

College of San Mateo
Curriculum Committee
April 25, 2019 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Nico van Dongen, Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Ashley Perrilliat

Absent/Excused

Business/Technology	Lale Yurtseven
Language Arts Division	Fermin Irigoyen III
Math/Science Division	Christopher Smith

Non-Voting Members

Marsha Ramezane, Lola Paz,
Ada Delaplaine, Alma Gomez

Absent/Excused Non-Voting Member

Mike Holtzclaw

Other Attendees

Tania Beliz, David Locke, Rosemary Nurre,
Jing Wu

Chair, Teresa Morris called the meeting to order at 2:21 p.m.

Motion was MSCU to approve the revised April 25, 2019 agenda. BUS. 205 is to be reviewed at the May meeting. There was a change in the order of open agenda items.

Action Items

Motion was MSCU to approve the Consent Agenda.

There were comments on some courses on the consent agenda that have been resolved.

- **Approval of March 14 and April 11, 2019 Minutes**

- **Course Modifications**

- DENT 701 Dental Science I (3)
(Changes in description and text)
- DENT 702 Dental Science II (3)
(Changes in description, SLOs, objectives, and text)
- DENT 703 Allied Health Communication (1)
(Changes in description and text)
- DENT 751 Dental Clinic (1.5)
(Changes in description, content, and text)
- DENT 753 Dental Assisting Clinical Practice (5)
(Changes in description and text)
- DENT 770 Dental Office Procedures (2.5)
(Change in description)
- NURS 212 Concepts of Homeostasis in Nursing (4.5)
(Changes in content, assignments, and texts)
- NURS 221 Pediatric Nursing (4.5)
(Changes in SLOs, content, assignments, and texts)
- NURS 222 Maternity and Reproductive Health Nursing (4.5)
(Changes in title, description, SLOs, objectives, content, assignments, evaluation, and texts)
- NURS 225 Nursing Skills Lab II (.5)
(Changes in SLOs, objectives, content, methods of instruction, assignments, and texts)
- NURS 231 Psychiatric Nursing (5)
(Changes in SLOs, objectives, content, assignments, evaluation, and texts)
- NURS 235 Nursing Skills Lab III (.5)
(Changes in description, SLOs, objectives, content, methods of instruction, evaluation, and texts)
- NURS 242 Leadership/Management in Nursing (5)
(Changes in SLOs, objectives, content, assignments, and texts)
- NURS 245 Nursing Skills Lab IV (.5)
(Changes in SLOs and texts)
- NURS 615 Pharmacology for Nurses: Practical Applications (3)
(DE update; changes in SLOs, objectives, methods of instruction, evaluation, and texts)
- NURS 620 Bridge Course for Advanced Entry Students (2)
(Changes in SLOs, objectives, content, methods of instruction, assignments, and evaluation)
- NURS 630 Introduction to Medical Terminology (3)
(DE update; changes in methods of instruction and evaluation)
- NURS 666 Career Exploration in Nursing (1)
(Changes in content and text)

- NURS 816 Open Lab for Nursing 211/212 (.5)
(Changes in SLOs and texts)
- NURS 817 Open Lab for Nursing 221/222 (.5)
(Changes in SLOs and texts)
- NURS 818 Open Lab for Nursing 231/232 (.5)
(Changes in SLOs and texts)
- NURS 819 Open Lab for Nursing 241/242 (.5)
(Changes in SLOs, evaluation, and texts)

- **Program Modifications**

- CPA Exam Prep: Auditing and Attestation (AUD) – Certificate of Specialization (Change in units)
- CPA Exam Prep: Business Environment and Concepts (BEC) – Certificate of Specialization (Change in units)
- CPA Exam Prep: Financial Accounting and Reporting (FAR) – Certificate of Specialization (Change in units)
- CPA Exam Prep: Regulation (REG) – Certificate of Specialization (Change in units)
- Enrolled Agent Exam Preparation – Certificate of Specialization (Addition of career opportunities; change in units)
- Tax Preparer II – Certificate of Specialization (Addition of career opportunities; change in units)
- Music – AA Degree (Changes in units and in required core and selective courses)
- Psychology – AA-T (Change in PLOs; addition of new PSYC courses as selective 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**

- BUS. 205 Business Ethics and Social Responsibility (3) – ***postponed till May 2019 meeting***
(DE supplement; proposed for GE area: E5b Social Science)
- PSCI 141 Introduction to Research in STEM (3) – ***approved with a change in the description; approved for GE areas E5a and E5d. Action on the proposal for GE E2c to follow, pending additional committee discussions on this GE area. The discipline assignment is to be determined. The committee will accept a memo on discipline assignments at a later date.***
(Proposed for GE areas: E2c Communication and Analytical Thinking; E5a Natural Science; E5d Career Exploration and Self-Development)

This course is targeted towards new students to give them an early exposure to research. The course is multidisciplinary: Physics, Engineering, Biology, Chemistry.

