

College of San Mateo

Curriculum Committee

February 25, 2021 (2:15 p.m.)

<https://smccd.zoom.us/j/81985194845?pwd=SHhIUzREYWVWSTN3SXN1L3lkc2ZuZz09>

MINUTES

Members Present

Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts/Social Science Division	Jeremy Ball, Judith Hunt
Instructional Design	Tabia Lee
Kinesiology Division	Shana Young
Language Arts Division	Evan Kaiser, David Laderman
Library	Matthew Montgomery
Math/Science Division	Christopher Smith, Christopher Walker
Student Services	Martin Bednarek, Alex Guiriba
ASCSM	Kyle Guanzon

Non-Voting Members

Mike Holtzclaw, Ada Delaplaine, Marsha Ramezane, Alma Gomez

Other Attendees

Laura Demsetz, Arielle Smith, Madeline Wiest

Chair, Teresa Morris called the meeting to order at 2:15 p.m.

Vice President of Instruction Mike Holtzclaw announced that at its February 24th meeting, the Board decided to continue to operate in DE mode for summer, similar to what we have been doing, with a few classes being held face-to-face. In fall, we will continue to stay largely online, with courses that are hard to convert to online mode having the option to return to campus, e.g., Studio Arts, Performing Arts, some science courses with labs, Nursing, EMT, some lower ESL classes, etc. We will not be able to have big groups come back on campus as the virus and the situation are still evolving. We also have to consider what the K-12 schools are doing as their decisions can affect staff and students with young children.

Academic Presidents Jeramy Wallace and Arielle Smith prepared a memo with some information; we will await further details.

Motion by Martin Bednarek to approve the revised agenda, seconded by Alex Guiriba, all members voting Aye. Evan Kaiser requested that the committee discuss course repeatability and this was added to the open agenda.

The committee welcomed Madeline Wiest, the district supervisor of Transcript Evaluation Services, who will be helping out with our curriculum conversations.

Action Items

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

- **Approval of minutes from the meeting on January 28, 2021**

- **Course Modifications**

- BUS. 401 Business Communications (3)
(DE update; 2-year update)
- FILM 120 Film History I (4)
(New DE Supplement; change in texts)
- FILM 121 Film History II (4)
(New DE Supplement; change in texts)
- FILM 123 Documentary Film: Studies and Practice (4)
(New DE Supplement; change in texts)
- FILM 135 Film Genres (4)
(New DE Supplement; change in texts)
- MUS. 111 Musicianship I (1)
(DE update to add hybrid option)
- MUS. 112 Musicianship II (1)
(DE update to add hybrid option)
- MUS. 113 Musicianship III (1)
(DE update to add hybrid option)
- MUS. 114 Musicianship IV (1)
(DE update to add hybrid option)

- **Open Agenda**

- Question: course repeatability

The ESL department offers courses that can be considered as maintenance courses, e.g., grammar review, pronunciation, listening and speaking, etc. that students might want to take at different points for review. Evan shared a concern about some ESL students requesting to repeat a course to improve their proficiency or for review, to the point that they would prefer to fail a course just so they can take it over. Is there another option so students can repeat a course? Some of the ESL students are not after a degree; do the repeatability rules apply to them, too? Can the department do something similar to what Kinesiology has, with different course levels, for example, for

Dance or Team? The Chair replied that the State changed the guidelines for repeatability around 2013 and we are governed by these guidelines. There are families of courses like those in the performing arts or sports that can be repeated, but some courses cannot be repeated for credit, e.g., a student who already got credit for a course but wants a different or higher grade. ESL probably belongs to the category that cannot be repeated but Teresa Morris will check the documents. For non-credit courses, there are different guidelines on how someone acquires a skill or how long it could take a student to acquire a skill, and it's not based on taking a course that ends in a certain time period.

