

College of San Mateo

Curriculum Committee

March 26, 2020 (2:15 p.m.) – Zoom Meeting

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts/Social Science Division	Judith Hunt, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen II, Evan Kaiser
Library	Matthew Montgomery
Math/Science Division	Christopher Smith
Student Services	Alex Guiriba, Martin Bednarek
ASCSM	Shiyun Tao

Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Absent/Excused

Math/Science Division	Christopher Walker
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Other Attendees

Laura Demsetz, Heidi Diamond, Allie Fasth, Sunny Martin, Tiffany Zammit

Chair, Teresa Morris called the meeting to order at 2:10 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Fermin Irigoyen, all members voting Aye. The Facility Management program modification was moved to Substantive Agenda. There was a correction to the COOP course number from 672 to 670.

Action Items

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

The meeting started a little early as instructions were given on using Zoom meeting capabilities and adjusting settings, including muting/unmuting, raising hands, using the Chat features, etc. Lale Yurtseven suggested that the host mute the participants, and unmute them only if they raise their hands; otherwise, we will get a lot of background noise. She added that for large

meetings, it would be helpful to have a co-host, or have another person monitor the chat room and the raising of hands. This meeting will be recorded. The Chair exhorted everyone to be kind to each other, especially in these transitional stages.

There was a discussion on how faculty and staff are dealing with all online education. The district submitted a DE waiver/memo to the Chancellor's Office that is effective through the end of the spring semester. If needed, we will submit one for summer classes. Mike Holtzclaw, Vice President of Instruction, informed the group that the Board will consider whether summer classes should also be online during its meeting on April 7th.

Questions have been raised about doing a blanket Pass or No Pass grading. The impact on students varies depending on their educational paths, e.g., transfer students or students with majors. There could be an effect on students continuing to upper division or graduate coursework. The college is having conversations about using a blanket Pass or No Pass grading locally – as a result of this community health emergency. Things depend on statewide initiatives or directives from the Chancellor's Office. Another issue that has arisen is how do deal with students who are asking for an Incomplete. This is usually only for students who have missed one major assignment or less than 20% overall of the class. The focus right now should be to get students through the semester successfully. We should be proactive about this.

Chris Smith raised a concern about online lab classes and students' ability to finish the lab requirements. Depending on the class, students might still be able to pass a class even if the lab work is incomplete. He is not sure if giving a student a grade of Incomplete is an option. Can students come in to complete lab work and raise their grade?

The Chair said it might be a good idea to bring the issue of grading to the town hall meeting - to discuss the impact of grading decisions. We need more guidance on this, maybe through a webinar with local Counseling faculty and Enrollment Services staff.

Nico van Dongen shared that he has great attendance in his classes. The district has been very supportive in the switch from in-person to online classes. Students also feel supported.

Mike thanked everyone for their role in transitioning to purely online education. There has been some disruption in services to students and the system we have put in place is not perfect but support from faculty, staff, and students has been incredible.

Teresa Morris, Curriculum Committee Chair and Library Faculty announced that the Library is "open" and faculty and staff can chat with staff or email them.

- **Approval of March 12, 2020 Minutes**
- **Course Modification – by memo**
COOP 670 Cooperative Education/Work Experience (1-4): Removal of 1 – 3 lab hours.

- **Program Modification**
 - Nursing – Associate in Science Degree: Updated English and Math requirements

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**

CRER 100 Career Planning and Life Exploration (3) – **approved. Textbook changes to be submitted at a later time.** *Motion by Martin Bednarek, seconded by Chris Smith, all members voting Aye. (No discipline assignment yet – TBD.)*
(DE supplement)

There was a comment on a typo in the description and suggestions on the textbooks. We can correct the typo. This course can be offered as a dual enrollment course for high school students so they can take a college level course and get credit. One of the textbooks indicates it is for teens, which may be misleading if the course is open to all students and not just high school students or teens. This might cause complications with getting course articulation. The textbook doesn't necessarily need to be taken out, but maybe additional texts can be added. Sunny Martin would like to remove the "Teens" text; she will work with Alex Guiriba for appropriate replacements.

- **Course Modifications**

BUS. 171 The Entrepreneurial Mindset (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Smith, all members voting Aye.*
(DE update; changes in units, hours, and recommended preparation)

BUS. 173 Sources of Financing (3) – **approved.** *Motion by Chris Smith, seconded by Martin Bednarek, all members voting Aye.*
(DE update; changes in units, hours, and recommended preparation)

BUS. 174 The Business Plan (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Smith, all members voting Aye.*
(DE update; changes in units and hours)

BUS. 176 Selling the Idea (3) – **postponed.** *The lecture content needs to be expanded; as written, the content is light for a 3 unit course.*
(DE update; changes in units, hours, and recommended preparation)
The Business department is changing all its courses to 3 unit courses. These courses are part of a program that was recently approved by the committee.

- **Program Modification**

- Facility Management – Certificate of Specialization: Replaced BUS. 672 with COOP 670. – ***approved with changes in the career opportunities.*** Motion by Marin Bednarek, seconded by Fermin Irigoyen, all members voting Aye.

There was a discussion on correcting some typos in the career opportunities, which led to suggestions on revising this section. The 2016 date and the salary data would make the information seem outdated, especially after a few years. Lale would like to keep the information on job openings and salary, to help students make decisions about certificates. The Chair suggested that we provide a URL in the career opportunities section that is linked to current labor and salary data.

- **Open Agenda**

- Advisory language for recommended writing preparation
- Local GE Area E5d Career Exploration and Self-Development

The Chair posted some documents in Dropbox. The link is in the chat room.

Our language on GE Area E5d Career Exploration and Self-Development and what we have as career in our local area is different from what the State has. Our definition in our GE handbook has caused problems in assigning GEs to courses. The SLOs that we have used are not always helpful. We need to rewrite this area to make it align better with what CSUs have; this would be beneficial to students transferring to CSUs. Judith Hunt noted that our model focuses on career development while the state model talks about personal development.

Marsha Ramezane, Articulation Officer, said that CSUs have career exploration type courses in area E. She asked if the group would consider following the Canada and Skyline model which has the same area in the local degree, but students are allowed to get 3 units from E5d or from other areas like Humanities, Science, or Social Science. CSUs accept most career development type courses, e.g., COUN and CRER courses. These are approved for their Area E. About 10 years ago, CSUs seem to have realized that this area had gone all over the map and they wanted to bring it back to have the three components: physiological, sociological, and psychological. These days, when Marsha submits courses for GE approval that don't have references to the three components, they have not been accepted.

The Chair recounted that previously, we had asked faculty authors to look at other courses within a GE area to see what other courses would fit in that area, and this has not always worked. She asked committee members to review the language that we have been crafting and to post comments and suggestions in Chat. Instead of using the term "career development", we could use "lifelong development".

After much discussion, the group arrived at the definition below:

Lifelong Learning and Self-Development

Courses in this area support the development of educational goals and promote self-growth. Self-Development courses include three kinds of inquiry: sociological, physiological, and psychological focus on [focus on the development of skills, abilities and dispositions](#) that will strengthen a student's success in school and beyond.

The Chair asked committee members to bring this up at their respective division meetings. We will continue discussions at the next meeting and put it to the vote.

In future meetings, we will tackle another GE area: E5b: Social Science.

Meeting adjourned at 4:00 pm.