College of San Mateo

Curriculum Committee
February 14, 2019 (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	Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen III
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Ashley Perrilliat

Absent/Excused

Creative Arts/Social Science Division	Judith Hunt
Language Arts Division	David Laderman

Non-Voting Members	Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Lola Paz, Alma Gomez

Other Attendees	David Locke

Chair, Teresa Morris called the meeting to order at 2:22p.m.

Motion was MSCU to approve the revised February 14, 2019 agenda. *The Business Administration AS Degree was moved from consent to substantive agenda.*

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Approval of January 24, 2019 Minutes**

- **Course Modifications**
  BIOL   250   Human Anatomy (4)
  (Removal of TBA hours; changes in hours, description, content, and assignments)

COSM 712 Fundamental Cosmetology I (10)
(Removal of materials fee; changes in description, content, methods of instruction, assignments, evaluation, and texts)

COSM 732 Intermediate Cosmetology III (10)
(Removal of materials fee; changes in description, content, methods of instruction, assignments, and texts)

COSM 742 Intermediate Cosmetology IV (10)
(Changes in content, methods of instruction, assignments, and texts)

COSM 746 Advanced Cosmetology V (5)
(Changes in description, content, methods of instruction, assignments, evaluation, and texts)

COSM 749 Advanced Cosmetology VI (5)
(Changes in description, SLOs, content, methods of instruction, assignments, and texts)

COSM 766 Salon Business Entrepreneur (3)
(Changes in description and content)

ESL 887 Pronunciation of English Consonants and Vowels (3)
(Removal of TBA hours; changes in hours, content, assignments, and evaluation)

ESL 888 Pronunciation of English Stress, Rhythm and Intonation (3)
(Removal of TBA hours; changes in hours, content, assignments, and evaluation)

- **Course Deactivation**
  MATH 880MA CSM Math

- **Program Modifications**
  - Business Information Worker – Certificate of Achievement (Change from Certificate of Specialization to Certificate of Achievement; changes in description, career opportunities, number of units, and course requirements)
  - Business Management – AA Degree (Changes in title, description, career opportunities, PLOs, number of units, and course requirements)
  - Business Management – Certificate of Achievement (Changes in description, career opportunities, PLOs, number of units, and course requirements)
  - Computer Science Applications and Development – AS Degree (Addition of CIS 262 as a selective course; changes in description and career opportunities; title change of CIS 379)

- Computer Science Applications and Development – Certificate of Achievement (Addition of CIS 262 as a selective course; change in description; title change of CIS 379)
- Data Science and Big Data – Certificate of Specialization (Changes in number of units and course requirements)
- DevOps – Certificate of Achievement (Changed from Certificate of Specialization to Certificate of Achievement; change in description)
- Web and Mobile Application – AS Degree (Removal of DGME 168 as a selective course and replacement with DGME 164; title change of CIS 379)
- Web and Mobile Application – Certificate of Achievement (Removal of DGME 168 as a selective course and replacement with DGME 164; title change of CIS 379)
- Web Programming – Certificate of Specialization (Changes in number of units and course requirements)
- Human Resources Management – Certificate of Achievement (Change from Certificate of Specialization to Certificate of Achievement; changes in description, career opportunities, PLOs, number of units, and course requirements)
- Project Management – Certificate of Achievement (Change from Certificate of Specialization to Certificate of Achievement; changes in description, career opportunities, PLOs, number of units, and course requirements)
- Retail Management – Certificate of Achievement (Changes in description, career opportunities, PLOs, number of units, and course requirements)

- **Program Deactivations**
  - Business Administration, Option 1 – AA Degree
  - Business Information Processing Option 1: Microcomputer/Office Assistant – AA Degree
  - Business Information Processing Option 1: Microcomputer/Office Assistant - Certificate of Achievement
  - Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions – AA Degree
  - Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions – Certificate of Achievement
  - Management: Marketing Management – AA Degree
  - Office Assistant I – Certificate of Specialization
  - Office Assistant II – 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 5 regulations.

- **New Courses**
  ENGR 130 Introduction to Drone-based Science and Engineering (3) – ***approved with GEs; discipline assignments: Engineering or Physics***

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

PHYS   680MC   Just-In-Time Support for Physics 210 (1) - ***postponed***

PHYS   680MD   Just-In-Time Support for Physics 250 (1) - ***postponed***

Historically, there has been a preparatory course for students who might not be prepared for PHYS 210 or 250. The course was a prerequisite but because this was not in alignment with the district, it was made into a recommended preparation. Having a prerequisite meant students needed an additional semester before taking PHYS 210 or 250. Now, there is a shift towards offering support courses, similar to the Math models. For now, the experimental courses will not be linked to PHYS 210 or 250 but there will be coordination among faculty. This might change once the department creates permanent courses.

The Chair inquired if there is data on student success in PHYS 210 after taking the recommended PHYS 150 preparatory course. David Locke explained that students don't necessarily enroll in PHYS 210 the next semester so it is hard to track. Also, the student data is small.

Ron Andrade asked how repeatability will work if a student passes PHYS 680MC but not PHYS 210 or 250. Marsha Ramezane, Articulation Officer, said that students can audit the course.