Mounjed brought up an experience with repeatability and tuition fees for a student which may have something to do with scholarship guidelines for veterans. A student was supposed to receive a different grade but asked for an F. The Chair replied that issues like this can be complicated. Students who already received a grade cannot repeat the class except under very specific conditions. There have been cases when students ask to fail a class so they can retake it. A student who gets a D or an F can repeat a course because they haven't successfully completed it. One other option is for students to audit a course, which is a different process with different controls. We can return to the discussion on repeatability at another time.

Martin explained some concepts about repeatability. International and veteran students need to maintain 12 units in a semester. If they drop a course, they would fall below 12 units and could lose their visa status or benefits. Students are allowed three attempts to complete a course; Ws count in the attempts. Sometimes, faculty don't understand the consequences of students dropping courses and think students can just keep retaking a course. Counselors have also had experiences with students wanting to fail a course thinking it will help them transfer, depending on the timing of when they fail a course and the time they apply to universities. The "EW" Emergency Withdrawal grade was introduced during the pandemic and does not count as an attempt.

The Chair asked Alex Guiriba to talk about his experiences with ESL at City College of San Francisco which has a lot more ESL classes than CSM, both credit and non-credit. Alex explained that the non-credit ESL classes are open entry-open exit at CCSF and there's no tuition. Generally, the non-credit courses are offered in all the campuses. They are very basic skills, below the credit type ESL courses. Evan mentioned the idea of creating mirrored courses where students who are taking a course for non-credit will be in the same room as other students.

Lale Yurtseven cautioned about dropping students because of the financial aid implications and the possibility of financial fraud. She advised that faculty be clear when communicating information to students about dropping, deadlines, and the reasons they can be dropped, e.g., for non-participation in class, etc. If a student drops before the census date, they won't get a W and the attempt won't count.

- District Ethnic Studies local degree - discussion

- Option – Competency Area
- Option – Add or edit E5 Area of GE
- Option – Rework E1 to add Ethnic Studies; shift Language and Rationality to empty E3 area of GE

The Chair re-sent some documents for committee members to review. Marsha Ramezane, Articulation Officer, had emailed a document to Mike Holtzclaw and Teresa Morris that shows how changes to our local degree pattern to add an Ethnic Studies area could appear. There are technical components to the decisions we make on the Ethnic Studies area, i.e., how our decisions impact DegreeWorks, the catalog, etc.

Marsha expounded on her idea about reworking Area E to accommodate a new Ethnic Studies requirement. Areas E1 and E2 have been messy for years. She suggests adding the Ethnic Studies requirement to the E1 area to go with American History and Institutions and California State and Local Government. These areas seem to go together. Some of the ETHN courses can go into E1a: American History and Institutions and California State and Local Government and some can go into a modified E1b: Ethnic Studies. If we do it this way, we will not be requiring additional units, which had been a concern raised previously. Currently, E1: American History & Institutions and California State and Local Government, requires 3-9 units while E2: Language and Rationality requires 6-9 units. Mike suggested changing the language from “This requirement may be satisfied” to “This requirement is satisfied” to make it stronger and more definitive. Chris Walker inquired if there is any possible combination in the E1 area that would not meet the requirements. Marsha believes that the possible combinations will meet requirements. Tabia Lee noted that ETHN 101 is listed in both E1a and E1b; can a student take this course to satisfy both areas? Marsha explained that students need to take one course each from E1a and E1b; there is language in small font at the top of the worksheet that says “courses listed in multiple areas can be used for one area only”. Martin had a language suggestion, to make it similar to the one used in the AA-Ts: Complete one course not already completed in E1a.

Jeremy Ball wonders if we can have a conversation on cleaning our degree worksheet a little more. We have added Ethnic Studies to the E1 area because it did not previously have a “home” and now, we have a “home” for it. In the interest of having a wider breadth or range of experience for students, would it be worth taking Ethnic Studies out of E1a so that students are compelled to take a course in another area? This would encourage greater diversity of courses. Teresa noted that ETHN 101, 105, and 107 satisfy the requirements for AH&I. She thinks that technically, we can hide this from view on our list but it would still be doing its job. We have to wordsmith the language so that the requirements are clear to students, e.g., students should select 6 units from the lists and if duplicated in the second list, take something else.

