

College of San Mateo

Curriculum Committee

November 21, 2018 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts/Social Science Division	Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	Evan Kaiser, David Laderman
Math/Science Division	Christopher Smith, Christopher Walker
Student Services	Alex Guiriba

Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused

Creative Arts/Social Science Division	Jeremy Ball
Library	Matthew Montgomery
Student Services	Martin Bednarek
ASCSM	Shiyun Tao

Other Attendees

Andy Chu, Laura Demsetz, Kamran Eftekhari, David Locke, Arielle Smith, Peter von Bleichert

Chair, Teresa Morris called the meeting to order at 2:24 p.m.

Motion by Chris Walker to approve the revised agenda, seconded by Chris Smith, all members voting Aye. Discussion on CIS 262 is postponed to the 12/5/19 meeting.

Action Items

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

• **Course Modifications**

- BLDG 710 Advanced Building Inspection (4.5)
(Changes in SLOs and texts)
- BLDG 720 Electrical Inspection I (3)

		(Changes in SLOs and texts)
BLDG	725	Electrical Inspection II (3) (Change in text)
BLDG	730	Plumbing Inspection (3) (Changes in content and text)
BLDG	735	ADA Building Requirements (3) (DE update; changes in SLOs, objectives, and texts)
BLDG	740	Mechanical Code (3) (Changes in content and text)
BLDG	750	Structural Provisions (3) (Changes in SLOs, objectives, and text)
CIS	128	Mobile Web App (4) (DE update; changes in recommended preparation [removal of frequently recommended preparation], and texts)
CIS	129	Frameworks/Server-Side JavaScript (3) (DE update; changes in recommended preparation [removal of frequently recommended preparation], and texts)
CIS	137	iOS/Swift Programming (4) (DE update; changes in recommended preparation [removal of frequently recommended preparation], and texts)
CIS	138	Internet of Things (3) (DE update; changes in recommended preparation [removal of frequently recommended preparation], and texts)
DGME	101	Writing for Mass Media (3) (Removal of frequently recommended preparation; change in description)

- **Course Deactivations**

ART	400.1	Low Fire Ceramics I
ART	400.2	Low Fire Ceramics II
ART	400.3	Low Fire Ceramics III
ART	400.4	Low Fire Ceramics IV
DANC	330.1	Creative Dance I
DANC	330.2	Creative Dance II
DANC	330.3	Creative Dance III
DANC	330.4	Creative Dance IV
MGMT	680MC	Essentials of Facility Management

- **Program Modifications**

- Web and Mobile Application Development – AS Degree
(Moved CIS 200 from a core course to a selective course)
- Web and Mobile Application Development – Certificate of Achievement
(Moved CIS 200 from a core course to a selective course)
- Project Management – Certificate of Specialization
(Change in units; addition of BUS. 401 as a core course)

- **Program Deactivations**

- Business Information Worker – Certificate of Achievement
- Retail Management – Certificate of Achievement

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 347 The History of Photography (1900 – present) (3) – **approved; discipline assignment: Photography; approved for GE Area: E5c Humanities.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
(DE supplement)
This course provides a broad perspective for students interested in photography. The minimum qualifications for a discipline assignment of Photography includes Master’s in Photography, Fine Arts, or Art.
- CIS 500 Introduction to Cloud Computing (4) - **approved; discipline assignment: Computer Science.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
(DE supplement)
- DGME 134 Radio Production Lab III (2) – **approved; discipline assignment: Broadcasting Technology.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.

- **New Programs**

- Entrepreneurship – The Start Up – Certificate of Specialization (15 units) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
- Small Business Management – Certificate of Specialization (15 units) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
The Business Certificates of Specialization are for students who might already have a business and need additional skills, but can also be for students straight out of high school. The certificates are stackable.
- Enterprise Cybersecurity – Certificate of Specialization (15 units) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
- Chemistry – AS-UCTP Associate in Science Degree for UC Transfer (66-70 units) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
- Physics – AS-UCTP Associate in Science Degree for UC Transfer (59-63 units) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
The AS-UCTP degrees are based on a template. Students don’t need to complete their GEs here but can take them where they transfer. There has been no resolution to the

question on the units for the science courses and labs. When we get an answer to this, we can take a memo to correct units as needed. Chris Walker requested that the Math classes sequence be reordered on the Physics AS-UCTP.

