

College of San Mateo

Curriculum Committee

December 6, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Melissa Green, Lale Yurtseven
Creative Arts/Social Science Division	Judith Hunt, Jeremy Ball
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen III
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
ASCSM	Ashley Perrilliat

Absent/Excused

Language Arts Division	David Laderman
Student Services	Mary Valenti

Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused Non-Voting Member

Lola Paz

Other Attendees

Sue An, Michelle Brown, Laura Demsetz, Vincent Li, Michelle Mullane, Michelle Schneider, Janice Willis, Alex Wong

Chair, Teresa Morris called the meeting to order at 2:19 p.m.

The Chair thanked Sandra Stefani Comerford, Vice President of Instruction, for her service to the Curriculum Committee. This could be Sandra's last Curriculum Committee meeting as VPI although she is very welcome to continue attending the meetings.

Motion was MSCU to approve the December 6, 2018 agenda.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of November 8, 2018 Minutes**

- **Course Modifications**

- BUS. 100 Introduction to Business (3)
(DE update; changes in description, SLOs, methods of instruction, and text)
- CIS 379 Introduction to XML and JSON (3)
(DE update; changes in title, description, SLOs, objectives, content, assignments, evaluation, and texts)
- ESL 400 Composition for Multilingual Students (5)
(Changes in title and description)
- ESL 810 Phonics for Multilingual Students (3)
(Change in title)
- ESL 826 Writing for Multilingual Students II (5)
(Changes in title and description)
- ESL 827 Writing for Multilingual Students III (5)
(Changes in title, SLOs, and assignments)
- ESL 828 Writing for Multilingual Students IV (5)
(Changes in title, objectives, content, assignments, evaluation, and texts)
- ESL 856 Reading for Multilingual Students II (3)
(Change in title)
- ESL 857 Reading for Multilingual Students III (3)
(Changes in title and description)
- ESL 897 Intermediate Vocabulary for Multilingual Students (.5-1)
(Changes in title, description, and content)
- ESL 898 Comprehensive Grammar Review for Multilingual Students (3)
(Changes in title and description)
- PLSC 215 Contemporary Issues in American Politics (3)
(DE update; change in texts)
- TEAM 118 Advanced Basketball (.5-3)
(Changes in title, description, SLOs, objectives, content, assignments, evaluation, and texts)
- TEAM 119 Tournament Basketball (.5-1)
(Changes in title, SLOs, and assignments)

- **Course Deactivations**

- BUSW 114 Windows Fundamentals I
- BUSW 115 Windows Fundamentals II
- BUSW 214 Word Processing I Using Word for Windows
- BUSW 215 Word Processing II Using Word for Windows
- BUSW 383 Business Presentations I Using PowerPoint for Windows
- BUSW 384 Business Presentations II Using PowerPoint for Windows
- BUSW 415 Spreadsheet I Using Excel for Windows
- BUSW 416 Spreadsheet II Using Excel for Windows
- BUSW 450 Microsoft Project Fundamentals I

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 5 regulations.

- **New Courses**

ACTG 665MX Tackling K-1s and Common Tax Deductions/Credits (.5) – **approved with changes in SLO #2; discipline assignment: Accounting**

Students requested this continuing education course for tax practitioners. The content is usually not covered in basic courses. The Chair pointed out that the CEU hours are different for different categories, e.g., enrolled agents, CPAs; the hours are determined by governing bodies.

BUSW 216 Word Processing (3) – **approved; discipline assignment: Business Machine Technology**

(DE supplement)

BUSW 418 Spreadsheets (3) – **approved; discipline assignment: Business Machine Technology**

BUSW 420 Cloud Applications for Business (3) – **approved with GE and the correction of typos; discipline assignment: Business Machine Technology**

(DE supplement; proposed for GE area E5d: Career Exploration and Self-Development)

BUSW courses have E5d designations.

