

College of San Mateo

Curriculum Committee

April 11, 2019 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green, Lale Yurtseven
Creative Arts/Social Science Division	Nico van Dongen, Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	David Laderman
Math/Science Division	Christopher Smith, Christopher Walker
ASCSM	Ashley Perrilliat

Absent/Excused

Academic Support and Learning Technologies	Ron Andrade
Language Arts Division	Fermin Irigoyen III
Library	Matthew Montgomery
Student Services	Martin Bednarek, Mary Valenti

Non-Voting Members

Mike Holtzclaw, Marsha Ramezane
Ada Delaplaine, Alma Gomez

Absent/Excused Non-Voting Member

Lola Paz

Other Attendees

Diana Bennett, Kamran Eftekhari, Mikel Schmidt

Chair, Teresa Morris called the meeting to order at 2:24 p.m.

Motion was MSCU to approve the revised April 11, 2019 agenda. There was a correction in the title of CIS 262. The Chair added "Public Comment" to the agenda and "New Program: College" under Open Agenda.

Public Comment

Judith Hunt inquired if we could have a process whereby departments or divisions are notified of program or course changes initiated by other departments that could potentially impact their own programs. Discussions could be initiated up front when changes are being considered; by the time the proposals are reviewed, it could be noted that changes have been discussed with and approved by all departments concerned, with sign offs. It would be helpful if changes in course numbers and titles could be made across the board instead of having

program modification proposals come through one at a time. Can this be an automatic process? The Chair said that we can check the impact report. Any such policy or protocol will be included in the curriculum handbook.

Marsha Ramezane followed up with Christopher Walker about a Math 190 issue that needs to be addressed. Chris replied that they are still waiting for something. The Chair requested an official memo from the Math Departments of the three colleges to be sent to their Curriculum Committee Chairs.

Action Items

Motion was MSCU to approve the Consent Agenda.

- **Course Modification**
CIS 151 Computer Networking (3)
(DE update; changes in title, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- **Course Deactivation**
BUS. 295 Computer Systems in Business
- **Program Modifications**
 - Digital Media: Graphic Production – Certificate of Achievement (Replaced DGME 168 with DGME 164)
 - Digital Media: Mobile App and Web Design - Associate in Arts Degree (Changes in title, description, career opportunities, PLOs, and course requirements; increase in units from 21 to 24)
 - Digital Media: Mobile App and Web Design - Certificate of Specialization (Changes in title, description, career opportunities, PLOs, and course requirements)
 - Digital Media: Mobile App and Web Design – Certificate of Achievement (Changes in title, description, career opportunities, PLOs, and course requirements; increase in units from 18 to 21)
 - Economics - AA-T (Replaced BUS. 295 (banked) with BUS. 103 (new))
- **Program Modification – by memo**
 - Yoga Teacher Training – 300 Hour - Certificate of Specialization (Correction of units; addition of FITN 336.2, FITN 336.3 and FITN 336.4 to course list)
- **Program Deactivation**
 - Critical Pacific Islands and Oceania Studies – 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 Course**

FILM 154 Screenwriting II (3) – **approved; discipline assignment: Film**
Students have expressed interest in a second Screenwriting course. The Creative Writing Program has the first Screenwriting as a selective course, and could maybe add this course, too. Marsha had a question about needing ENGL 100 or 105 as prerequisites so the course can be transferable to UCs. David Laderman cited the case of Diablo Valley College that got UC approval for a Screenwriting II course without the English 100 requirement. He would like to proceed with the proposal as is and see if UCs will accept it. Marsha will check to see if DVC's Screenwriting I course has an English 100 prerequisite.

- **Course Reactivations**

CHIN 201 Chinese Character Writing for Beginners (3) – **postponed, author was not present at the meeting**
(Removal of corequisite; changes in units, hours, method of grading, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
David Laderman will contact Jing Wu. Kristi Ridgway can also represent her if designated. We need information on why the course is being reactivated. The proposed start date is Fall 2020.

KINE 301 Introduction to Personal Training (3) – **approved; discipline assignment: Kinesiology**
(New DE supplement; changes in methods of instruction, assignments, evaluation, and texts)
This course had previously been banked due to lack of faculty to teach it. It is now being proposed to be offered online and can be used towards a certificate in Personal Training. The course only has one discipline assignment for now. If changes need to be made, this can be done by memo.

