

# College of San Mateo

Curriculum Committee

May 14, 2020 (2:15 p.m.)

<https://smccd.zoom.us/j/92827361422?pwd=cmVDd1hoaUJEL2ZPdjdUTm9lMUYYz09>

## 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
Kinesiology Division	Shana Young
Language Arts Division	Fermin Irigoyen II, Evan Kaiser
Library	Matthew Montgomery
Math/Science Division	Christopher Walker
Student Services	Martin Bednarek, Alex Guiriba
ASCSM	Shiyun Tao

### Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

### Absent/Excused

Creative Arts/Social Science Division	Nico van Dongen
Math/Science Division	Christopher Smith

### Other Attendees

Laura Demsetz, Heidi Diamond

Chair, Teresa Morris called the meeting to order at 2:16 p.m.

*Motion by Martin Bednarek to approve the agenda, seconded by Ron Andrade, all members voting Aye.*

### Public Comments

Fermin Irigoyen asked whether there is a form or documented process for moving more classes to a distance education track. The Chair replied that this issue will be addressed during the discussion on the DE addendums.

### Action Items

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

- **Approval of April 23, 2020 Minutes**
- **Program Modifications**
  - Computer Science Applications and Development - Associate in Science Degree: CIS 264 title and unit changes
  - Computer Science Applications and Development - Certificate of Achievement: CIS 264 title and unit changes
- **Program Modifications – by memo**
  - Music AA, Music CA, Music AA-T, Electronic Music AA, Electronic Music CA – addition of selective course options and change of title of MUS. 202
- **Technical Memos**
  - Changes to programs due to course banking or changes in title
  - Banking of 680/880 courses

### **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.*

- **Action Needed:**

GE Area: **Lifelong Learning and Self-Development** – *approved, motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye.*

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 the development of skills, abilities and dispositions](#) that will strengthen a student’s success in school and beyond.

This new language on GE Area Lifelong Learning and Self-Development will replace the current language we have. Chris Walker wanted to clarify that we are approving the language of the description and we have not thought about the classes in that area yet. After we approve this, we will look at the list of classes and remove the existing designation if appropriate. The Chair explained that we can remove the designation with the changes to be effective the following school year. Chris suggested that at the beginning of the fall semester, the Curriculum Committee should send a memo to the divisions informing them of the change, with the information that we will be reviewing courses with the language change in Lifelong Learning and Self-Development in mind. If divisions have classes in this list, they may want to consider rewriting them if they no longer fit the new definition.

- **Open Agenda**

- Plans for DE addendums

The Chair presented a draft of the calendar for the Curriculum Committee meetings in Fall 2020 and Spring 2021. She requested that CC appointments be submitted very soon because we will need to train people. There are changes in the calendar, since per the State Chancellor's Office's DE waiver process, we are required to review courses for the DE supplements in as many courses as could appropriately have DEs. Having a DE supplement doesn't necessarily mean that the course will be offered online. Due to the ACCJC recommendation, it is in our best interest to offer DE courses only when we have faculty trained in DE to teach these courses.

The approval of DE supplements starts in the Curriculum Committee; we are the gatekeepers for this process. The Distance Education Advisory Committee has approved the regular and substantive contact policy so it is now in effect. This policy will help us as we review and revise courses. For us to avail of the state waiver for online courses in summer and fall, the State requires that we have a plan for doing the reviews for courses that we will be offering in summer and fall. We do not necessarily have to have the distance education supplements in place in order to offer courses in DE mode in summer and fall. Jeramy Wallace sent out an email with deadlines for completing the review process. There are about 360 courses that will need DE supplements; the number is high partially because of course families like the Kinesiology/Athletic, Art, and Music courses. We are going to request that faculty submit course modifications to add DE supplements to all courses that do not currently have DEs. Every course that is submitted in CurricUNET should have a DE supplement, or an explanation for why the course cannot be offered online. There are courses that will be difficult or impossible to offer fully online, e.g., Cosmetology courses.

The Chair explained that we need a plan on how to accomplish the DE reviews by December. In the Curriculum Committee draft calendar for 2020-2021, we added an extra meeting in October so we'll have more time to go through the reviews. At the September meetings we will begin reviewing courses by division, starting with Counseling, ASLT, and half of the Creative Arts and Social Sciences courses. The calendar shows the date, the divisions assigned to have course reviews for that date, and the number of courses that don't have DE supplements. Chris Walker noted that the divisions that will undergo review at the earliest meetings will have very little time to prepare. Laura Demsetz, Dean of Creative Arts and Sciences, echoed this concern. For divisions to have courses reviewed in September, faculty submitters have to have initiated the proposals in spring and might need to work through the summer.

Teresa explained that the DE waivers from the State only cover summer 2020 and fall 2020 course offerings. If we continue to hold classes all online in spring 2021, courses offered then should have DE supplements. Mike Holtzclaw, Vice President of Instruction,

added that it is highly likely that the State will not extend its blanket waivers to spring 2021. They are giving us the time from this spring to the end of the calendar year to prepare to get into an emergency distance mode or regular distance mode. We do not know what spring 2021 will be like: will we be back to normal, partially normal, completely online? We have a lot of work to do but we cannot count on having a blanket waiver extend beyond fall 2020.

