

College of San Mateo

Curriculum Committee

November 8, 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
Library	Matthew Montgomery
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Ashley Perrilliat

Absent/Excused

Math/Science Division	Christopher Smith, Christopher Walker
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Non-Voting Members

Sandra Comerford, Ada Delaplaine, Marsha Ramezane, Lola Paz, Alma Gomez

Other Attendees

Beth LaRochelle, Timothy Maxwell, Kristi Ridgway, Michelle Schneider, Janice Willis

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

Motion was MSCU to approve the November 8, 2018 agenda. There was a correction in the date of the minutes.

Action Items

Motion was MSCU to approve the revised Consent Agenda. *The Business Administration AS-T was moved from Consent to Substantive Agenda.*

- **Approval of October 25, 2018 Minutes**
- **Course Modifications**
 - CIS 114 JavaScript/Ajax Programming (4)
(DE update; changes in description, SLOs, objectives, content, assignments, evaluation, and texts)

CIS	117	Python Programming (4) (DE update; changes in assignments and texts)
CIS	121	UNIX/Linux (3) (DE update; changes in description, assignments, evaluation, and texts)
CIS	127	HTML5 and CSS (3) (DE update; changes in description, assignments, and texts)
CIS	132	Introduction to Databases (3) (DE update; changes in methods of instruction and texts)
CIS	135	Android Programming (4) (DE update; changes in description, content, assignments, and texts)
CIS	140	R Programming for Big Data (4) (DE update; changes in assignments and texts)
CIS	145	Introduction to DevOps (3) (DE update; changes in assignments and texts)
CIS	200	Capstone Project – CIS (2) (DE update; change in texts)
CIS	255	(CS1) Programming Methods: Java (4) (DE update; changes in methods of instruction, assignments, evaluation, and texts)
CIS	256	(CS2) Data Structures: Java (4) (DE update; changes in content, assignments, and texts)
CIS	278	(CS1) Programming Methods: C++ (4) (DE update; change in texts)
CIS	279	(CS2) Data Structures: C++ (4) (DE update; change in texts)
CIS	380	PHP Programming (3) (DE update; changes in assignments and texts)
FIRE	720	Fire Prevention (3) (Changes in objectives and text)
FIRE	730	Fire Behavior and Combustion (3) (Changes in objectives and texts)
FIRE	740	Building Construction for Fire Protection (3) (Change in objectives)
FIRE	745	Fire Protection Systems (3) (Changes in objectives and textbooks)
FIRE	748	Firefighter Safety & Survival (3) (Change in objectives)
FIRE	793	Firefighter I Academy (12) (Two-year update; no changes)
FIRE	797	Emergency Medical Technician: Basic (11) (2-year update – no changes)
MUS.	100	Fundamentals of Music (3) (DE update; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

- **Course Deactivations**

BUS. 315 Keyboarding I
BUS. 316 Keyboarding II
BUS. 317 Keyboarding Skill Building
BUSW 105 Introduction to Microcomputers
BUSW 530 Introduction to Internet Competency
CIS 125 Visual Basic I
FIRE 796 Emergency Medical Technician: Basic

- **Program Modifications**

- Art History – AA-T: Addition of DGME 103 as a selective course
- Fire Technology – AS Degree: Change in description; replacement of FIRE 796 with FIRE 797 as a selective course
- Fire Technology – Certificate of Achievement: Change in description; replacement of FIRE 796 with FIRE 797 as a selective course

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**

BUSW 117 Windows Fundamentals (3) – **approved, pending change in description; discipline assignment: Business Machine Technology**
(DE supplement)

There was a suggestion to tighten the course description. Janice Willis will send changes to the Chair.

The Business and Technology division is banking 1.5 unit sequential BUSW courses that ran for 8 weeks and replacing them with 3 unit courses that run the whole semester. Many students take the 2 sequence courses. The department will report back in two years on how the 3 unit classes perform.

