

College of San Mateo

Curriculum Committee

October 1, 2020 (2:15 p.m.)

Zoom Meeting:

<https://smccd.zoom.us/j/98602886029?pwd=ckJER05iRHArZzJBMIldOcjhGYTdnUT09>

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 Walker
Student Services	Martin Bednarek
ASCSM	Kyle Guanzon

Non-Voting Members

Mike Holtzclaw, Marsha Ramezane, Ada Delaplaine, Alma Gomez,

Other Attendees

Tarana Chapple, Laura Demsetz, Heidi Diamond, Kathy Diamond, Jeff Flowers, Linda Hand, LaShonda Kennedy, Beth LaRochelle, Vincent Li, Theresa Martin, Aurora Medrano, Andria Nalls, Rosemary Nurre, Michelle Schneider, Darryl Stanford, Pete von Bleichert

Absent/Excused

Math/Science Division	Christopher Smith
Student Services	Alex Guiriba

Chair, Teresa Morris called the meeting to order at 2:15 p.m. She explained the reversal in the order of substantive and consent items. Sample courses were taken from a list of similar courses. We will review their DE supplements and approval or changes will apply to the similar courses under the consent agenda.

The Chair made a couple of announcements:

- CSUs approved a new GE area F for Ethnic Studies. This will impact our curriculum process. She encouraged everyone to look into this.
- Teresa has been Curriculum Committee Chair since 2010 and this will be her last year. We will need a new Chair, for members to vote on. Interested parties may contact her; mentoring will be provided. Some experience with curriculum is required. There is release time funding for being Curriculum Chair and some of the funds in the spring can be used for the next Chair to shadow Teresa.

Teresa informed the group that one reason we are in a hurry to review and approve the DE supplements is that Division Assistants are currently working on coding the Spring 2021 classes as online as the courses get approved to be offered as distance education in Curriculum Committee. Our process impacts the work of Division Assistants. If a course is not on the Chancellor's list and will be offered in spring and does not have distance education, it needs to be proposed for DE. The Chair has a list and can send it out. A course that does not have DE cannot be offered in spring.

Judith Hunt suggested adding a checkbox specifically to ask if hybrid is an option. It is hard to figure out if people just forgot to check it or if it's intentional. It could read like: No, I don't want to offer as hybrid. The Chair thinks this is a good idea and we could implement it in the future. It would cause confusion if we add it at this time. Currently, there is no CurricUNET report to distinguish between hybrid and online classes.

Motion by Martin Bednarek to approve the agenda, seconded by Ron Andrade, 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

- ACTG 175 Volunteer Income Tax Preparation (2.5) – **approved with the addition of hybrid option.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".*
(New DE supplement; changes in methods of instruction, assignments, and evaluation)
Jeremy Ball asked about adding hybrid as an option. Initially, the Accounting faculty did not consider this option as in their

experience, students prefer fully online or fully face to face classes. In hybrid offerings, there may be enough students at the beginning of the course, but students drop out and very few are left at the end. Sometimes it's not worth having hybrid classes.

Chris Walker asked about offering the income tax courses in spring. Will these be offered as hybrid because students need to come to the campus for the weekend events? Vincent Li replied that the VITA programs might not run in the spring. They are working with IRS and IRS is grappling with privacy and security issues. With doing VITA online, there are issues about preparers we do not know having access to sensitive data. Ideally, VITA should be taught on campus; the community wants live VITA. The Chair asked Vincent to keep us posted on the IRS issue.

Jeremy asked if post-Covid, the course could be taught in hybrid mode. He is thinking ahead to a scenario where we might slowly or partially return to campus and hybrid would be doable. David Laderman pointed out that if the district goes into a partial return mode, having hybrid as an option won't mean that classes will be taught in hybrid mode. Mike Holtzclaw, Vice President of Instruction announced that it is highly unlikely that the district will do a partial return. Holding classes on campus will be evaluated on a course to course basis. It would be great if all three options are available but he agreed that having hybrid as an option doesn't mean we will teach a course as hybrid. Lale Yurtseven added that it may mean extra work to complete the sections for all the different teaching modes but she thinks it's worth the effort. We could avoid going through this process for every course. It would be better to just check the box.

Rosemary Nurre and Vincent Li agree that there is nothing wrong with adding hybrid. The Accounting faculty were given the option to have the ACTG courses approved as is, with the addition of hybrid in future proposals, or have proposals returned to them. Finally, the faculty decided to add hybrid to applicable ACTG courses. The courses were returned to them, and they did a quick turnaround and resubmitted the courses for approval.

