content, methods of instruction, assignments, evaluation, and text)

There is a word change: from “seeing” to “visual awareness”.

HIST 202 United States History II (3) - **approved**
(DE update; changes in description, SLOs, objectives, content, assignments, and texts)

This course was modified to meet American History and Institutions requirements for articulation.

PLSC 310 California State and Local Government (3) - **approved**
(New DE supplement; changes in SLOs, methods of instruction, assignments, evaluation, and texts)

SOSC 325 Co-Occurring Disorders II: Management and Treatment (3) – **approved with the addition of justification for recommended preparation**
(Changes in assignments and texts)

- **New Programs**

- CPA Exam Prep: Business Environment and Concepts (BEC) – Certificate of Specialization - **approved**
- CPA Exam Prep: Financial Accounting and Reporting (FAR) – Certificate of Specialization – **approved**
- CPA Exam Prep: Auditing and Attestation (AUD) – Certificate of Specialization - **approved**
- CPA Exam Prep: Regulation (REG) – Certificate of Specialization - **approved**
- Accounting Essentials for Business Professionals – Certificate of Specialization - **approved**
- Personal Financial Planning – Certificate of Specialization – **approved with a minor change in the description**

Meeting adjourned at 4:06 p.m.