College of San Mateo

Curriculum Committee

September 24, 2020 (2:15 p.m.)

Zoom Meeting:

https://smccd.zoom.us/j/91201030085?pwd=TnVkWkNtRjNGdnNLckVJV2tJb3o3UT09

MINUTES

Members Present
Chair	Teresa Morris
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts & Social Science	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, Marsha Ramezane, Ada Delaplaine, Alma Gomez,
Other Attendees	Tarana Chapple, Laura Demsetz, Heidi Diamond, Kathy Diamond, Jose Gutierrez, Linda Hand, Paul Hankamp, Beth LaRochelle, Theresa Martin, Alena Reyes, Michelle Schneider, Angela Stocker, Janis Wisherop, Andreas Wolf, Alex Wong

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

Chris Walker requested a change in the agenda to move MATH 251 from consent to substantive. He plans to use the approved DE supplement for this course for other MATH courses.

The Chair reminded committee members to participate more actively in curriculum review. Right now, we are focusing on reviewing courses for DE supplements, but other course proposals are coming in, too, which we will review later in November. Refer to the Curriculum Committee website; it has important information including the calendar with the deadlines

for course submissions. We have to keep in mind that we backtrack four weeks for the proposals to make it through the review queues to get into the agenda. If members make their comments in technical review, the courses will be "cleaner" when they get to the Curriculum Committee queue and get added to the agenda. Also, when a proposal comes to the committee and it has a lot of comments, the discussions tend to last longer and it's tough for a faculty submitter to be on the spot for lengthy discussions. It is helpful if the Deans get involved in review. Laura Demsetz added that it can help if faculty authors and deans inform the reps if multiple courses have the same DE supplement. Divisions with two representatives can divide the courses for the reps to review.

Judith Hunt commented that some reviewers make the same comments, e.g., need for updated textbooks. Should reviewers keep making these comments? Teresa replied that reviewers can keep making comments, but at this time, the list from the Chancellor's Office takes priority for the addition of DE supplements. If a course is due for it's 2 or 6 year review, we should review everything.

The Chair explained the logic behind the assignment of courses to go under substantive or consent agenda. We are taking one sample from a course with a new DE supplement and expect that similar courses from the same author will have the same DE supplement. If the DE supplement is approved for the sample course, the approval applies to the similar courses in the consent agenda.

Note: There had been a comment on ART 807 from the meeting on 9-10-20. The author has since addressed the comment so ART 807 has been moved to the consent agenda.

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

   I.   Call to Order (a quorum is six voting members)

   II.   Approval of Agenda

   III.   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.

   - **Course Modifications**
     ADMJ   100   Introduction to the Criminal Justice System (3) – ***approved***; *motion by Chris Walker, seconded by Ron Andrade, all members voting "Aye".*
     (New DE supplement)

Most of the ADMJ classes are fully online, with one having a hybrid option. ADMJ 185 is the only class that has a lab component.

ARCH 100 Survey of Modern Architecture (3) – ***approved with changes in the DE supplement to use generic rather than proprietary language and add information on proctored exams**; motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".*
(New DE supplement; 2-year update; textbook update)
ARCH 100 has fully online and hybrid options. Alena Reyes, Architecture faculty, is teaching ARCH 100 fully online but she would like other ARCH faculty to have options.

Lee had comments on the use of proprietary products in the DE supplements, e.g., Zoom, Canvas, Proctorio. She has some language on proctoring exams that Alena is amenable to using. Also, Lee noted that methods of evaluation for discussion boards are not provided.

We should use generic language when possible: videoconferencing tool, learning management system, and remote response system (iClickers), and add the language "district-approved".

Committee members are unable to see the DE supplement after they have made comments or moved the proposal forward. The Chair said that the DE supplement can be viewed in the All Fields report.

ARCH 120 Architecture + Design Drawing I: Drawing and Visual Thinking (2) – ***approved with the addition of hybrid and will be similar to ARCH 140**; motion by Chris Walker, seconded by Ron Andrade, one abstention [Tabia Lee], other members voting "Aye".*
(New DE supplement; 2-year update; textbook update)

ARCH 140 Architecture + Design Drawing II: Design Communication (2) – ***approved;** motion by Chris Walker, seconded by Martin Bednarek, one abstention [Tabia Lee], other members voting "Aye".*
(New DE supplement; 2-year update; textbook update)
There was a question on special equipment to complete drawings. Alena replied that this time around, students used what materials are readily available in a home environment including colored pencils and crayons.

