

College of San Mateo

Curriculum Committee

November 14, 2018 (2:15 p.m.)

MINUTES

Members Present

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

Non-Voting Members

Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused

Creative Arts/Social Science Division	Judith Hunt
Math/Science Division	Christopher Smith
Non-Voting Member	Mike Holtzclaw

Other Attendees

Andy Chu, Laura Demsetz, Kamran Eftekhari, Steve Gonzales, Stephen Heath, Tatiana Irwin, Rosemary Nurre, Kevin Sinarle, Daryl Stanford

Chair, Teresa Morris called the meeting to order at 2:22 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Chris Walker, all members voting Aye. Accounting 119 was moved to Substantive Agenda, and there were some changes to the order of items on the agenda.

David Laderman had a question about why some Accounting courses don't transfer. The Chair replied that some schools require students to take certain Accounting courses in their schools.

Action Items

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

- **Approval of October 24, 2019 Minutes**

- **Course Modifications**

- ACTG 100 Accounting Procedures (3)
(DE update; change in texts)
- ACTG 103 Ten-Key Skills (.5)
(DE update; change in text)
- ACTG 106 Accounting Cycle Survey (1)
(DE update; change in text)
- ACTG 107 Time Value of Money (1)
(DE update; change in text)
- ACTG 108 Financial Statement Analysis Survey (1)
(DE update)
- ACTG 121 Financial Accounting (4)
(DE update; changes in content and texts)
- ACTG 131 Managerial Accounting (4)
(DE update; changes in content and texts)
- ACTG 144 Quickbooks: Set-up and Service Business (1.5)
(DE update; changes in content and texts)
- ACTG 145 Quickbooks: Payroll and Merchandising Business (1.5)
(DE update; changes in content and texts)
- ACTG 161 Intermediate Accounting I (4)
(DE update; changes in content and texts)
- ACTG 162 Intermediate Accounting II (4)
(DE update; changes in content and texts)
- ACTG 163 Auditing (3)
(DE update; changes in content and texts)
- ACTG 164 Governmental & Nonprofit Accounting (3)
(DE update; change in texts)
- ACTG 165 Cost Accounting (3)
(DE update)
- ACTG 168 Financial Management for Accountants (3)
(DE update)
- ACTG 169 Accounting Ethics (3)
(DE update; changes in method of grading, content, and text)
- ART 205 Drawing II (3)
(Changes in description, objectives, content, and text)
- BLDG 760 Energy Regulations (3)
(Change in texts)
Approved with a change in the SLOs and objectives to replace the verb "Meet" with "Match".

- BLDG 775 Introduction to Residential Dwelling Inspection Technology (3)
(Change in texts)
- BLDG 790 Blueprint Reading for Construction (3)
(Change in texts)
- DGME 103 Fundamentals of Two-Dimensional Design (3)
(Changes in content and texts)
- DGME 164 User Interface/User Experience Design (3)
(DE update; changes in recommended preparation (including removal of frequently recommended preparation), assignments, and texts)
- DGME 230 Production Design for Print and Screen (3)
(Change in texts)
- DGME 250 Internship (3)
(Change in texts)
- ELEC 442 Electronic and Pneumatic Process Control Systems (4)
(Two-year update, no changes)
- ELEC 445 Industrial Data Communications Systems (4)
(Two-year update, no changes)
- MUS. 100 Fundamentals of Music (3)
(DE update; removal of frequently recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
David Laderman had suggestions on revising the description and the suggestions were accepted.

- **Course Deactivations**

- DGME 112 TV Studio Production
- DGME 143 Motion Graphics
- DGME 166 Web Authoring: ActionScript
- ELEC 144 Solar Energy Fundamentals

- **Program Modification**

- Business Administration AS-T: change in units; addition of MATH 251 and CIS 110 as selective optional courses

- **Program Deactivation**

- Fundamentals of Smart Building Systems – 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 Courses**

- HIST 261 Women in American History I (3) – **approved, with GE areas; discipline assignment: History.** Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.
 (DE supplement; proposed for GE areas: E1. Option 2 – Group 1: American History and Institution; E1. Option 2 – Group 2: California State and Local Government; E1. Option 3: Complete the US History, US Constitution, California State and Local Government requirement as approved by CSU to meet the CSU graduation requirement at a California Community College or a California State University Campus; E5b: Social Science; and E5c: Humanities)
- HIST 262 Women in American History II (3) – **approved, with GE areas; discipline assignment: History.** Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.
 (DE supplement; proposed for GE areas: E1. Option 2 – Group 1: American History and Institution; E1. Option 2 – Group 2: California State and Local Government; E1. Option 3: Complete the US History, US Constitution, California State and Local Government requirement as approved by CSU to meet the CSU graduation requirement at a California Community College or a California State University Campus; E5b: Social Science; and E5c: Humanities)
The History Department has split Women in American History (HIST 260) into two courses so that they can cover the material in more depth. This follows the traditional timeline. Skyline and Cañada might be receptive to following our example; Tatiana Irwin is willing to act as an emissary and discuss this with them. The Chair indicated that it would be nice to have alignment in this. Laura Demsetz suggested adding a note in the catalog that students cannot take HIST 260 and HIST 261 and HIST 262. The department will continue to offer HIST 260 for now.
- ASTR 210 Fundamentals of Astrophysics (4) – **approved; approved for GE area E5a but denied for GE area E5d; discipline assignment: Physics/Astronomy.** Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.
 (Proposed for E5a: Natural Science, and E5D: Career Exploration and Self-Development)
- COUN 124 Effective College Learning (3) – **approved, with change in title; approved for GE area; discipline assignments: Counseling or Psychology.** Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.
 (DE supplement; proposed for GE area: E5d Career Exploration and Self-Development) *The course title was changed from Efficient College Learning to Effective College Learning.*
- DGME 135 Radio Production Lab IV (2) – **approved; discipline assignment: Broadcasting Technology.** Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.

