

College of San Mateo

Curriculum Committee

October 10, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Creative Arts/Social Science Division	Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	Evan Kaiser, David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
Student Services	Martin Bednarek, Alex Guiriba
ASCSM	Shiyun Tao

Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused

Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts/Social Science Division	Jeremy Ball

Other Attendees

Andy Chu, Laura Demsetz, Jeff Flowers, Michelle Schneider

Chair, Teresa Morris called the meeting to order at 2:20 p.m.

Change in agenda: CHEM 410 was moved from consent to substantive agenda. Motion by Chris Walker to approve the revised agenda, seconded by Martin Bednarek, all members voting Aye.

Chair Updates

- District Senate
There is a proposed District Plenary for Academic Senate to be held on a flex day in spring: March 5 at Skyline College (Building 12). There will be speakers and concurrent sessions on governance, campus initiatives, curriculum, and others. The Chair encouraged participation. Some sessions will be helpful and interesting to Curriculum Committee members. There will likely be conversations about curriculum and cross-school collaboration on curricular items.
- Preliminary Accreditation Findings

At the recently concluded ACCJC accreditation, we received some commendations including learning support for students in the learning centers and library. The team had a recommendation on distance education, and this affects what we do in the Curriculum Committee. Mike Holtzclaw, Vice President of Instruction, added that the college has a culture of planning and trust and this is palpable to the ACCJC team. To address the recommendation, the college will have to focus on having regular and effective contact with students. How do faculty communicate with students? Do they have a structure? Is information available and accessible? This could be linked to the evaluation process. We should have definitions, and evidence or documentation of regular and effective contact. The Chair warned that going forward we should look more closely at distance education courses and ask questions. Distance education classes have an impact on students. Maintaining specific standards for DE courses is important for student financial aid eligibility. If committee members have any ideas on how to proceed to improve the distance education process, they may contact Teresa Morris.

Action Items

Motion by Chris Walker to approve the agenda, seconded by Martin Bednarek, all members voting Aye.

- **Approval of September 12, 2019 Minutes**
- **Approval of 2019-2020 Goals**
- **Course Modifications**
 - ADMJ 100 Introduction to the Criminal Justice System (3)
(Two-year update only; no changes)
 - ADMJ 102 Principles and Procedures of the Criminal Justice System (3)
(Two-year update only; no changes)
 - ADMJ 104 Concepts of Criminal Law (3)
(Changes in description and text)
 - ADMJ 106 Legal Aspects of Evidence (3)
(Changes in description and text)
 - ADMJ 108 Community Relations and the Justice System (3)
(Change in description)
 - ADMJ 120 Criminal Investigation (3)
(Change in text)
 - ADMJ 125 Juvenile Procedures (3)
(Change in text)
 - ADMJ 771 PC832 Arrest and Control Training (3)
(Two-year update only; no changes)
 - ADMJ 775 PC 832 Firearms Training (.5)
(Two-year update only; no changes)
 - ADMJ 780 Regular Basic Course Module III (7)

		(Two-year update only; no changes)
ADMJ	781	Regular Basic Course Module II (9.5) (Two-year update only; no changes)
BIOL	100	Introduction to Life Sciences (3) (DE update; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
CHEM	420	Health Science Chemistry II (4) (Changes in description, content, assignments, and text)
KINE	200	Yoga History and Culture (3) (Two-year update only; no changes)
KINE	201	Yoga Pedagogy Lecture (3) (Two-year update only; no changes)

- **Program Modification**

Film - AA Degree: Addition of FILM 154 as a selective course option

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**

ART 129 New Masters' Aesthetics and Techniques (3) – **approved with GE designation E5c and removal of recommended preparation**; motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye. Decision on the discipline assignment is postponed. The committee will take a memo on the discipline assignment at the next meeting.
(Proposed for GE Area E5c: Humanities)
There is no duplication in the content of this course with ART 104. Students can get credit for both courses. ART 129 can be used as a substitute for ART 104 for Study Abroad students.

The requested GE Area E5c designation is the same as what was approved for ART 124. The proposed discipline assignment is ART. Can Art History also be used as a discipline assignment? The committee postponed deciding on a discipline assignment at this point. The Chair will send information on discipline assignments to Laura Demsetz.

A question was raised about the recommended preparation of Eligibility for ENGL 838 or ENGL 848 or ESL 400. Since two of these courses are no longer being offered, it has been suggested that we remove this recommended preparation. We have not received any official advisory about this, and in the

meantime, it was agreed to remove the recommended preparation for this course.