BUSW 385 Business Presentations Using PowerPoint (3) – **approved; discipline assignment: Business Machine Technology**
(DE supplement)

DENT 730 Occupational Safety and Infection Control in Dentistry (1.5) – **approved, with a revision in the description; discipline assignment: Dental Assisting**

The topics covered in this course used to be taught as part of different Dental Assisting classes. The material is now consolidated and will be taught as a separate course.

- **Program Modification**

- Business Administration AS-T: Removal of BUS. 295 (being banked) and addition of BUS.

103 (new) – **postponed**. Mary Valenti asked if BUS. 103 is equivalent to BUS. 295 and if it will replace BUS. 295 on assist.org. Per Marsha Ramezane, Articulation Officer, Cañada’s BUS. 103 has the correct C-ID number. We submitted our BUS. 103 for the same C-ID. The statement “Any List A course not used above” that was deleted should be retained. Mary inquired about adding CIS 110 as an option under List B. In DegreeWorks, CIS 110 appears as a substitute for BUS. 295. Some CSUs accept either course. This program has not been updated since 2012 and there are some C-ID updates that might not be reflected here. Marsha will do some research on what other options we can consider and will report back. We can postpone decisions on this program proposal until we get feedback; there is no urgency to get this settled right away.

- **Course Modifications**

- CIS 254 Introduction to Object-Oriented Program Design (4) – **approved**
(DE update; changes in recommended preparation, description, SLOs, objectives, content, methods of instruction, assignments, and texts)
With the implementation of AB 705, questions may arise on Math recommended preparations. CIS 254, for example, added a recommended preparation of Eligibility for Math 120. Previously, this course’s recommended preparation was Math 110. The Chair suggested leaving this as is for now. Fermin Irigoyen asked if we can apply a universal change when the recommended preparations for English and ESL change. The Chair replied that each department will have to determine what students need to know or need to do for each class, i.e. computational or writing skills required. We can revisit this issue when we get standard language per AB 705. Re the comment on the number of SLOs, Melissa Green prefers to have many SLOs; these help determine if students meet the expected outcomes for those who want to waive CIS 254 to enroll in a higher level CIS course.
- FIRE 787 Emergency Medical Technician: Basic – Refresher (2) - **approved**
(Changes in units, hours, SLOs, objectives, methods of instruction, and evaluation)
- MGMT 220 Organizational Behavior (3) - **approved**
(New DE supplement; changes in description, SLOs, objectives, content, evaluation, and text)
- MGMT 265 Project Management (3) – **approved, with correction of typos**
(New DE supplement; changes in SLOs, assignments, and text)

- **New Programs**

- Creative Writing – Certificate of Achievement – **approved, with a revision in the language for selective courses**
This certificate consists of a sequence of 3 ENGL courses and some LIT., DGME, and FILM courses. The program will support the Literature program and expand enrollment. Students are expected to complete a portfolio at the end.
- Marketing Specialist – Certificate of Achievement - **approved, with a change in the description**

- **Open Agenda**

- General Education review of 2017-2018 progress
- Discussion on General Education Area E1

Marsha distributed handouts of the suggested modification to the AA/AS General Education Area E1 which covers American History and Institutions. This has been on our GE worksheet for many years. Completion of this area is a CSU graduation requirement. It is not part of the Associate degree requirements per Title 5. There are 3 areas and 3 options. The 3 areas are US 1: US History, US 2: US Constitution, and US 3: California State and Local Government.

Option 1 has courses that meet more than 1 of the 3 areas; this cannot be double-counted. Option 3 is for students who have attended different community colleges, out of state schools, or students who are considered as reverse transfers. Option 2 is becoming obsolete; some of the courses that used to be part of this option have since been dropped. In our list, we can include course offerings at Cañada and Skyline that can be used. Some of the History classes at Skyline are Ethnic Studies courses. Information on term dates will be included, e.g. prior to Fall 2009, PLSC 210 only had 1 attribute for graduation.

The Chair advised the committee members to review the proposal. We will take a motion at the next meeting.

Meeting adjourned at 3:34 pm.