

# College of San Mateo

Curriculum Committee

December 5, 2019 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts/Social Science Division	Jeremy Ball, Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
ASCSM	Shiyun Tao

### Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

### Absent/Excused

Language Arts Division	Evan Kaiser
Student Services	Martin Bednarek, Alex Guiriba

### Other Attendees

Denaya Dailey, Laura Demsetz, Kamran Eftekhari, La Shonda Kennedy, Vincent Li, Michelle Schneider, Alex Wong

Chair, Teresa Morris called the meeting to order at 2:26 p.m.

*Motion by Chris Smith to approve the revised agenda, seconded by Chris Walker, all members voting Aye. CIS 262 has been added to the agenda. Discussion on MUS. 202 is postponed to the January meeting.*

### Action Items

*Motion by Judith Hunt to approve the consent agenda, seconded by Shana Young, all members voting Aye.*

- **Approval of November 14, 2019 Minutes**
- **Approval of November 21, 2019 Minutes**
  
- **Course Modifications**

- ACTG 175 Volunteer Income Tax Preparation (2.5)  
(Changes in objectives, content, methods of instruction, assignments, and texts)
- ACTG 176 Enrolled Agent Exam Preparation (3)  
(Text update)
- ACTG 181 Taxation of Individuals Using Tax Software (4)  
(Changes in objectives, content, evaluation, and text)
- ACTG 182 Taxation of Business Entities Using Tax Software (4)  
(Changes in content and text)
- ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software (2)  
(Changes in objectives, evaluation, and text)
- ACTG 262 Depreciation, Business & Repair Expenses (.5)  
(Two-Year update only, no changes)
- ACTG 263 Sole Proprietorships (.5)  
(Two-Year update only, no changes)
- ACTG 264 Lacerte Tax Software Basics (.5)  
(Change in evaluation)
- ACTG 265 Taxation of Rental Real Estate (1)  
(Two-Year update only, no changes)
- ACTG 276 VITA Intermediate (1)  
(Changes in methods of instruction, assignments, and texts)
- ACTG 277 VITA Advanced (1)  
(Changes in methods of Instruction, assignments, and texts)
- ACTG 278 VITA Supervisory (1)  
(Changes in methods of Instruction, assignments, and texts)
- ADMJ 185 Introduction to Forensic Science (3)  
(Two-year update requirement; no changes)
- CHIN 121 Advanced Elementary Chinese I (3)  
(DE update; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- CHIN 122 Advanced Elementary Chinese II (3)  
(DE update; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- CHIN 211 Colloquial Chinese I, Elementary (3)  
(DE update; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- CHIN 212 Colloquial Chinese II, Elementary (3)  
(DE update; changes in description, SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)  
*There were some comments on the Chinese courses including correction of typos. Jing Wu is amenable to making the changes.*
- DANC 116.1 Waltz I (.5-1)  
(Changes in description, methods of instruction, and texts)
- DANC 116.2 Waltz II (.5-1)

- (Changes in description, methods of instruction, and texts)
- DANC 116.3 Waltz III (.5-1)  
(Changes in description, methods of instruction, and texts)
- DANC 116.4 Waltz IV (.5-1)  
(Changes in description, methods of instruction, and texts)  
*The course descriptions of the DANC 116 series courses were modified, to address a comment about a dangling modifier.*
- DANC 128.1 Latin Dance I (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 128.2 Latin Dance II (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 128.3 Latin Dance III (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 128.4 Latin Dance IV (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 151.1 Social Dance I (.5-1)  
(Changes in description, methods of instruction, and texts)
- DANC 151.2 Social Dance II (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 151.3 Social Dance III (.5-1)  
(Changes in description, methods of instruction, and text)
- DANC 151.4 Social Dance IV (.5-1)  
(Changes in description, methods of instruction, and text)
- DGME 113 Digital Video Production (3)  
(Removal of frequently recommended preparation; changes in description and texts)
- DGME 122 Live Sound (3)  
(Change in texts)
- DGME 128 Media Performance & Presentation (3)  
(Removal of frequently recommended preparation; changes in title, description, SLOs, objectives, content, and methods of instruction)
- IDST 110 College 1 (3)  
(Changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts)
- MUS. 202 Music Listening and Enjoyment (3) – ***postponed, need response to a comment***  
(DE update; removal of frequently recommended preparation; changes in description and texts)
- MUS. 250 World Music (3)  
(DE update; removal of frequently recommended preparation; changes in methods of instruction and texts)

- **Program Modifications**

- Dance – AA Degree

- (Removal of DANC 330.1, 330.2, 330.3, 330.4, and 391 (banked) as selective courses)
- Digital Media: Broadcast and Electronic Media – Certificate of Specialization (Changes in description, career opportunities, and PLOs; removal of DGME 112 (banked) as a core course and replacement with DGME 102)
- **Program Modification – by memo**
  - Business Administration AS Degree – correction of typo in units

### 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**

CIS 501 (CS2) Data Structures: Python (4) – **approved with typo correction of “Big-O” to maintain consistency; discipline assignment: Computer Science.** Motion by Chris Walker, seconded by Chris Smith, all members voting Aye. (DE supplement)

*The Python courses will be part of the proposed Applied Python Programming Certificate. The proposals are per Advisory Committee recommendations. Mounjed Moussalem opined that it would be better to avoid tying courses to programming language in future proposals. The language changes from time to time. Python is currently popular; in the past, R Programming had been popular. Both Python and R Programming had been recommended by advisory committees. These committees make recommendations based on available technology but technologies have short lives; methodologies have longevity. Laura Demsetz commented that for articulation purposes, some specificity is needed in the language. The Chair said we can discuss proprietary language names and proprietary brand names at a future time.*