Judith Hunt asked if we can remove the Eligibility for ENGL 838 or ENGL 848 or ESL 400 option from the list in CurricUNET so that faculty will not be able to check it. Ada Delaplaine, Curriculum and Instructional Systems Specialist said that we can hide it so that it doesn't show as an option. ESL 400 is still being offered, and this course can be chosen from the list if deemed appropriate.

MGMT 307 Sustainable Facility Management (3) - **postponed**
(DE supplement; proposed for GE Area E5d: Career Exploration and Self-Development)

- **Course Modifications**

- BUS. 136 Business Finance (3) - **postponed**
(New DE supplement; changes in prerequisite, recommended preparation, evaluation, and text)
- BUSW 464 Database Management Fundamentals Using Access for Windows (3) – **postponed**
(DE update; removal of materials fee; changes in recommended preparation, description, SLOs, objectives, and texts)
- CHEM 192 Elementary Chemistry (4) – **approved, with the addition of Open Stacks resources in representative textbooks**
(Removal of materials fee; changes in prerequisite, description, objectives, content, methods of instruction, assignments, evaluation, and texts)
Chris Smith had a comment about adding Open Stacks as recommended textbook resources. Jeff Flowers approved the addition of the Open Stacks resources that Chris had suggested. The Chair suggested that Jeff look for other resources and email her and cc Alma Gomez. We can continue to keep traditional textbooks in the Representative Textbooks section.
- CHEM 410 Health Science Chemistry I (4) – **approved, with the removal of recommended Preparation; motion from Martin Bednarek, seconded by Chris Walker, all members voting Aye.**
(Changes in description, SLOs, objectives, content, assignments, and text)
There were some comments about the prerequisite and recommended preparation for this course. The MATH 110 prerequisite had been left on the proposal because Canada and Skyline have this in their CHEM 410 courses. Jeff Flowers is amenable to removing the recommended preparation. Teresa asked what Math skills students need to succeed in the CHEM 410 class. Jeff replied that it would be helpful for students to have Algebra skills, have a basic understanding of equations, and know about algorithms. There might

be another Math class that would be a better fit as a prerequisite instead of MATH 110.

Chris Walker mentioned that he had met with some Chemistry faculty last spring and discussed what skills are taught in MATH 110 that students need for Chemistry classes. He prepared a document that he can share. He thinks that there might be 18-20 classes college-wide that have MATH 110 as a prerequisite or recommended preparation. The committee decided to leave the MATH prerequisite in the course in the meantime.

Teresa inquired if attending a Math jam would help prepare a student to take the CHEM 410 class (if we remove the MATH 110 prerequisite). Martin Bednarek thinks that this would help. Counselors have a guided self-placement workbook. They can work with students who don't take the Math placement test and look at examples of MATH 120. If students are struggling, counselors can recommend that students finish MATH 120 with the accompanying supplemental MATH 820 course before taking CHEM 410, or take the MATH courses concurrently.

The Math and English departments have some documents that Chris Walker and Evan Kaiser can share with the committee about the directions they are taking per AB 705. Teresa said that we cannot arbitrarily remove prerequisites. She invited members to add their comments so we can continue the conversation.

R.E. 100 Real Estate Principles (3) - *postponed*
(New DE supplement; change in SLOs)

- **Open Agenda**

- Guiding Principles for GE (continuing)

Teresa presented a couple of slides summarizing the GE discussions that the committee has had.

Topics: Reading, Quantitative Skills, Physical Ed/Health, Science, Professional skills, Oral/written communication, Ethics, Wellness, Critical Thinking, Humanities Arts, and Health – physical.

Big Ideas thought important:

- Critical thinking
- Language other than English
- Cultural competence
- Exposure to styles of inquiry from range of disciplines
- Global citizenship

- Survey of a subject
- Preparation for today's world
- Celebrating ambiguity
- If a student only took one course in the area, that student would leave with an experience that broadly represents the GE area
- Prepares student to learn by themselves
- Flexible enough to work with transfer and non-transfer ed goals

Judith inquired if institutional learning outcomes should be embedded in GE. Teresa presented the SLO website and said that we can match these with information in the GE handbook, but these outcomes were developed differently. She gave the committee members an assignment to return to their divisions and get input on what GE needs to be. She will email the questions to members. Shiyun will take this up with Student Senate. We will return to this topic at the next meeting. The Curriculum Committee chair of Canada will join us to talk about the approval process of their CTE courses.

The Chair announced that the Fall 2019 Northern Regional Curriculum Institute will be held on November 1 at Folsom Lake College. She encouraged members to attend.

Meeting adjourned at 3:41 pm.