

College of San Mateo

Curriculum Committee

September 27, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Lale Yurtseven
Creative Arts/Social Science Division	Judith Hunt, Jeremy Ball
Kinesiology Division	Shana Young
Language Arts Division	David Laderman
Student Services	Martin Bednarek, Mary Valenti
ASCSM	Ashley Perrilliat

Absent/Excused

Business/Technology	Melissa Green
Language Arts Division	Fermin Irigoyen
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker

Non-Voting Members

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

Other Attendees

Laura Demsetz, Kamran Eftekhari, Deb Lulusa, Janet Black, Nicole Quigley-Borg, Andreas Wolf

Chair, Teresa Morris called the meeting to order at 2:23 p.m.

Motion was MSCU to approve the revised September 27, 2018 agenda. BUS. 100 and BUS. 180 were moved from the Consent Agenda to the Substantive Agenda so that comments can be addressed.

Action Items

Motion was MSCU to approve the Consent Agenda.

- Approval of September 13, 2018 Minutes
- Course Modifications

- BUS. 171 The Entrepreneurial Mindset (1.5)
(DE update; change in text)
- BUS. 201 Business Law (3) – **approved with a typo correction in course objective #14**
(DE update; changes in description, SLOs, objectives, methods of instruction, assignments, evaluation, and texts)
- DGME 216 Intermediate Graphic Design (3)
(Change in text)
- DGME 220 Typography (3)
(Change in text)
- DGME 230 Production Design for Print and Screen (3)
(Change in text)

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**

- BUS. 103 Introduction to Business Information Systems (3) – **approved. Discipline assignment: Business**
(DE supplement)
- BUS. 230 International Marketing (3) – **approved with a change in the description. Discipline assignment: Business**
(DE supplement)
- BUS. 232 Sales Management (3) – **approved with a change in the description. Discipline assignment: Business.** *There is a comment on the proposal for C3 Information Competency. Lale Yurtseven will discuss this with staff to check appropriate GE area/s.*
(DE supplement; proposed for C3 Information Competency)
- BUS. 233 Social Media Marketing (3) – **approved. Discipline assignment: Business.** *This course is also proposed for C3 competency; action will depend on the staff discussions on appropriate GE area/s.*
(DE supplement; proposed for C3 Information Competency)
- CIS 180 Discrete Structures (4) – **approved. Discipline assignment: Computer Science.** *This course proposal was modified in consultation with Math faculty to minimize overlaps. There are also similarities with some of the course content in CIS 256 and CIS 279 but students should be able to earn credit for all these courses.*
- CIS 493 Cloud Security Fundamentals (4) - **approved. Discipline assignment: Computer Science**
- KINE 107 Women in Sports (3) – **approved with GE and changes in the SLOs. Discipline assignments: Kinesiology and Sociology. Will return as a consent item in the next agenda for additions to the content.** *The Chair suggested*

adding new content, e.g., transgender issues, abuse, etc.
(DE supplement; proposed for GE area: E5b Social Science)

- **Course Modifications**

- ART 104 Modern Art (3) - **approved**
(New DE supplement)
- BUS. 100 Introduction to Business (3) – **returned to submitter for recommended changes in the description**
(DE update; changes in SLOs, methods of instruction, and text)
- BUS. 173 Sources of Financing (1.5) - **approved**
(New DE supplement; changes in methods of instruction, evaluation, and text)
- BUS. 174 The Business Plan (1.5) - **approved**
(New DE supplement; change in text)
- BUS. 176 Selling the Idea (1.5) - **approved**
(New DE supplement; addition of text)
There was a discussion on how to comply with Section 508 for assignments like creating oral presentations that are accessible to students with disabilities. The materials from the instructor might have video captions but the presentations that students submit will not be captioned. This could be an issue for student to student interaction, e.g., students reviewing other students' work. Ron Andrade informed the group that in some online courses, students go to a lab to post recordings and view presentations. The Chair would like to have further discussions on this. The information would be useful to faculty writing courses with distance education supplements, especially for cases where accommodations are needed.
- BUS. 177 Marketing for Entrepreneurs (1.5) - **approved**
(New DE supplement; changes in description and texts)
- BUS. 178 Business Law for Entrepreneurs (1.5) – **approved with changes in the description**
(New DE supplement; change in text)
- BUS. 179 Human Resources for Entrepreneurs (1.5) - **approved with changes in the description**
(New DE supplement; change in texts)
- BUS. 180 Introduction to Marketing (3) – **approved with a change in the description**
(DE update; changes in title, SLOs, and objectives)
- CIS 264 Computer Architecture and Assembly Language (3) – **approved**
(DE update; changes in prerequisites, description, SLOs, objectives, content, and texts)

- **Course Reactivation**

- BUS. 101 Human Relations at Work (3) – **approved with GE areas: E5b Social Science and E5d Career Exploration and Self-Development. Discipline assignment: Business**

(New DE supplement; changes in title, method of grading, addition of recommended preparation; changes in degree credit, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts; proposed for GE area: E5d Career Exploration and Self-Development.)

- **Discipline assignment**

VARs 342 Beach Volleyball (3) – ***Discipline assignment: Kinesiology***

The committee discussed discipline assignments and qualifications to teach. There are cases when a course is assigned to a discipline in which different backgrounds are appropriate. Faculty can apply for equivalency to minimum qualifications, but this applies to disciplines, not to individual courses. Caution is exercised when assigning faculty to teach based on qualifications.

- **New Programs**

- Enterprise Cybersecurity Professional – Certificate of Achievement - ***approved with a change in the description***
- Marketing Specialist – Certificate of Achievement – ***returned to submitter for revisions to the career opportunities***

- **Open Agenda**

- Review of 2017-2018 goals and discussion of 2018-2019 goals - ***postponed***
- General Education review of 2017-2018 progress - ***postponed***

Other Discussion:

The Chair presented a slide on Certificate changes. There are implications on financial aid.

Before August 23, 2018

Certificates of Achievement

- 18 or more units
- Chancellor’s office approval required
- Included on student transcript

Certificates of Specialization

- 12 – 17 units
- With Chancellor’s office approval can be included on student transcript but we don’t currently do this

After August 23, 2018

- 16 or more units
- Chancellor’s office approval required
- Included on student transcript

- 6 – 15.5 units
- With Chancellor’s office approval can be included on student transcript but we don’t currently do this

Meeting adjourned at 4:02 pm.