BUSW 452 Microsoft Project Fundamentals (3) – **approved; discipline assignment: Business Machine Technology**

(DE supplement)

DGME 133 Radio Production Lab II (2) – **approved; discipline assignment: Broadcasting Technology**

This is a continuation of radio labs for K-DOG; a student radio station. Students create programs.

MATH 825 Just-In-Time Support for Path to Calculus (2) – **approved; discipline assignment: Mathematics**

MATH 830 Just-In-Time Support for Analytical Trigonometry (1) - **approved; discipline assignment: Mathematics**

MATH 841 Just-In-Time Support for Applied Calculus I (1) - **approved; discipline assignment: Mathematics**

The three new Math courses are additional support courses so we can comply with AB 705. The deadline for full implementation is Fall 2019. There has been good communication across the district. The Just-In-Time courses provide support to remediate the content in prerequisites taken out of some Math courses.

Two of the Just-in-Time courses that were approved the previous school year were taught this Fall. The Chair asked if we could get some data in spring. Chris Walker replied that some data might be available, but it might not be meaningful data. We can get better data in about two years, maybe in Spring 2020. The Chair suggested starting with data on the persistency of enrollment in Math classes, e.g. do students enroll in sequential Math classes in fall and the following spring? We would like to know the impact on students, e.g. how is AB 705 impacting their other activities and classes? There are also implications on students' eligibility for financial aid. We might be able to get information from PRIE. Judith Hunt asked if there are national standards on student success or performance to follow, e.g. pre- and post-test. Chris Walker replied that there are none. We followed the pattern of Miramar College in San Diego, with some modifications; they have been doing this for three years. Chris can share some of their data.

PHYS 130 Introduction to Drone-based Science and Engineering (3) – **tabled, need more information per AB 705**

(Proposed for GE areas: E2c Communication and Analytical Thinking and E5a Natural Science)

There was a discussion on the Math 120/MATH 190 prerequisite. Students need to have some Math background in order to succeed in this class, but we have to consider the impact of AB 705. There is concern that with AB 705, students might not be taking or have taken MATH 120 or 190 or have the appropriate score on the placement test (because of Multiple Measures). MATH 120 and 190 are below transfer level and we cannot require students to take non-transfer level Math courses. Also, these 2 prerequisites have 5 and 6 units respectively and requiring either could place a burden on students to make them eligible to take the 3 unit PHYS 130 course. Alex Wong explained that the intent for the prerequisite is to have the same Math requirement as other science classes, e.g. ASTR 100 or PHYS 100. Students will be doing data analysis and the class will not cover the basic Math involved in this.

There were suggestions on the appropriate Math preparation for this class:

- Instead of a prerequisite, use a recommended preparation of eligibility for transfer level Math courses. How do we measure students' level of knowledge? Counselors and Math faculty will need to determine students' Math competency. Under AB 705, aren't students able to enroll in whatever Math class they want? By default, does this mean that students will be eligible to take PHYS 130?
- Instead of having prerequisites or recommended preparation, could we add language that the course is intended for students who have certain Math backgrounds and skills? The downside is that this language still needs to be translated into what content is covered in certain math

courses that would determine if the student has the necessary knowledge and is eligible to enroll in the class.

This class will be cross listed with ENGR 130 which is basically the same course. Alex Wong will get more information on how to craft MATH prerequisites or recommended preparation to comply with AB 705. The Math and Science division has a meeting on 12/7/18 and the first item on the agenda is a discussion on AB 705. Chris will record the meeting and provide notes to the Chair.

We should keep in mind that students mostly just see the basic course information in the catalog that has a description, units, prerequisites, and recommended preparation. They don't see the course outlines with detailed information on what the course covers or entails, so when they register for a class, they may not know what is expected of them to succeed in class.

The committee will continue the discussion on the Math prerequisite or recommended preparation at the next meeting.