- **Course Modification**

CIS 479 Computer and Network Security (3) - **approved**
(DE update; removal of recommended preparation; changes in title, description, SLOs, content, methods of instruction, evaluation, and texts)

- **Course Modification – by memo**

CIS 262 Discrete Mathematics for Computer Science (3) – **approved with a change in prerequisites**
(Changes in units and hours)

This course had been approved as a new course in September with a different course number: CIS 180. It was later modified by memo to match similar courses at Skyline and Cañada that were numbered as 262 and had the same C-ID descriptor: COMP 152. After further review, it was realized that CSM's CIS 262 has a different unit value and prerequisites from our sister schools. Cañada has CIS 262 and Skyline has COMP 262. Since we have the same prefix as Cañada, it makes sense that we match their course for units and prerequisites so that we can be in alignment. Banner entries for comparable courses should match, including the number of units and prerequisites. There are issues with repeatability and apportionment. A COMP class might not trigger conflicts in Banner because the prefix is different, but having the same prefix and course number with different prerequisites causes confusion. We need to untangle issues like this at the back end. We cannot enter courses in Banner that have the same course number but different units and prerequisites.

There is concern that students are unable to complete CIS programs in two years due to the need to complete prerequisites. It is the same with most Science programs. On the other hand, there is also concern that students might not have the necessary Math skills to succeed in some CIS courses. Kamran Eftekhari recounted that some schools have started removing some prerequisites because students are unable to complete programs within a given time frame. He believes that Algebra is enough; programming doesn't require Calculus. Christopher Walker explained that in some schools, the CIS Departments were offshoots from Math, so there has historically been an emphasis on Math courses. The Physics Department addressed the timing issue by shifting some of their classes to allow students to take courses that used to be prerequisites in the same semester.

The Chair requested that the CIS department collect data on student success rates for those who took Math 120 or 251. We need this information so that the prerequisite issue can be addressed districtwide.

- **New Programs**

- Digital Media – Associate in Arts Degree (24 units)
- Digital Media – Certificate of Achievement (21 units)
- Digital Media – Certificate of Specialization (12 units)
- Digital Media: Multimedia - Certificate of Achievement (21 units)
- Digital Media: Multimedia - Certificate of Specialization (12 units)

The job landscape for Digital Media has changed. Companies are looking for workers with knowledge of digital media, e.g., social media, aside from production skills. Focus is on what the users need, not what the clients want. The Web Design programs teach the

production part. With the Digital Media programs, students can get multiple degrees. People already working in the industry can get updated or additional skills.

- **Open Agenda**

- Policy about high-impact courses being banked - ***postponed***
- GE Area E2: Language and Rationality - ***postponed***
- New Program: College

The Honors seminars that eventually became IDST 101 to 104 started as courses that had a science emphasis: MATH 329 and PHYS 329. Later, it was determined that these courses were interdisciplinary (covering Math and Science areas) and were changed to IDST. We now have IDST 110: College 1, a first year experience course. It does not necessarily cover interdisciplinary areas and might not be what a 4-year program would articulate as interdisciplinary studies. It has been taught by faculty from different disciplines like Biology, Philosophy, and Cosmetology. With Guided Pathways, we can expect to get more courses that do not have a discipline “home”.

We do not have a clear local definition of IDST, but it should not be a catchall for everything. We’ve had some pushback from our articulation partners.

The Chair has thought about having a new program: *College*, to house courses that would need a neutral ground or that don’t have “homes”. This would mean creating a new prefix and a new program area that would have an institutional structure and would not need full time faculty.

Mike Holtzclaw mentioned that some schools use prefixes like Counseling, University Studies, or Human Development for courses similar to our IDST courses.

David Laderman is in favor of creating a new program that would house courses like IDST 110: College 1. This course has articulation issues. Mike thinks that using an HON prefix for Honors courses might articulate better with universities.

If we create a new prefix like COLL, division assistants will be assigned to set up the courses on a case to case basis. There is a question on who will be assessing courses and doing program review. The Chair asked committee members to think about this idea, for further discussion.

Others:

The Chair needs help with rewriting the curriculum handbook. Judith Hunt is willing to help. They have to work out a process and time.

Meeting adjourned at 3:59 pm.