- ASTR 125 Stars, Galaxies, and Cosmology (3) – **approved with changes to third party language and online discussion board language.**
Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".
(New DE supplement)

Lee had comments on methods of evaluation; she has a list of methods to choose from. Darryl Stanford said he uses the same evaluation methods for face-to-face and online classes. He agreed to add language on discussion boards and change proprietary language per Lee's comments. Lee asked if data is stored in third party platforms and asked about the use of iClickers. Darryl replied that he had used iClickers for in-person courses. Now that classes are online, he still uses iClickers to pose questions to students and get responses, then the class has a discussion and material is clarified. There is good interaction and the students like using iClickers. The use of iClickers reinforces information. Responses are anonymous. For third party software, in Pearson for example, students see their own assignments and grades but not that of others. Canvas is integrated with inclusive access with Pearson. The Chair reminded everyone that college staff need access to documents for audit and accreditation purposes. Lee put language in chat that can be used. The same changes will apply to other ASTR courses.

- BIOL 110 General Principles of Biology (4) – **approved**. *Motion by Chris Walker, seconded by Ron Andrade, all members voting “Aye”.* (New DE supplement; changes in recommended preparation, description, evaluation, and texts)
- BIOL 123 Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction (1) – **approved with addition of Synchronous mode**. *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.* (New DE supplement; 6-year update; removal of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, assignments, and evaluation)
- BIOL 132 Human Biology Laboratory (1) - **postponed** (New DE supplement; 6-year update)
- BUS. 176 Selling the Idea (3) – **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.* (DE update; 2-year update; changes in units, hours, recommended preparation, content, methods of instruction, and assignments)
- CHEM 192 Elementary Chemistry (4) - **approved with changes**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.* (New DE supplement)
- Chris Smith had a question about hybrid as an option. Chemistry faculty would prefer to have fully online or fully in person. They had some experience with hybrid CHEM classes but these were not very successful. They have been able to make online classes work so far. Jeff Flowers noted that some schools built their programs from the

ground up to run as online courses but we have had to make do and make it work.

Ron Andrade had a question about the statement that resources are inadequate. Teresa said that this can be addressed when the course undergoes its 6-year cycle. SI needs to be added to the list. All accessibility checkboxes were checked.

- CHEM 220 General Chemistry II (5) - **approved with changes**. Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".
(New DE supplement; 6-year update)
There was a question on how to assess if students complete their assignments. Jeff replied that lab managers put videos together. Students have lab kits and do dry labs and simulations. He agreed to add: Experiments can be assessed using instruments such as rubrics or instructor comments.
- COOP 670 Cooperative Education/Work Experience (1-4) – **approved with changes in proprietary language and checked all accessibility boxes**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting Aye".
(New DE supplement)
LaShonda Kennedy pointed out that they do not have a published textbook.
- COSM 712 Fundamental Cosmetology I (10) – **approved**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".
(New DE supplement)
Jeremy had some concerns about some CTE courses being taught in fully online mode. Post-Covid, we may be affected by funding when taxpayers realize that colleges were able to save funds that would normally go to expenses like facilities and supplies. They might want to continue keeping costs down. The Chair pointed out that some CTE programs require board certification and they require hands-on components. Andria Nalls explained that they have been trying to make online classes work and they face the same issues with face-to-face instruction. Heidi Diamond, Dean of Business and Technology, added that faculty have been going above and beyond normal services in order to make online classes work. Equipment and supplies are still needed. Kits are provided to students. Ideally, programs like Cosmetology will be able to go back to normal. Aurora Medrano added that the State Board allowed CSM to go online for now but this is temporary; they could pull out this permission at any time.
- DENT 701 Dental Science I (3) – **approved**. Motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".

(New DE supplement)

Beth LaRochelle addressed Chris Walker's comment on virtual lecture. She added that their accrediting body has made it clear that online teaching is temporary and things will return to normal post-Covid. Accrediting bodies don't like that programs are reducing patient contact.

- DENT 721 Dental Materials I (3) - **approved**. *Motion by Chris Walker, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement)
- DENT 740 Chairside Assisting I (3) **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye"*.
(New DE supplement)
- FIRE 714 Wildland Fire Control (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 715 Principles of Emergency Services (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 720 Fire Prevention (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update)
- FIRE 725 Fire Apparatus and Equipment (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 730 Fire Behavior and Combustion (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 740 Building Construction for Fire Prevention (3)
(New DE supplement; 2-year update; textbook update)
- FIRE 745 Fire Protection Systems (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 748 Firefighter Safety and Survival (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- FIRE 770 Fire Service Career Prep (3) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 2-year update; textbook update)
- GEOL 100 Survey of Geology (3) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye"*.
(New DE supplement; changes in objectives, content, methods of instruction, evaluation, and text)
- IDST 101 Humanities Honors Seminar I (2) - **approved**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye"*.
(New DE supplement; 6-year update; changes in content and texts)

