

College of San Mateo

Curriculum Committee

October 24, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Lale Yurtseven
Creative Arts/Social Science Division	Jeremy Ball, Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	Evan Kaiser, David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek
ASCSM	Shiyun Tao

Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused

Business/Technology	Mounjed Moussalem
Math/Science Division	Christopher Smith
Student Services	Alex Guiriba
Non-Voting Member	Mike Holtzclaw

Other Attendees

Andy Chu, Laura Demsetz, Kathy Diamond, David Locke, Kevin Sinarle, Arielle Smith, Darryl Stanford, and Candice Nance

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

Changes in the agenda: Moved ART 129 from consent to substantive agenda; corrected typo in the course number of ART 129 (had been erroneously listed as ART 124). Motion by Martin Bednarek to approve the revised agenda, seconded by Chris Walker, all members voting Aye.

Action Items

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

- **Approval of October 10, 2019 Minutes**

- **Course Deactivation**

DANC 391 Dance Composition – Theory and Choreography

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.

- **By Memo**

ART 129 New Masters' Aesthetics and Techniques – Discipline Assignment – **approved with discipline assignment: Art. Motion** by Chris Walker, seconded by Martin Bednarek, all members voting Aye. *There's a correction in the course number to ART 129; it had been erroneously listed as ART 129 in the agenda.*

- **New Courses**

COUN 124 The Science of Learning in College (3) - **returned to author for recommended changes**

(DE supplement; proposed for GE area: E5d Career Exploration and Self-Development)

This course focuses on learning modalities, information processing, and developing students' study skills. Topics covered include stress management and time management.

There was a discussion on changing the title, removing the current recommended preparation (with the option to select Eligibility for ESL 400), and condensing the content. The term "Science" in the title could be misleading; the committee members had some suggestions on title changes, for consideration, e.g., Keys to Successful College Learning. Reducing details in the lecture content will provide more leeway for faculty teaching the course.

The lecture content should be reformatted in CurricUNET. There are typos that need to be corrected. Kevin Sinarle will consult with the Psychology Department re possible cases of overlaps. There also appear to be overlaps with IDST 110 - College 1.

There is an existing 1-unit Study Skills course (COUN 122) that the Counseling Department intends to bank. Can students who took COUN 122 be able to take COUN 124 without triggering repeatability?

A discussion on distance education followed. The comments on DE are not limited to COUN 124 but should be viewed in a larger context, per the recommendation from the recent accreditation visit that we had. Contact in the Distance Education supplement should be more detailed. We need to establish that there is regular and effective contact among: faculty to student, student to faculty, and student to student. The Distance Education

Committee will be making recommendations on DE content but the information is not yet available. We should start thinking about DE contact while waiting for the committee's recommendations. Academic Senate is also involved. It would be beneficial to have a college-wide policy on contact so we can be consistent.

The course will be returned to the author for changes and will be discussed again at the next meeting.

- MGMT 307 Sustainable Facility Management (3) – **approved with changes; discipline assignment: Business. The proposal for GE Area E5d was considered but not approved.** Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.

(DE supplement; proposed for GE Area E5d: Career Exploration and Self-Development)

Changes were made to the description, SLOs, and SIOs. An Advisory Committee requested that this course be offered.

- **New Programs**

- Astronomy – AA Degree (20-23 units) – **action postponed to next meeting**

The group had a lengthy discussion on the Astronomy AA and the upcoming Astronomy AS. The Astronomy AA is intended for students who are interested in Astronomy but do not want to take Math classes, e.g. amateur astronomers who can work in science museums, do photography, collect data on stars, etc.

The Astronomy AS can be used by students who plan to transfer to get Astronomy or Astrophysics degrees from schools like UC Santa Cruz or Santa Barbara. Chris Walker commented that the two degrees are very different. The AA degree has mostly Astronomy and a few Math and Physics courses as core courses. The AS degree has Math and Physics as core courses and only one Astronomy class as a required elective. Darryl Stanford explained that the elective Astronomy courses have lower Astronomy courses as prerequisites. ASTR 100 is not required for the AS degree. Historically, all students take ASTR 100 before enrolling in other Astronomy classes. The Chair advised that we should indicate that ASTR 100 is needed if this is the case; we cannot presume that students or the general public will know. One of the required selective Astronomy courses for the AS degree is ASTR 210, which has not been approved yet; we cannot approve the AS degree before ASTR 210 has been reviewed and approved.