ARCH 210 Design I: Introduction to Architecture, Environmental Design, and the Design Process (4) – ***approved with a change in proprietary language and changes in methods of evaluation;** motion by Martin Bednarek, seconded by Chris Smith, all members voting "Aye".*
(New DE supplement; 2-year update; changes in methods of instruction, evaluation, and texts)

Lee had suggestions on evaluation methods. It would be good to have actual methods of evaluation instead of just listing student activities. Lee provided samples in Chat. The course is conditionally approved. Alena can contact Lee for more guidance and she will email her evaluation method choices to the Chair.

Ron Andrade pointed out that the course outline also has a section on methods of evaluation. In some courses, there might not be significant differences between methods of evaluation in online and on-campus learning. Lee reiterated that we want to see methods of evaluation regardless of whether the class is taught online or face-to-face; there could be differences in evaluation methods between the two teaching modalities. It would be good to have actual methods of evaluation in the two sections and these would be distinct from student activities. Lee can conduct a training on methods of evaluation if needed.

Chris Walker asked if we need to change all the DE supplements for courses to address the issue of methods of evaluation that Lee brought up. The Chair said if we encounter similar concerns on methods of evaluation in the future, we can use the list in the Chat to pin down more specific evaluation methods. Authors can give us the list of methods they want to include and we'll add them afterwards. We do not have time to calibrate at this meeting. Things will align as we go through the process.

ARCH	220	Design II: Architecture Design, Form and the Built Environment (4) – *approved with a change in proprietary language and changes in methods of evaluation; motion by Chris Smith, seconded by Chris Walker, all members voting "Aye".* (New DE supplement; 2-year update; textbook update)
ARCH	666	Introduction to Architecture (1) *approved with a change in proprietary and proctoring language; motion by Chris Walker, seconded by Chris Smith, all members voting "Aye".* (New DE supplement; 2-year update)
ASTR	125	Stars, Galaxies, and Cosmology (3) - *postponed* (New DE supplement)
BIOL	145	Plants, People, and Environment (3) – *approved; motion by Chris Smith, seconded by Martin Bednarek, all members voting "Aye".* (DE update; 6-year update; changes in recommended preparation, description, content, methods of instruction, assignments, and texts) Lee had questions about accreditation review and the use of third party publisher tools. How is student data being protected and how do grades get transferred to Canvas from external systems? Paul

Hankamp said that he doesn't use third party systems but kept it as an option for other faculty. He uses Canvas OER. Lee recommended the addition of language about transferring grades to district approved learning management system gradebook and removing student data from third party tools. The Chair asked if other departments used third party software and what systems are in place to address privacy issues. Chris Walker replied that majority of Math faculty use Pearson: My Lab and Mastering which has an integrated link with Canvas. Syncing is automatic for grades. Students are able to log in to the third party using Single Sign On to Canvas; they don't even have to sign on to the program from an outside place. Paul Hankamp added that McGraw Hill's LearnSmart, Cengage, OERs, and other systems sync with Canvas. Teresa reported that access had been an issue during the last accreditation, not so much the FERPA concerns. She asked if this should be a policy issue rather than a course outline one. Lee said that accreditors check if we are storing student data in external systems; if so, we should have systems in place for erasing student data. FERPA is very clear in its policy on capturing and storing student data. Judith Hunt suggested building a statement about storing student data, privacy, and data protection into the DE supplement or course outline. Teresa replied that this can be considered in future reviews or when we revise this area. We can add a checkbox for notification of adherence.

Instead of addressing FERPA and data protection in curriculum review, the Chair would like to have a policy on third party tools so we won't need to address it in every course outline. This might be a concern not only of the Curriculum Committee; we may need a larger policy on third party systems and our expectations of how they should work. This can be discussed at the DE committee. Lee can add this to the DE agenda for discussion. The DE committee is in the process of revising the DE policy and FERPA issues can be factored in. She invited everyone to join the discussions.