Chris Smith mentioned a memo that was issued about giving a combined grade versus split grades on two classes, i.e., giving separate grades for the parent Math course and the support Math course. There is an opinion that a student who fails the parent course should also fail the support class. The department might possibly revise its curriculum and create new Math courses that incorporate the original Math class and the support course. The Math situation might be different from Physics because in their case, the Math support courses are corequisites. The Chair requested a copy of the memo. Action on the two experimental Physics courses is postponed to the next meeting. Further discussion is required to address issues like repeatability and grading. The Chair would prefer alignment for the support courses, e.g., the same rules should apply on grading systems: giving the same grade on courses or using a pass-one-fail-one grading system.

- **Course Modifications**

  COSM 722   Fundamental Cosmetology II (10) - ***approved***
  (Removal of recommended preparation; changes in description, content, methods of instruction, assignments, evaluation, and texts)

  COSM 757   Advanced Supplemental Cosmetology VII (5) - ***approved***
  (Changes in units, hours, description, SLOs, and texts)
  A question was raised on the state requirements referred to in the course description. Programs like Cosmetology follow guidelines from accrediting agencies or boards. It would be good for the committee to know how boards impact curriculum. We will also see this in programs like Nursing.

- **New Programs**
  - Marketing – AS Degree – ***approved***
    Marketing is a popular major among students. Mary Valenti asked about the number of units: 30 units. The current Management: Marketing Management AA Degree that is being deactivated has 24 units. Lale replied that they added courses that had not been on the lists before; they put together courses that would best help students succeed in the field.
  - Office Management – Certificate of Achievement - ***approved***

- **Program Modification**
  - Business Administration – AS Degree (Change from Associate in Arts to Associate in Science; changes in title, description, career opportunities, PLOs, number of units, and course requirements) - ***approved***
    There was a question on the difference between an AS and an AA. The Chair did some research on how programs are designated as Associate in Arts versus Associate in Science. There is some information in the PCAH (Program and Course Approval Handbook). The recommendation is to use AS for Science, Technology, Engineering, Math, and CTE programs. The AA is used for other disciplines. Martin Bednarek reported that students often ask about the difference between the two degrees. There is some misconception among students that an AA is "less than" an AS. Institutions determine whether a program is an AA or an AS. There are programs like BS in Music and BA in Math.
    Mary Valenti commented that students completing the requirements for the AS-T in Business Administration can use the current version of the AA Degree Option 2 to earn two degrees: the AS-T and the AA. Students welcome the opportunity to get two degrees. With the changes in course requirements, students may not be able to get the second degree. BUS. 100 and BUS. 401 are discussed and recommended to students by counselors, but the courses are not required by the local CSUs per www.assist.org. Lale explained that the revised AS follows the Option 2 degree. There are discussions at the state level on requiring BUS. 100 for the AS-T. One difference between the AS-T and the AS is that the AS-T requires some Accounting classes.
    The Chair would like clarity or guidance to help counselors understand program revisions so that counselors can advise students, e.g., inform them that by taking certain classes, they can earn multiple degrees. There are two sides to this issue. When meeting with students, counselors get a sense of what degrees students would like to earn. Department faculty see how many students actually get the degree. A careers list might be helpful. Some programs are geared towards transfer students and some are geared towards preparing students for the workforce.
    Mike Holtzclaw, Vice President of Instruction, mentioned that there are funding issues, specifically to categorical funds, to consider when looking at data on how many students earn degrees. We get credit. Students might just need to add a few more courses to get multiple degrees. We need to put students' interests first.

Advisory boards provide input and recommend changes. In program mapping, we should consider what is more important: boundaries around the discipline or the opportunities for students? The Chair requested that the Business Department look at the Business Administration AS Degree and in two years, report back on the impact of their program changes.
Nico van Dongen suggested providing information or context on how decisions are made when revising programs. What does the department envision? The Chair is contemplating inviting the mapping committee to discuss what changes might be needed in curriculum, because of Guided Pathways and other initiatives. When doing course review, some colleges review courses, programs, backgrounds, success rates, etc. as one package.

- Business Administration AS-T: Removal of BUS. 295 (being banked) and addition of BUS. 103 (new) – ***approved***
  There had been a suggestion to add courses like CIS 110 and Math 251 to the selective courses, but the faculty submitter would prefer to keep the program courses as they are.

- **Open Agenda**
  Marsha distributed copies of the AA/AS Degree Requirements Worksheets, both the old version and the new version with changes in the GE Area E American History & Institutions and California State and Local Government, as approved at the last meeting. There were no comments.

  Mike asked if having the same course number means that the curriculum is the same across the district. Marsha replied that this is more or less correct, although there is a difference in articulation. Skyline, for example, hasn't had changes in articulation since 2004 and CSM's courses have changed. There have been attempts to resolve this, but it is still an ongoing process. Sometimes, the issue has to do with communication or timing.

Announcement:
- The March 28, 2019 meeting is cancelled. The Chair will be on campus and will be in the conference room to work on the curricular handbook. Committee members are welcome to drop in and help if interested.

Meeting adjourned at 3:49 pm.