There was a lengthy discussion on the catalog description and this was revised to better reflect what the course is offering.

Ron Andrade asked: Currently faculty aside, will the course always have the four disciplines? It may not be necessary to have four faculty teaching this class. One option is to have two primary faculty; one to cover Physics/Engineering; another to cover Biology/Chemistry. It's also possible that a single instructor has the required background to teach the whole course right now, but we need to think about future staffing as well. The discipline assignment is not linked to the course prefix.

David Laderman asked about the relationship of this course with the Science Honors courses. There may be some overlap, but there is also potential for partnership, and the courses can complement each other.

- **Course Reactivation**

CHIN 201 Chinese Character Writing for Beginners (3) – **approved; discipline assignment: Foreign Languages**
(Removal of corequisite; changes in units, hours, method of grading, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)

This course had been deactivated a few years ago due to budget cuts. Recently, there has been renewed interest in a course on writing Chinese characters, including from business professionals who do business in China. They are interested in being able to read meeting agenda, street names, menus, etc. written in Chinese. Students also want to learn to write short notes in Chinese. No other college or university in the Bay Area is offering this course.

- **New Programs**

- CPA Exam Prep: Accounting Foundation – Certificate of Specialization (11 units) – **approved**

The Accounting Department revised their courses per instructions from the Chancellor's Office to reduce the certificates from 18 units to less than 16 units. This new certificate could be the first in a series, although it is not a foundational program and is not required. All Accounting certificates can be taken independently.

- Music – Certificate of Achievement (27-35 units) - **approved**

Open Agenda

- Addition of a local Associate Degree GE Pattern Option
Marsha Ramezane handed out copies of the proposal to adopt the Transfer General Education pattern as another GE pattern option for students. It supports degrees in Architecture, Photography, Chemistry, Engineering, Dance, Ethnic Studies, Nursing, Spanish, and Digital Media. Other communities offer this as option for their local GE patterns. It is useful for high-unit degrees where the transfer degrees don't work. It can also help students get multiple degrees. Chris Walker mentioned that some of our sciences don't have AS degrees. There could be an impact with reciprocity for sister schools, but Skyline and Cañada are already following the CSU pattern. The proposal was approved for acceptance. It will be effective in Fall 2019.
- GE Area E2: Language and Rationality
The Chair presented some slides on the GE E2 areas that have been under discussion during the past few meetings. She offered some options on curriculum outcome language. The first two list outcomes to consider; the first implies that one outcome is enough; the second indicates that more than one outcome is required. The third is a narrative: "When placing courses in a general education area, the Curriculum Committee considers how well and whether the course content, instruction methods, and evaluation methods address the following learning outcomes." Can we use a similar method for looking at other items on the course outline?

In the curriculum and in the GE handbook, there will be information on how we do our GE designations as a committee. For curriculum committee procedure: Consider: course content, representative instructional methods, evaluation methods; ask for more details on the course outline rather than relying on implied activities. Consult the guiding notes from CSUs/UCs without losing the CSM focus. The Chair might assign this piece of the handbook to member/s.

For E2c Analytical Thinking: UCs and CSUs use the term "Critical Thinking"; it means something specific to them. Our proposed title is "Analytical Thinking" which comes from Title 5 language. We have to consider what is meant by Analytical Thinking. It has been possible for students to prove competency in quantitative thinking without taking a Math class; they can take CIS classes. Chris wanted to know the purpose of having GE areas that differ from those of CSUs and UCs. Marsha said that we would like to help students like workforce development students who do not get associates degrees, e.g. Electrical program and some DGME programs. Judith Hunt pointed out that we would not want to keep students from getting degrees because they could not complete some Math classes . We need to figure out appropriate thresholds for students.

- Policy about high-impact courses being banked - *postponed*

Meeting adjourned at 4:02 pm.