

# College of San Mateo

Committee on Instruction  
February 11, 2016 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Judith Hunt
Kinesiology Division	Shana Young
Library	Jiaolan Renee Bu
Language Arts Division	Anne Stafford
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek, Mary Valenti
ASCSM	James Roe

### Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Language Arts Division	Amy Sobel
Math/Science Division	Chris Smith

### Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Niruba Srinivasan

### Other Attendees

Laura Demsetz, Charlene Frontiera, Vincent Li, Aaron Schaefer

Chair, Teresa Morris called the meeting to order at 2:23 p.m.

***Motion was MSCU to approve the February 11, 2016 agenda.***

### Action Items

#### **Motion was MSCU to approve the Consent Agenda**

- **Approval of January 28, 2016 Minutes**
- **Course Modifications**
  - DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design (3)  
(Changes in content, methods of instruction, evaluation)

- **Course Deactivations**

- DGME 240 Digital Publishing (4)
- DGME 256 Portfolio for Graphic Design (2)

- **Program Modifications**

- Computer Science Applications and Development - AS Degree
- Computer Science Applications and Development - Certificate of Achievement
- Database Programming - Certificate of Specialization
- Fine Arts: General Studio Art - AA Degree
- Internet Programming - Certificate of Specialization
- Web and Mobile Application Development - AS Degree
- Web and Mobile Application Development - Certificate of Achievement
- Web/Mobile App Development - 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 665MU Foreign Tax Credit (.5) - **approved**
- ACTG 665MV Foreign Account & Asset Tax Reporting (.5) - **approved**
- CIS 145 Introduction to DevOps (3) - **approved**
- CRER 155 Leadership Study (2) – **approved with GE Area E5d**  
 (\$25 materials fee; Proposed for CSM GE Area: E5d - Career and Exploration)  
*Approved with change to department to CRER and new course number also, replace MBTI Myers Briggs Type Indicator with personality inventory (related to leadership – MBTI preferred) therefore does not limit faculty without MBTI certification from teaching. And replace Review of MBTI to Review of personality inventory under the content area. Revise SLO B by removing “their”. Discipline designated under counseling. Change in course designation from LACI 100 to CRER 155.*
- MATH 880MA CSM Math (2) – **approved with one abstention from Judith Hunt**  
 This is an experimental non-degree applicable course requested by Community Education as part of Bay Area Pathways Academy (formerly known as College for Kids). It is aimed towards 6th to 9th graders and could be a bridge between 8th and 9th grade math. Students can get college credit but the course can’t be applied towards an AA/AS. MATH 880 is similar to MATH 811 but will use a project-based approach, more hands on. There are no plans to offer this course in the regular schedule.

Community/Corporate Ed will decide on who gets accepted into the class based on criteria. There will be a cap.

There was a discussion on the class grading. The grade will show up in the transcript and is counted in the GPA. There could also be FERPA issues. The committee recommended and approved a change in the grading method to Pass/No Pass or letter grade option. Other changes were requested: revise description to start with "The class will focus on concepts in basic algebra and geometry, in order to help students be fully prepared to enter 9th grade Algebra or Geometry.", and add a hyphen to "in class" in the writing assignments.

- **Course Modifications**

- CIS 140 R Programming for Big Data (4)  
(Request to remove the recommended preparation of MATH 190 or MATH 120 - **approved**)
- DRAF 122 Computer-Aided Drafting II (3) - **postponed**  
(Change in hours)
- ETHN 106 Oceania & the Arts (3) - **postponed**  
(Addition of recommended preparation, proposed for CSM GE Requirements: E5b Social Science and E5c Humanities)

### **Open Agenda**

Local and District Academic Senate have discussed the policy regarding regular effective contact aspect of distance education. The chair asked for feedback regarding creating a checklist for faculty completing DE supplements and possibly having the same checklist for committee members to review.

The committee discussed how to apply the procedure.

Retroactivity was discussed and it was decided that the policy would take effect on courses going forward, and not retroactively.

The Chair advised that the committee review Administrative Procedure 6.27.2: SMCCD Distance Education Course Design Rubric Standard (Hybrid & Online).

**Meeting adjourned at 4:05 p.m.**