- **Course Modifications**

- BIOL 184 Wildlife Biology (3) – **returned for textbook update, to return as consent item.**
(New DE supplement; removal of frequently recommended preparation; change in texts)
The Chair suggested adding OERs or newer periodicals, in addition to old textbooks. There is a newer edition of the Vertebrate Life textbook. Some academic areas don't update textbooks often, e.g., Math. The committee can take seminal works, but would also like other options.
- BUS. 150 Small Business Management (3) – **approved.** Motion by Chris Walker, seconded by Shana Young, all members voting Aye.
(DE update; changes in title, recommended preparation [removal of frequently recommended preparation], description, SLOs, and objectives)
- CIS 262 Discrete Mathematics for Computer Science (3) - **postponed**
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, and evaluation)
- CIS 264 Computer Organization and Systems Programming (4) – **approved with a change in the description.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
(DE update; removal of frequently recommended preparation and materials fee; changes in title, units, hours, description, SLOs, objectives, content, methods of instruction, and texts) (*The proposal had been discussed at the 11/14/19 meeting and clarification was needed on the course description.*)
- DANC 390 Dance Composition/Theory/Choreography (3) - – **approved.** Motion by Shana Young, seconded by Chris Smith; all members voting Aye.
(Changes in units, hours, recommended preparation, description, content, methods of instruction, assignments, and texts)
- ELEC 231 Basic Applied Electronic Mathematics (2) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
(Removal of prerequisite; addition of recommended preparation; changes in methods of instruction, and evaluation)
- R.E. 100 Real Estate Principles (3) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.
(New DE supplement; change in SLOs)
We will put back the DE Contact info that was dropped due to a glitch in CurricUNET.

- **Program Modification**

- Marketing Specialist – Certificate of Specialization – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.

(Change from Certificate of Achievement to Certificate of Specialization; reduction in units from 18 to 15 units; removal of BUS. 401 as a core course)

- **Policy: Regular and Substantive Contact – *draft approved, with modifications.*** *Motion by Judith Hunt, seconded by Chris Walker, all members voting Aye.*

The Chair had distributed copies of a draft policy on regular and substantive contact for distance education courses at the last meeting on November 14th. It contains material based on the policies of other colleges in the area. At that time, she had asked for feedback and suggestions. She now handed out copies of what she believed to be the basis for the ACCJC Accreditation recommendation on having a DE policy (from the Guidance to Institutional Self-Evaluation and Peer Review from the ACCJC Handbook Appendix C: Commission Policies and Federal Regulations, pp. 124-125). It is not enough to have DE information on the course outline. We need to have a policy and procedures to serve as guidelines.

The Chair presented the draft and a discussion followed where the members made comments and suggested revisions.

Work is ongoing on a DE Handbook. We can add a list of instructor-initiated regular and effective contact. Details like these might be better included in the DE handbook than in a DE policy. We can put facilitation details in the handbook.

We need to affirm that communication is two-way. There is communication from the instructor to the whole class, and also to individual students. Instructors facilitate and guide, but should also engage students.

David Laderman asked how ACCJC made the recommendation, whether it was based on lack, and if they looked at the distance education classes. Teresa replied that the reviewers needed a document to set up a rubric to render a judgement but we didn't have one.

Chris Smith suggested removing references to Canvas and using a more generic term like "district-designated Learning Management System". Mike added that one concern is also that in communicating with students, faculty use different forums and media, e.g., Outlook, Google, or Gmail. Some communication is taking place outside of Canvas and is not being documented. Some students don't log on in Canvas. Lale commented that this is also a problem in faculty evaluations; the faculty could say that communication is done by email but we cannot access the emails. On the technical side, Evan Kaiser noted that there are issues in using the conversation features and added that some hyperlinks don't work. Laura Demsetz pointed out that some submissions may need to be done outside Canvas, e.g., when there are big files, or many files. Other technology or apps might be used. Mike said that documentation is a problem if the faculty is not available and we cannot access the materials. If documentation is captured in Canvas, we can look there. We need definitions and standards. The draft policy doesn't currently contain any language about having all conversations only in Canvas or the approved learning management system. There are

other pieces that we need to consider like recency of training. We need to figure more things out.

Mike announced that the district is looking into using Proctorio. What are appropriate means of identifying students to make sure that the student taking the course is the one taking the exam? We meet the standards, i.e., we use G numbers and single sign-ons but this not preclude students from sharing this with others.

Mike said that we need to have a policy now to get us back into compliance, but discussions do not end here. For now, we need to have something in place that works, but there could be different versions going forward. Chris Smith commented that instructor presence appears in several places in the document; should this be in the policy? The Chair thinks it would work better to appear in the DE handbook. The draft policy will be revamped to include changes discussed at the meeting. The Chair will make the suggested revisions to the draft and will forward it to Academic Senate. She will send out a copy of the Dear Colleague letter.

Meeting adjourned at 4:03 pm.