The committee members had several suggestions on a combination of courses to fulfill the Astronomy requirements of the AS degree, e.g., ASTR 100 + ASTR 103; ASTR 100 or ASTR 115 or ASTR 125 + ASTR 103.

Arielle Smith noted that the title is the same for both the AA and the AS degrees. She inquired if it would be possible to change one of the titles. Shiyun Tao added she likes the idea of having different titles; students are confused about the differences between AA

and AS and tend to rely on titles when looking at programs. Laura Demsetz explained that the difference lies in the emphasis of courses under each degree. The AS or BS degrees have more Science courses.

We do not have any subject areas that have both an AA and an AS. The committee is amenable to having both an AA and an AS degree in Astronomy. Changes are needed on the AS degree, including a possible change of title to differentiate between the AA and AS, and changes to the sequence of required courses. The Astronomy department should submit the ASTR 210 course at the same time as the AS degree, if possible, for the 11-14-19 meeting.

- Physics – AS-UCTP Associate in Science Degree for UC Transfer (59-63 units) – **action postponed to next meeting**

The Physics – AS UCTP Associate in Science Degree for UC Transfer is a new type of degree and provides a pathway for students to get into Physics-related degrees at UCs. It is UCs' version of ADTs. This is a stand-alone degree.

Marsha Ramezane recounted that she recently attended a CCCCCO meeting and some issues were raised. There are still some internal processes that need to be done, some questions that UCs need to define. We are missing some technical pieces including transfer agreements. All nine UCs are supposed to be involved but not all of the UCs do transfer agreements. The Chancellor's Office has not received any proposals like this yet, so CSM might be the first.

Martin Bednarek pointed out that the degree indicates that it requires 59 to 63 units. We need a minimum of 60 units. The issue arises from the last area in the IGETC GE requirements on "Language other than English" which has a unit range of 0-4 units. Laura suggested adding text that would clarify the requirements for elective courses so we can reach 60 units.

David Locke will work on required changes and the program will be reviewed again at the next meeting. David's attendance will not be required.

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

- **By Memo**

- BIOL 230 Introductory Cell Biology – put back BIOL 210 as a prerequisite option – **approved.** *Motion by Chris Walker, seconded by Jeremy Ball, all members voting Aye.*
BIOL 210 had for many years been one of the prerequisites for BIOL 230 but it was accidentally deleted when the course proposal was last modified.

- **Open Agenda**

- Guiding Principles for GE (continuing)
- Guest: Candice Nance, Curriculum Chair at Cañada: Presentation on Cañada’s CTE program approval process

Candice Nance, Curriculum Chair at Cañada College, presented a slide showing the process that they follow for processing CTE programs. They have a checklist of required documentation for the proposed program, with a curriculum handbook as a guide. The checklist includes Labor Market Information (LMI); Advisory Board meeting minutes documenting the board’s approval of the proposed new program; Bay Area Community College Consortium (BACCC) requirements; and, Centers of Excellence (COE) data request. The COE data request could take 6-8 weeks to process. Documentation needs to be submitted as a complete package before a program is considered or reviewed. Cañada has a CTE subcommittee that reviews CTE programs as part of the technical review process. This process is required for any program that is forwarded for state approval. The CTE program proposals should show that there is an industry need.

Teresa Morris reminded the group that someone has to gather all the documents and write the narrative. Faculty are responsible for this. We can approve programs at the local level but they won’t get approved at the State level without the narrative, which means that we will not be able to offer Certificates of Achievement and degrees. The PCAH has information on what documents need to be uploaded to the State. Candice mentioned that at Cañada, either the faculty or the dean writes the narrative. They remind people at every meeting that narratives are due. It should also be noted that there are financial aid considerations that need to be taken into account.

Teresa said that we will have more conversations about this.

The Chair also reminded committee members about their GE homework. She has received some documents from some divisions but doesn’t have everything.

Meeting adjourned at 4:03 pm.