

College of San Mateo

Curriculum Committee

October 25, 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, David Laderman
Student Services	Mary Valenti
ASCSM	Ashley Perrilliat

Absent/Excused

Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
Student Services	Martin Bednarek

Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Lola Paz, Alma Gomez

Absent/Excused Non-Voting Member

Sandra Comerford,

Other Attendees

Laura Demsestz

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

Motion was MSCU to approve the revised October 25, 2018 agenda. ART 200 and DGME 170 were moved from the Consent to the Substantive Agenda.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of September 27, 2018 Minutes**
- **Course Modifications**
 - BIOL 102 Environmental Science and Conservation (3)

		(DE update; changes in description, SLOs, objectives, methods of instruction, assignments, evaluation, and texts)
CIS	110	Introduction to Computer and Information Science (3) (DE update; changes in description, evaluation, and text)
CIS	111	Introduction to Web Programming (3) (DE update; changes in assignments and texts)
CIS	113	Ruby Programming (4) (DE update; changes in assignments and texts)
DGME	110	Photoshop Fundamentals (.5) (DE update; change in text)
DGME	111	Dreamweaver Fundamentals (.5) (DE update; changes in objectives and text)
DGME	211	Introduction to Graphic Design (3) (Changes in description, objectives, content, and texts)
DGME	215	History of Graphic Design (3) (Changes in SLOs and assignments)
ENGL	875	English Grammar (3) (Changes in assignments, evaluation, and texts)
FIRE	810	Firefighter Cadet I (3) (Changes in objectives, content, and methods of instruction)
FIRE	811	Firefighter Cadet II (3) (Changes in objectives, content, and methods of instruction)
FIRE	812	Firefighter Cadet III (3) (Changes in objectives, content, and methods of instruction)
MGMT	100	Introduction to Management (3) (DE update; changes in title, description, SLOs, objectives, content, assignments, evaluation, and text)
MUS.	292	Sound Creation: Sampling and Synthesis (3) (Changes in content, assignments, and texts)

- **Revision of Content per recommendation**

KINE	107	Women in Sports (3) (Change in content)
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- **Revision of Content per recommendation Discipline Assignments – by memo**

Memo from the Psychology Department to update discipline assignments for PSYC 110 (to include Sociology) and PSYC 330 (to include Kinesiology)

- **Program Modifications**

- Art History – Certificate of Achievement: Addition of DGME 103 as a selective course
- Art: Art History – AA Degree: Addition of DGME 103 as a selective course
- Fine Arts: General Studio Art – AA Degree: Addition of DGME 103 as an option in the core courses

- Studio Art – AA-T: Addition of DGME 103 as an option in the core courses
- Digital Media: Graphic Design – AA Degree: Addition of ART 301 as an option in the core courses

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 Course**

DENT 730 Occupational Safety and Infection Control in Dentistry (1.5) - **postponed**

- **Course Modifications**

ART 200 Portfolio Preparation (3) - **approved**

(Removal of GE Area E2c Communication and Analytical Thinking designation; changes in SLOs and texts)

This course is designed for students with experience in various Art fields, but there are no Art prerequisites or recommended preparation. There are many different ways in which experience can be gained; the disciplines and experiences that can apply are too many to list. The course has been offered already; instructors screen students.

ART 301 Two-Dimensional Design (3) – **approved with only GE Area E5d. GE E5c was not approved.**

(Changes in description and content; proposed for GE areas: E5c Humanities and E5d Career Exploration and Self-Development)

BUS. 100 Introduction to Business (3) – **postponed, pending description changes**

(DE update; changes in SLOs, methods of instruction, and text)

BUS. 115 Business Mathematics (3) – **approved, with revisions to the numbering of the lecture content**

(DE update; removal of prerequisite; addition of recommended preparation; changes in objectives, content, assignments, evaluation, and text)

There is a question on how AB 705 will affect courses like this.

BUS. 401 Business Communications (3) - **approved**

(DE update; removal of recommended preparation; addition of prerequisites; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

The addition of prerequisites brings this course in alignment with Cañada and Skyline. A brief discussion followed on the impact of adding prerequisites to courses. In the past, some courses required low prerequisites and had high enrollment with potentially lower success rates. With the addition of higher prerequisites, enrollment could be lower but success rates might be higher. Lale Yurtseven will collect information on the effect of adding prerequisites to this course. The information could be added to program review.

- DGME 170 Introduction to Digital Advertising (3) – ***approved with a revision of the description***
(DE update; changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)
- MGMT 215 Human Resources Management (3) - ***approved***
(New DE supplement; changes in title, description, SLOs, objectives, content, assignments, and text)
- MGMT 235 Supervisory Management (3) – ***approved, with the removal of old lecture content***
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- R.E. 105 Real Estate Investment (3) – ***approved, with a revision in the Methods of Instruction***
(New DE supplement; changes in title, description, SLOs, objectives, content, methods of instruction, and text)
- R.E. 110 Real Estate Practice (3) - ***approved, with a revision in the Methods of Instruction***
(New DE supplement; addition of recommended preparation; changes in description, SLOs, objectives, content, evaluation, and text)
- R.E. 121 Legal Aspects of Real Estate (3) - ***approved, with a revision in the Methods of Instruction***
(New DE supplement; addition of recommended preparation; changes in title, description, SLOs, content, and text)
- R.E. 131 Real Estate Finance (3) – ***approved, with the a revision in the Methods of Instruction and correction of typos***
(New DE supplement; addition of recommended preparation; changes in title, description, SLOs, objectives, content, and text)
A question was raised on whether it is clear if R.E. courses cover residential or commercial properties or both. The description for R.E. 131 has language on “private residences”; is there a course that covers a commercial version? It would help if this information is explicitly indicated in the title or program to make course coverage clear to students. Guided Pathways may have guidelines on how to write program descriptions.

- **New Program**

Marketing Specialist – Certificate of Achievement – ***postponed, pending changes in the career opportunities***

- **Action Item**

- Review of 2017-2018 goals and discussion of 2018-2019 goals – ***approved, with the addition of Goal #3***

Goal: Review and approve new and modified courses and programs (ongoing).

Benchmark: Number reviewed and outcome.

Goal: Review General Education pattern for possible revision.

Benchmark: Open forums concerning GE requirements, Curriculum and Academic Senate approvals for revisions to GE pattern.

Goal: Discussion of recommended preparation of English and Writing for transfer level courses.

We have to consider the impact of AB 705 on standardizing transfer level courses. Even if recommended preparations are standardized, individual departments and faculty will have different expectations from students. The Student Senate is also concerned about the changes that AB 705 is bringing.

- **Open Agenda**

- General Education review of 2017-2018 progress - *postponed*

Announcements:

The Committee has back to back meetings in November. There are many proposals in the queues. Proposals should be in the Deans' queue by November 8th. Proposals that meet this deadline are eligible to be included in the December meeting and included in the 2019-2010 catalog.

Meeting adjourned at 3:41 pm.