College of San Mateo

Curriculum Committee
February 27, 2020 (2:15 p.m.)

MINUTES

Members Present

Chair	Teresa Morris
Business/Technology	Lale Yurtseven
Creative Arts/Social Science Division	Judith Hunt
Language Arts Division	Fermin Irigoyen II, Evan Kaiser
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

Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem
Creative Arts/Social Science Division	Nico van Dongen
Kinesiology Division	Shana Young
Math/Science Division	Christopher Smith
Student Services	Alex Guiriba
Non-Voting Member	Mike Holtzclaw

Other Attendees — Christie Baird, Laura Demsetz, Heidi Diamond, Kamran Eftekhari, Michelle Schneider

Chair, Teresa Morris called the meeting to order at 2:25p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Chris Walker, all members voting Aye. The Entrepreneurship: From Idea to Success Certificate of Specialization was removed from the agenda. It will return as a different proposal.

Action Items

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

- **Approval of January 23, 2020 Minutes**

- **Course Modifications**
  DANC   117.1   Tap Dance I (.5-1)
                      (Text update)
  DANC   117.2   Tap Dance II (.5-1)
                      (Text update)
  DANC   117.3   Tap Dance III (.5-1)
                      (Text update)
  DANC   117.4   Tap Dance IV (.5-1)
                      (Text update)

- **Program Modifications**
  - Business Administration – Associate in Science Degree: Change of title of BUS. 150
  - Digital Media: Applied Audio and Video Production – Certificate of Specialization: Reduction in units; removal of DGME 112 (banked) as a core course.
  - Digital Media: Broadcast and Electronic Media – Associate in Arts Degree: Changes in description, career opportunities, PLOs; removal of DGME 112 (banked) as a core course and replacement with DGME 102; change of title of DGME 128.
    Evan Kaiser had a suggestion for rewording the description and Michelle Brown agreed to the changes. Re Fermin Irigoyen's question about the frequency of course offerings, DGME 101 and 128 are offered every other spring, and the rest are offered every semester.
  - Entrepreneurship: From Idea to Success – Certificate of Specialization: Change of title of BUS. 150
  - Film, Television, and Electronic Media – Associate in Science Degree for Transfer: Removal of DGME 112 (banked) and addition of: DGME 119, FILM 123, and FILM 154 as selective courses.
  - Marketing – Associate in Science Degree: Change of title of BUS. 150
  - Specialized Pilates Instructor – Certificate of Achievement: Change of title of BUS. 150; addition of FITN 335.2, 335.3, and 335.4 as selective courses.

- **Program Modification by memo**
  - Small Business Management – Certificate of Specialization: Addition of COOP 670 as a selective course

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 Course**

  FIRE 680MD Fire Academy Preparation (2) – ***approved, with the addition of Eligibility for ENGL 105 as a recommended preparation; discipline assignment: Fire Technology.*** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*

  This course is being proposed to prepare students for the Fire Academy program. It has been noted that some students are unfamiliar with fire technology equipment and tools. Physical stature could make a difference; some equipment are big and heavy and could be a struggle for some students, e.g. female students. Some students get claustrophobic when trying on the uniform with the jacket, pants, and mask. The course allows students to test out if this program is something they want to do or are able to do, before spending a lot of time or money on the program. The course can also be used post-academy for students who want to refresh their skills. The field is very competitive; only about 1 in every 4,000 applicants gets accepted for jobs. Right now, the course is not a prerequisite to the Fire Academy, but this is under consideration. Students coming in from outside CSM would not have this class or its equivalent in other programs. Having this as a prerequisite at this point will hinder the current application process. In addition, there is an issue of repeatability to consider; the department would like to make the course repeatable. Eventually, this course will become permanent, and will become a prerequisite. Students who qualify in California qualify in other states; the curriculum we follow is nationwide.

- **New Program**
  - Applied Python Programming – Certificate of Specialization (15 units) – ***approved.*** *Motion by Martin Bednarek, seconded by Evan Kaiser, all members voting Aye.*

- **Course Modification**

  SOSC 302 Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse (3) – ***approved.*** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting Aye.*
  (New DE supplement; removal of frequently recommended preparation; text update)

- **Open Agenda**
  - Advisory language for recommended writing preparation
  The Chair presented minutes from Committee on Instruction meetings from 2008 and 2009 that had discussions on advisory language for English, Writing, and Math competency. Prior to CurricUNET, we had a paper-based submission system. There were Validation Forms for courses which had prerequisites or recommended preparation; the form included justifications for these. In CurricUNET, we have a checkbox for the frequently recommended preparation of ENGL 838/848 or ESL 400. Going forward, we

plan to dispense with the checkbox. Instead, we need language that defines what English and Math competency mean. Fermin Irigoyen asked if the default would be Eligibility for ENGL 100 or ENGL 105, since there is no lower ENGL course. The Chair reminded the group that when we specify Eligibility for ENGL 100 or ENGL 105, we are not referring to skills learned in these courses, but those skills taught in courses before or below these. Martin Bednarek suggested making concurrent enrollment in or completion of ENGL 100 or ENGL 105 as the new frequently recommended preparation. Maybe we can also have a suggested statement on ESL 400. Should we use Recommended Preparation or Advisory for the language? We have traditionally used "recommended preparation"; the PCAH uses "advisory". The group agreed that recommended preparation is better understood.

Chris Walker informed the group that there are some courses that require MATH 110 and 120 which are not MATH courses, but are taught in Economics, Psychology, or Sociology.

The Chair asked the representatives from the Language Arts and Math/Science divisions to have discussions in their departments or divisions to identify the writing or math competency needed that we could craft into language for frequently recommended preparation or advisories. We should have documented conversations to guide us. What skills do we expect students to have? Should we require concurrent enrollment or completion of the course? Our ultimate goal is to remove the frequently recommended preparation and replace it with new language that will guide faculty when submitting course proposals. We would prefer to have this discussion finished this semester.

- Local GE Area E5d Career Exploration and Self-Development – ***postponed***
  Homework: Members should look into this so we can have a discussion at the next meeting.

- Attaching all documentation when a program is proposed
  The Chair explained the process for submitting program proposals. New program proposals require documentation, including a narrative. Career Education programs have additional requirements. The Curriculum Committee reviews and approves the proposal, then it goes to the Board of Trustees for approval. Per new guidelines in the Program and Course Approval Handbook (PCAH) that was updated this past summer, we are now required to send the program narratives to the Board at the same time as the program proposal. These need to go as a package, and have to be done before the new program is submitted to the State. We follow this new workflow for Associates degrees. We will create a policy to cover this, to be added to a meeting agenda in the future. The Chair will check PCAH to see if we need this for Certificates of Achievements as well. Since Certificates of Specialization do not need State approval, we don't follow this process for CSs. Determination of Career Education programs is based on TOP codes.

Meeting adjourned at 3:14 pm.