Chris Smith asked why hybrid was not chosen as an option. Paul replied that in the past, the course had been cancelled repeatedly due to low enrollment but it is able to run in online mode. Chris Walker added that in case similar comments come up, there are faculty, e.g., Chemistry faculty, who would not want to teach hybrid courses and would prefer fully online or fully face-to-face classes.

BIOL 230   Introductory Cell Biology (4) – *__approved with changes in instructional methods__*; *motion by Chris Walker, seconded by Ron Andrade, all members voting "Aye".*

(New DE supplement)
Under instructional methods for lab content, add: third party simulations, synchronous demonstrations for recorded videos of lab techniques, and home lab kits, including wet labs and modeling.

Lee wanted more details on student accounts so they can log in to third party software. Kathy Diamond and Paul Hankamp replied that they used a boilerplate. Students use software like Labster and open science labs but student grades are not stored. They are used for simulation.

BIOL	250	Human Anatomy (4) – ***approved with additions***; *motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".* (New DE supplement; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and texts) This language will be added: Online discussion board can be assessed using rubrics, instructor comments or peer review.
CHEM	192	Elementary Chemistry (4) - ***postponed*** (New DE supplement)
CHEM	220	General Chemistry II (5) - ***postponed*** (New DE supplement; 6-year update)
DENT	701	Dental Science I (3) – ***postponed, returned to author for corrections*** (New DE supplement)
DENT	721	Dental Materials I (3) – ***postponed, returned to author for corrections*** (New DE supplement)
DENT	740	Chairside Assisting I (3) – ***postponed, returned to author for corrections*** (New DE supplement)
ENGR	100	Introduction to Engineering (3) – ***approved;*** *motion by Martin Bednarek, seconded by Alex Guiriba, all members voting "Aye".* (New DE supplement)
FIRE	714	Wildland Fire Control (3) - ***postponed*** (New DE supplement; 2-year update; textbook update)
GEOL	101	Geology Laboratory (1) – ***approved with a change in the proprietary language;*** *motion by Martin Bednarek, seconded by Alex Guiriba, all members voting "Aye".* (New DE supplement; 6-year update; changes in SLOs, objectives, content, methods of instruction, assignments, evaluation, and text)
IDST	101	Humanities Honors Seminar I (2) - ***postponed*** (New DE supplement; 6-year update; changes in content and texts)
IDST	102	Sciences Honors Seminar I (2) - ***postponed*** (New DE supplement; 6-year update; changes in content and texts)
IDST	103	Humanities Honors Seminar II (2) - ***postponed*** (New DE supplement; 6-year update; changes in content and texts)

IDST   104   Sciences Honors Seminar II (2) - ***postponed***
(New DE supplement; 6-year update; changes in content and texts)

IDST   110   College I (3) - ***postponed***
(New DE supplement)

LCTR   100   Effective Tutoring (1) - ***postponed***
(New DE supplement; 6-year update; removal of recommended preparation; changes in content, methods of instruction, assignments, and evaluation)

MATH 190   Path to Statistics (6) - ***postponed***
(New DE supplement; 6-year update)

MATH 225   Path to Calculus (6) - ***postponed***
(New DE supplement)

MATH 251   Calculus with Analytic Geometry I (5) - ***postponed***
(New DE supplement)

MATH 252   Calculus with Analytic Geometry II (5) - ***postponed***
(New DE supplement; 6-year update; change in evaluation)

MATH 253   Calculus with Analytic Geometry III (5) - ***postponed***
(New DE supplement; 6-year update; change in evaluation)

NURS   211   Introduction to Nursing (4.5) – ***approved***; *motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".*
(New DE supplement)

NURS   232   Medical/Surgical Nursing (5) – ***approved***; *motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".*
(New DE supplement; 2-year update)

NURS   666   Career Exploration in Nursing (1) - – ***approved***; *motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".*
(DE update)

NURS   815   Transition from 1st Year to 2nd Year: Medical Surgical Nursing (.5-1.5) – ***approved***; *motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".*
 (New DE supplement)

PALN   110   General Paleontology (3) - ***postponed***
(New DE supplement; 6-year update; text update)

PALN   111   Paleontology Laboratory/Field Studies (1) - ***postponed***
(New DE supplement; 6-year update; changes in SLOs, objectives, content, methods of instruction, evaluation, and texts)