Chris Walker reminded the group that the list of courses that need DE supplements doesn't even include those courses whose DE supplements were not well-written. The list also does not include courses that are due for their regular review in 2020-21. Judith noted that faculty wrote the DE supplements based on what was available in CurricUNET then, following the standards of those times. We should use positive language to encourage faculty to work on, or to improve their DE supplements. Lale Yurtseven suggested using simple boilerplates for different scenarios with the right language and the right boxes to click on. Laura suggested having maybe three or four boilerplates, e.g., for courses with only lecture content, courses that are only labs, courses that are a mix of lecture and lab, etc. Maybe we can have a Word document that can be submitted as a supplement in CurricUNET, rather than have everything as fields in CurricUNET. Lale has screenshots on how they wrote the DE supplements for the Business courses. The document covers some parts of regular and substantive contact although it doesn't cover student to student interaction.

Mike agreed that we should make things as easy for faculty as possible. We need a process that is as streamlined and straightforward but still meets our needs. If faculty don't like the templates, they can create their DE supplements themselves. We can tell faculty that we have templates to guide them in submitting their DE supplements, but they are welcome to create their own. We should emphasize that the Curriculum Committee will support them and they can work with their division representatives.

Judith Hunt suggested having Curriculum Committee meetings over the summer, but most people would prefer to have a break. There is also a contract issue. Laura said that they had done something similar in the past; some committees had met during the summer. Once was during a budget crisis because a policy was needed over the summer; faculty who participated did so on a voluntary basis and there had been hourly compensation. Mike commented that faculty will have a lot to think of over the summer, and some might actually be teaching in summer, so this would be a time for them to think things through. In order for the Curriculum Committee to have courses to review in the summer, faculty will have to submit proposals beforehand. We do not want to overload faculty, whether they are compensated or not. However, if there is consensus to meet during the summer, whether on a voluntary basis, or with compensation, Mike will support the effort. Judith noted that right now, faculty are already aware that they need to be prepared to teach online in fall since we want to be in compliance in DE. Faculty are very willing to do whatever it takes to improve online

teaching. Some concerns have been raised about the process but there are concerns that might be easy to fix.

Teresa emphasized that people should have proper training to do the DE supplements and to teach online. She will write the DE supplement area in CurricUNET so that it responds to our DE policy.

The Chair presented the current workflow for the submission and review of proposals in CurricUNET. After submission, the proposal goes to the Dean's queue. Our sister schools could get involved to check for alignment although this doesn't happen often enough. This is followed by technical review; the division representatives are supposed to comment on all proposals for their areas. The DE Technologist, Articulation Officer, Registrar, Librarian, SLO Coordinator, and others get a chance to comment on the proposals. Proposals might then be forwarded to the Administrative Analyst to move to the Curriculum Committee queue, or be returned to the author for revisions. Teresa proposed a modified workflow for reviewing courses if they are coming in only for new DE supplements (the 360 courses without DEs). Faculty will create the proposals, working with the Instructional Technologist/Designer to complete DE supplements that meet standards. The proposal will go to the Dean, then a Special Subcommittee for Tech Review will do a modified review for the DE supplement. The subcommittee will be made up of the Curriculum Committee Chair, the division rep/s for the proposals under review, and two other committee members, who will come from the divisions up for review in that month. If the proposal is clean, it can be moved directly into the consent agenda. Normally, courses with new DE supplements go under substantive agenda, but we need a shortcut so we can review and approve all the courses proposed for new DEs. The subcommittees can decide if some proposals need a fuller discussion and will need to be moved to substantive agenda. Chris Walker agreed with the idea of splitting up the work. Fermin would like more guidance on completing DEs for his courses. Evan is willing to work with Fermin on DE supplements. He appreciates a shorter workflow for getting the DE supplements approved. He pointed out a template in CurricUNET that was created by Cañada College, and asked if this is updated. Teresa replied that it could be used as reference but it has limitations. Some things will have to wait until we have trained people and created new templates.

Arielle Smith, CSM Academic Senate President, will send an email with details on the trainings. The Chair requested that committee members pay attention to this email; it has important information. There are two upcoming trainings that committee members should attend: one is a 5-hour training on the DE policy and the other is a 25-hour training on distance education, technology, best practices, pedagogy, etc. There will be four cohorts for the 25-hour training, with the first cohort scheduled on May 26<sup>th</sup>. The priorities for this training date are faculty teaching online classes in the summer who haven't had DE training. The trainings are district-wide; we might be able to attend sessions conducted by our sister schools. If committee members attend on the early training dates, we can distribute the expertise of the committee to help other faculty.

The 5 hour self-paced training opens on May 25<sup>th</sup>. Attendees for both trainings will be compensated. Information on training dates and other details will be coming soon.

The Chair will send out an email about the DE supplement process. She will be on and off during the summer to work on this area. She strongly encourages faculty to attend the 25-hour training. The 5-hour training is required for committee members, to be completed before the August 27, 2020 training.

As a thank you present to Curriculum Committee members, Mike will send chocolate care packages for committee work next semester. We'll need mailing addresses. Mike and Teresa thanked the committee members for their hard work through the year. Special thanks to Shiyun, the student representative, who has participated actively in discussions.

The Chair asked if anyone would be interested in being the Curriculum Chair in the coming year/s. Interested parties should have some experience in the committee; the person can shadow Teresa next year.

The following will continue to serve on the Curriculum Committee meeting in Fall 2020: Ron Andrade, Martin Bednarek, Alex Guiriba, Judith Hunt, Evan Kaiser, Matt Montgomery, Mounjed Moussalem, Chris Smith, Chris Walker, Shana Young, Lale Yurtseven. David Laderman is interested in returning to replace Fermin Irigoyen II.

**Meeting adjourned at 3:47 pm.**