- **Course Modifications**

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| CIS | 133 | NoSQL Databases (3) – approved, with the removal of the CIS 132 prerequisite/corequisite and making it recommended preparation
(DE update; addition of prerequisite/corequisite; changes in recommended preparation, evaluation, and texts)
<i>The instructor added prerequisites/corequisites because some students come to class without the needed background in databases and he ended up having to teach some of the material covered in CIS 132. The Chair inquired if there is any data to support adding the prerequisite. This change could have an impact on course enrollment. If enrollment drops because of the addition of the prerequisite, this would not be a reason to make a course revision to remove the prerequisite. The course will return in two years and by then, we would have data on the effect of having CIS 132 as recommended preparation.</i> |
| CIS | 363 | Enterprise Database Management with MySQL (4) - approved, with the removal of the CIS 132 prerequisite/corequisite and making it recommended preparation
(DE update; addition of prerequisite/corequisite; changes in recommended preparation, methods of instruction, and texts) |
| CIS | 364 | From Datawarehousing to Big Data (4) - approved, with the removal of the CIS 132 prerequisite/corequisite and making it recommended preparation
(DE update; addition of prerequisite/corequisite; removal of recommended preparation; change in texts) |
| CRER | 126 | Career Choices I: Career Assessment & Exploration (1) – approved, with a change in title to Career I: Career Assessment & Exploration |

- (New DE supplement; addition of recommended preparation; changes in title, units, hours, description, SLOs, objectives, content, assignments, evaluation, and texts)
- DGME 119 Radio Production Lab (3) - **approved**
 (Removal of prerequisite; changes in recommended preparation, description, and text)
There was a comment on the recommended preparation of ENGL 838 or ENGL 848 or ESL 400. We will not address this comment for now, and will wait until we know more about how AB 705 will affect English and ESL courses.
- ESL 858 Reading for Multilingual Students IV (3) - **approved**
 (Changes in title, recommended preparation, and content)
The titles of ESL courses were changed to replace "Non-Native Speakers" with "Multilingual Students".
- ESL 895 Reading Improvement for Multilingual Students (.5) - **approved**
 (Changes in title, units, hours, description, content, methods of instruction, assignments, evaluation, and texts)
- PSYC 110 Courtship, Marriage and the Family (3) - **approved**
 (New DE supplement; change in texts)
- PSYC 200 Developmental Psychology (3) - **approved**
 (New DE supplement; removal of prerequisite; changes in recommended preparation, SLOs, and texts)
The removal of the prerequisite means that this course is now not in alignment with Canada. The Chair advised that the department consult Canada and ask if they are making any prerequisite changes to their course to see if we can be in alignment again. The non-alignment might cause confusion to students and counselors. Alignment doesn't matter as much for recommended preparation, but it's important for prerequisites.
- PSYC 300 Social Psychology (3) - **approved**
 (New DE supplement; changes in SLOs, methods of instruction, assignments, and texts)
- R.E. 141 Real Estate Appraisal: Basic (3) - **approved**
 (New DE supplement; addition of recommended preparation; changes in description, SLOs, content, methods of instruction, assignments, evaluation, and text)
- R.E. 200 Real Estate Economics (3) - **approved**
 (New DE supplement; addition of recommended preparation; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- R.E. 215 Commercial and Investment Property (3) - **approved**
 (New DE supplement; changes in recommended preparation, SLOs, content, methods of instruction, assignments, evaluation, and text)
- R.E. 220 Real Estate Property Management (3) - **approved**

(New DE supplement; addition of recommended preparation; changes in description, SLOs, methods of instruction, evaluation, and text)

Announcements:

- Thank you to Sandra for providing pizza.
- The Chair encouraged members to continue reviewing proposals for the meeting in January.
- The Chair thanked Jeremy Ball for his services to the Curriculum Committee this fall. We expect Nico van Dongen back in spring.
- The new Vice President of Instruction, Mike Holtzclaw, will be joining us in spring.
- The Chair might hold a few more information sessions.
- Program changes can be scheduled for the February meetings.
- Curriculum Institute will be held in July in Burlingame. Curriculum Committee members are encouraged to attend. This activity is supported by Professional Development.

Meeting adjourned at 3:59 pm.