*A discussion followed on student access to computers for labs. CIS 501 has lab hours but CIS 502 and CIS 503 don't have lab hours. The software used in the Python courses is freely available, but not all students have access to computers. Matt Montgomery inquired if needed software is installed on campus computers that students use. Teresa Morris will bring back discussions on language and student access to materials including computers and software at a meeting in spring. We need to have standard language.*

CIS 502 Python for Data Science and Machine Learning (4) – **postponed, need revision to the description** (if approved in early spring, can still be included in the new catalog) (DE supplement)

*There were comments on the course description and some revision was recommended, including removing some details from the description if the information is found in the content. Leave enough information in for articulation.*

*Chris Smith asked if there are no prerequisites aside from Math 120. Would entry level students know what the course is about? Laura Demsetz suggested having Python experience as recommended preparation, or include similar language in the catalog description. Kamran Eftekhari explained that CIS 502 is a higher Python class, but the courses can be taken in any order. Chris Walker suggested that the CIS department have further discussions for perspectives and structures. Mounjed noted that there is some redundancy in course offerings, e.g., CIS 502 and CIS 140 are similar; the only difference is the language. The Chair cautioned that if we offer multiple courses that cannibalize each other, some courses might not be offered due to low enrollment and students won't be able to complete certificates. She advised that issues be taken back to the Advisory Committees. Input from committees is important but we cannot sustain every course.*

CIS 503 Data Visualization and Text Analysis in Python (3) – **approved with a change in the description; discipline assignment: Computer Science.** Motion by Chris Walker, seconded by Chris Smith, all members voting Aye.  
(DE supplement)

COOP 670 Cooperative Education/Work Experience (1-4) – **approved; discipline assignment: Work Experience Instructors or Coordinators.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.  
*This course has a similar framework as the Business Coop class that was recently approved. Students with different majors can use this class, i.e., non-business majors. This is intended for students who have already decided on a major and have a career path in mind. Students should have their own jobs, but the course coordinators can provide assistance with résumés. The student will have an employer supervisor and a faculty advisor. There will be an instructor of record for this class, plus faculty from different disciplines who will be advisors.*

GBST 650 Study Abroad Life and Culture (3) – **approved, with revisions to the description; discipline assignment: Any discipline requiring a Master's degree.**  
*Motion by Chris Walker, seconded by Chris Smith, all members voting Aye. (Proposed for GE Area: E5d Career Exploration and Self-Development)*  
**Approved for GE Area E5d;** motion by Jeremy Ball, seconded by Judith Hunt: seven voting Aye; three voting Nay (Chris Walker, Chris Smith, and Lale Yurtseven), with no abstentions. \*There was a discussion on the GE area Career Exploration **and** Self-Development. Two areas are covered because of the conjunction "and". Marsha Ramezane thinks it won't work for CSU's definition of self-development. David Laderman sees self-development as a possibility, but not career exploration.

*Study Abroad needs a “home”; it is currently not housed under a specific division. Laura coordinated the work on this proposal; the committee is responsible for this – it is not the business of an individual. We need a plan for Study Abroad. Content on scientific and technological movements was added. Each college has its own version of Study Abroad courses. David Laderman noted that in some cases it is primarily a vehicle for guest lecturers from the host country to present to students.*

- MUS. 120 Songwriting (3) - **postponed**  
(Proposed for GE area: E5d. Career Exploration and Self-Development)
- MUS. 280 History of Electronic Music (3) – **approved with GE area; discipline assignment: Music.** Motion by Chris Walker, seconded by Chris Smith, all members voting Aye.  
(DE supplement; proposed for GE Area: E5c Humanities)
- MUS. 286 Music Business (3) - **postponed**  
(DE supplement; proposed for GE Area: E5d Career Exploration and Self-Development)
- MUS. 423 Small Ensembles (2) - **postponed**
- PSCI 142 Applied Research in STEM (1) – **approved with changes in the description; discipline assignment: (Biology or Chemistry) AND (Earth Science OR Engineering OR Physics); approved for GE Area E5a; E5d is not approved (already approved for PSCI 141 which is a prerequisite to PSCI 142).** Motion by Chris Walker, seconded by Chris Smith, all members voting Aye.  
(Proposed for GE areas: E5a: Natural Science, and E5d: Career Exploration and Self-Development)  
*This course will involve some research design. It is a lab class; there shouldn't be much overlap with Honors courses. Students in this course will be coming from PSCI 141 as a cohort of about 30 students. Would it be possible to add “outside” students? There are students who just need one lab unit; however, opening the class to all students will change the intent of the course. This will have to be discussed by the department. Laura suggested that if there is attrition, two classes can be combined in a future semester.*

- **New Programs**

- 21<sup>st</sup> Century Office Management – Certificate of Specialization (15 units) - **postponed**
- Applied Python Programming – Certificate of Specialization (15 units) - **postponed**

- **Course Modifications**

- CIS 262 Discrete Mathematics for Computer Science (3) – **approved.** Motion by Chris Walker, seconded by Chris Smith; all members voting Aye.  
(New DE supplement; changes in description, SLOs, objectives, content, methods of instruction, evaluation, and texts)  
*This course was modified and is now similar to Skyline's version.*
- KINE 202 Yoga Asana Studies (3) – **approved.** Motion by Chris Walker, seconded by Lale Yurtseven, all members voting Aye.

(Changes in title, units, hours, content, evaluation, and texts)

*The changes in units and hours better reflect the way the course is taught, in terms of hours dedicated to lectures or labs.*

SOSC 301 Introduction to Alcohol and Other Drug Studies (3) - ***postponed***  
(New DE supplement; removal of frequently recommended preparation;  
changes in SLOs, content, and texts)

**Meeting adjourned at 4:02 pm.**