PHYS   210   General Physics I (4) – ***approved with changes in proprietary language***; *motion by Martin Bednarek, seconded by Chris Smith, all members voting "Aye".*
(New DE supplement; 6-year update; textbook update)

SOSC   307   Family Systems in Addiction (3) – ***approved with changes in methods of evaluation***; *motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".*
(New DE supplement; 6-year update; changes in content and texts)

		Laura Demsetz will work with Angela Stocker to choose from a list of options in methods of evaluation and will email the list to the Chair.
SOSC	308	Group AOD (Alcohol and Other Drug) Counseling (3) - **approved with changes in the DE supplement;** *motion by Ron Andrade, seconded by Martin Bednarek, all members voting "Aye".* (New DE supplement; 6-year update; changes in content and texts) This course will have the same changes as SOSC 308. There is language that we can use to address evaluation for discussion boards, using rubrics, instructor comments, or peer review.

IV. Consent Agenda – *postponed*

- **Course Modifications**

ADAP	110	Adapted General Conditioning (.5-1)
		(New DE supplement)
ADAP	155	Adapted Back Care (.5-1)
		(New DE supplement)
ADMJ	102	Principles and Procedures of the Criminal Justice System (3)
		(New DE supplement)
ADMJ	104	Concepts of Criminal Law (3)
		(New DE supplement)
ADMJ	106	Legal Aspects of Evidence (3)
		(New DE supplement)
ADMJ	108	Community Relations and the Justice System (3)
		(New DE supplement)
ADMJ	120	Criminal Investigation (3)
		(New DE supplement)
ADMJ	125	Juvenile Procedures (3)
		(New DE supplement)
ADMJ	185	Introduction to Forensic Science (3)
		(New DE supplement)
ART	807	Extended Fine Arts Studio Workshop (1)
		(New DE supplement)
ASTR	101	Astronomy Laboratory (1)
		(New DE supplement)
ASTR	103	Observational Astronomy Lab (1)
		(New DE supplement)
ASTR	115	The Solar System (3)
		(New DE supplement)
ASTR	210	Fundamentals of Astrophysics (4)
		(New DE supplement)
BIOL	110	General Principles of Biology (4)
		(New DE supplement; changes in recommended preparation, description, evaluation, and texts)
CHEM	210	General Chemistry I (5)

(New DE supplement)

CHEM 231   Organic Chemistry I (5)
(DE update)

CHEM 232   Organic Chemistry II (5)
(DE update)

CHEM 410   Health Science Chemistry I (4)
(New DE supplement)

CHEM 420   Health Science Chemistry II (4)
(New DE supplement)

DENT 703   Allied Health Communication (1)
(New DE supplement)

DENT 730   Occupational Safety and Infection Control in Dentistry (1.5)
(New DE supplement)

DENT 763   Dental Radiology (2)
(New DE supplement)

ENGR 210   Engineering Graphics (4)
(New DE supplement)

MATH 242   Applied Calculus II (3)
(New DE supplement)

MATH 251   Calculus with Analytic Geometry I (5)
(New DE supplement)

MATH 268   Discrete Mathematics (4)
(New DE supplement; change in evaluation)

MATH 270   Linear Algebra (3)
(New DE supplement)

MATH 275   Ordinary Differential Equations (3)
(New DE supplement)

MATH 825   Just-In-Time Support for Path to Calculus (2)
(New DE supplement)

MATH 830   Just-In-Time Support for Analytical Trigonometry (1)
(New DE supplement)

MATH 841   Just-In-Time Support for Applied Calculus I (1)
(New DE supplement)

NURS 212   Concepts of Homeostasis in Nursing (4.5)
(New DE supplement)

NURS 231   Psychiatric Nursing (5)
(New DE supplement)

NURS 235   Nursing Skills Lab III (.5)
(New DE supplement)

NURS 610   Basic Medication Dosage Calculation for Nurses (1)
(New DE supplement)

NURS 816   Open Lab for Nursing 211/212 (.5)
(New DE supplement)

NURS 818   Open Lab for Nursing 231/232 (.5)
(New DE supplement)

OCEN   100   Oceanography (3)
              (New DE supplement; changes in assignments and text)

Meeting adjourned at 4:18 p.m.