- **New Programs**

- Astronomy – AA Degree (20-23 units) – **approved**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.
- Astronomy – AS Degree (35 units) – **approved**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.

The group discussed changing one of the titles so that they won't be the same, but could not arrive at an agreement so the titles remained unchanged. It was argued that the descriptions show the differences. An AS implies more science focus.

- **Discussion – Regular and Substantive Contact Policy**

The Chair distributed copies of a draft policy on regular and substantive DE contact, and asked members to review it and give feedback/make comments and suggestions. We should distinguish between distance education and correspondence courses; the latter don't qualify for financial aid. Chris Walker commented that Skyline and Canada didn't receive a similar recommendation from ACCJC during the accreditation visit. Laura mentioned that Skyline had received this recommendation at a previous accreditation visit and has since remedied this.

- **Course Modifications**

BUS. 136 Business Finance (3) – **approved**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.

(New DE supplement; changes in prerequisite, recommended preparation, evaluation, and text)

BUSW 464 Database Management Fundamentals Using Access for Windows (3) – **approved with a change in the recommended preparation**. Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.

(DE update; removal of materials fee; changes in recommended preparation, description, SLOs, objectives, and texts)

The Chair commented that course authors need to be conscious of and careful about what recommended preparation is needed, including course sequences. Chris Walker suggested that the English Department write up some guidelines and share this with the Curriculum Committee so we can have a discussion Per Evan Kaiser, examples include e.g., ENGL 105 requires critical thinking; for ENGL 828, research is not needed, etc. The Chair advised that we do not want checkboxes; more careful thought is needed.

CIS 262 Discrete Mathematics for Computer Science (3) - **postponed**
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, and evaluation)

There was a request to postpone review and discussion of CIS 262, pending discussions needed between the CIS and MATH departments.

CIS 264 Computer Organization and Systems Programming (4) - **postponed**
(DE update; removal of frequently recommended preparation and materials fee; changes in title, units, hours, description, SLOs, objectives, content, methods of instruction, and texts)

- A decision on CIS 264 approval is postponed, pending clarification on the capitalization in the course description.*
- CIS 482 Ethical Hacking (3) – **approved with a change in the description and an update in the textbook.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*
(New DE supplement; removal of recommended preparation)
- CIS 493 Cloud Security Fundamentals (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*
(New DE supplement; removal of re (New DE supplement; removal of frequently recommended preparation; changes in units, hours, and method of grading)
There was a comment on textbook recency but there are no newer texts; other resources cited are current. The Chair recommended adding periodicals in future proposals.
- ELEC 111 Introduction to Electronics Fundamentals (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*
(Changes in prerequisites and content; addition of recommended preparation)
- ELEC 112 Advanced Electronics Fundamentals (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*
(Addition of recommended preparation; changes in prerequisites and methods of instruction)
The two Electronics Technology courses had comments on dated textbooks. Steve Gonzales explained that the courses are niches and there are no really good textbooks to cover their content. The Chair suggested adding other resources like lab manuals.
- ELEC 231 Basic Applied Electronic Mathematics (2) - **postponed**
(Removal of prerequisite; addition of recommended preparation; changes in methods of instruction, and evaluation)
- ESL 400 Advanced English for Multilingual Students (5) – **approved.** *Motion by Shana Young, seconded by Martin Bednarek, all members voting Aye.*
(Changes in title, recommended preparation, description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- R.E. 100 Real Estate Principles (3) - **postponed**
(New DE supplement; change in SLOs)
- ACTG 118 Personal Investing (3) – **approved.** *Motion by Martin Bednarek, seconded by Lale Yurtseven, all members voting Aye.*
(DE update; changes in method of grading, content, and text)
- ACTG 119 Personal Financial Planning (3) – **approved.** *Motion by Martin Bednarek, seconded by Shana Young, all members voting Aye.*
(DE update; change in texts)
Lale Yurtseven had comments on cross listing ACTG 118 and ACTG 119 in the Business department, e.g., ACTG 168 with BUS. 136. The Chair asked that the concerned departments advise her on what they want to do and she will

check the possibility of cross listing. Cross listed courses have similar content; students can only use one for credit. ACTG 118 and 119 only have Accounting as discipline assignment. Lale thinks that Business can also qualify as a discipline assignment. ACTG 118 can also be taught by Business faculty. Teresa will email everyone concerned for clarity on discipline assignments and cross listing, and we can add this in the next agenda as a consent item. We can take a memo. If there are other areas that cannot be agreed on, those can go on a future agenda.

Meeting adjourned at 4:10 pm.