Arielle Smith, CSM Academic Senate President, expressed concern about adding 3 ETHN units, especially since some of the degrees are already high unit.

Marsha explained that the E3 area will now cover Language and Rationality that used to be in the E2 area. This is more in line with how we see things in DegreeWorks. In the current version of the E2 areas, there is a lot of overlap in the courses in the E2b and E2c areas. Marsha removed ENGL 838 and 848 and generally cleaned up the lists. We might want to think about banking these courses. Right now, students need to complete 6-9 units in Language and Rationality; most students complete 6 units.

In the last meeting, Jeremy had raised the idea of reusing Area E3 which used to house Health Science until this area was eliminated. Marsha says that there could be issues in scribing E2 in DegreeWorks so it's better to shift the Language and Rationality to E3 to avoid confusion for students and scribes. E3 has not been used in 10 years or so. Madeline Wiest will bring back the issue of reusing an area number to her team to discuss the impact on scribing and to make sure we are not potentially overlooking things that could present problems for students. She will give feedback to the Chair. Ada Delaplaine pointed out that we will need to do some recoding in CurricUNET to capture changes in the areas, e.g., courses coded as E2 will need to be recoded to E3. Jeremy suggested bringing our discussions to the people who will be working with students to implement changes, e.g., counselors.

Other Discussions:

- Martin recounted that he and Alex presented what was discussed at the previous Curriculum Committee meeting at the Counseling Division meeting. The staff didn't have a lot of feedback. They are positive about the new Ethnic Studies area but at the same time are hoping that we will not be adding units. In the past, Alex had gotten feedback by sending out formal surveys. He did an informal "what do you think" survey for this discussion but he will be happy to do a formal survey if that helps. Teresa agreed this will help and asked him to proceed with the formal survey.
- Chris Smith commented that the courses in the E3b area are very diverse. This area includes courses in COMM, ENGL, LIT., DGME, BUS., CIS, ELEC, ENGR, MATH, PHIL, PHYS, and PSYC. Teresa replied that the term "Language and Rationality" comes from Title 5 which calls out what areas fit this definition. We have tried to come up with our version.
- Madeline asked if having a Bachelor's degree satisfies GE requirements including the new Ethnic Studies area. How about reciprocity? How will evaluators determine if courses that students took at other colleges or universities fulfill the Ethnic Studies area? Teresa thinks this might depend on the CSU. The way it works now, GEs are waived if a student has a bachelor's degree but we do not know if this works for the new Ethnic Studies area. Marsha doesn't think that Title 5 has provisions about requiring the Ethnic Studies area right now. The Chair thinks that Title 5 is being revised.
- Lee suggested removing courses that are duplicated in E1a and E1b and just keeping them in one area. Judith thinks this could reduce students' options. The Chair will run some scenarios to see the possibilities. We need to make the information very

clear to students. We can use a Venn diagram. The intent is for students to take 3 units of AHI, CA State and Local Government, and Ethnic Studies (E1a) and 3 units from the Ethnic Studies E1b area, for a total of 6 units. The same will go for Language and Rationality: 3 units from E3a English Composition and 3 units from E3b English, Literature, Communication, Analytical Thinking for another 6 units.

- Martin reiterated that our proposed Area E1b will align with CSUs' Area F. If we take courses out of this area, students might think that they don't fulfill this area.
- This is a first draft and will need polishing. We can ask students to comment once we have a cleaner version.
- We will have the double-counting discussion next time.
- Today, we discussed the E1 options but at our previous meeting, there had been other options including adding Ethnic Studies to the E5 areas. If people feel strongly about other options, please notify Teresa ASAP and be prepared to talk about this at our next meeting. The Chair will present our discussions at the next District Curriculum Committee meeting on March 15.

Meeting adjourned at 3:32 pm.