- IDST 102 Sciences Honors Seminar I (2) - **approved**. Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".
(New DE supplement; 6-year update; changes in content and texts)
- IDST 110 College I (3) – **approved with changes addressed in Chat**. Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".
(New DE supplement)
Lee had some comments that Ron addressed in the Chat. He submitted a memo.
- LCTR 100 Effective Tutoring (1) - **approved**. Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".
(New DE supplement; 6-year update; removal of recommended preparation; changes in content, methods of instruction, assignments, and evaluation)
Judith's comment about text has been addressed; **newer texts were added**.
- MATH 190 Path to Statistics (6) - **approved**. Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".
(New DE supplement; 6-year update)
This course will need to be looked at more closely in the future due to AB 705. The Chair would like the MATH Department to think about the implications and how this course works with other MATH courses.
- MATH 251 Calculus with Analytic Geometry I (5) - **approved**. Motion by Martin Bednarek, seconded by Jeremy Ball, all members voting "Aye".
(New DE supplement)
The DE supplement for this course is the template for around 25 other MATH courses.
- MATH 252 Calculus with Analytic Geometry II (5) - **approved**. Motion by Martin Bednarek, seconded by Ron Andrade, one abstention (Tabia Lee), other members voting "Aye".
(New DE supplement; 6-year update; change in evaluation)
- MATH 253 Calculus with Analytic Geometry III (5) - **returned**
(New DE supplement; 6-year update; changes in evaluation and text)
Lee had a question about people having to create special accounts to be able to view outside data in third party tools. The data should be in Canvas for people to review. She cautioned that anything that captures personal student information including grades should be in Canvas. Chris Walker replied that some third party platforms have capabilities that Canvas doesn't have. Students' assignments are done in third party platforms, then grades are transferred to Canvas. At the end, people are able to see grades in Canvas, but not the assignments and other material used for evaluation. Chris's thinking was to set up the special accounts so people can see the

backup documents for the grades, e.g., assignments. He is asking the bookstore to look into how the data in third party software can be viewed by other people like reviewers or accreditors.

The Chair clarified that there are two different pieces to this discussion: FERPA or privacy issues, and evaluation which is an accreditation issue. FERPA is not so much concerned with quality of education, only with privacy, but accreditors look for substantive matters. We can make this work if we have a statement that the grades are in Canvas and the district approved LMS grade book. Having the Third Party checkbox checked raises flags. Chris pointed out that this section in the DE supplement doesn't ask for more specific information, e.g., about the transfer of grades, that's why people haven't been putting in details. He suggested that we provide clearer guidance in the future to streamline the review process, e.g., if more specific details are needed for a certain question or section. The Math Department will submit a memo and the language from the memo will be added to MATH courses after review.

- PALN 110 General Paleontology (3) – ***postponed; need to remove proprietary language and add details for substantive and regular contact***
(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)

IV. Consent Agenda – *approved.* Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.

• **Course Modifications**

- ACTG 176 Enrolled Agent Exam Preparation (3)
(New DE supplement; change in method of instruction)
- ACTG 181 Taxation of Individuals Using Tax Software (4)
(New DE supplement; change in methods of instruction)
- ACTG 182 Taxation of Business Entities Using Tax Software (4)
(New DE supplement; change in methods of instruction)
- ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software (2)
(New DE supplement; change in methods of instruction)
- ACTG 263 Sole Proprietorships (.5)
(New DE supplement; change in methods of instruction)
- ACTG 264 Lacerte Tax Software Basics (.5)
(New DE supplement; change in methods of instruction)
- ACTG 265 Taxation of Rental Real Estate (1)
(New DE supplement; change in methods of instruction)

ACTG 276 VITA Intermediate (1)
(New DE supplement; changes in methods of instruction, and evaluation)

ACTG 277 VITA Advanced (1)
(New DE supplement; changes in methods of instruction, assignments, and evaluation)

ACTG 278 VITA Supervisory (1)
(New DE supplement; changes in methods of instruction, assignments, and evaluation)

ACTG 665MX Tackling K-1s and Common Tax Deductions/Credits (.5)
(New DE supplement; 2-year update)

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)

CHEM 210 General Chemistry I (5) – *approved with changes*
(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)

COSM 722 Fundamental Cosmetology II (10)
(New DE supplement)

COSM 732 Intermediate Cosmetology III (10)
(New DE supplement)

COSM 742 Intermediate Cosmetology IV (10)
(New DE supplement)

COSM 746 Advanced Cosmetology V (5)
(New DE supplement)

COSM 749 Advanced Cosmetology VI (5)
(New DE supplement)

COSM 757 Advanced Supplemental Cosmetology VII (5)
(New DE supplement)

COSM 758 Advanced Techniques/Photoshoot (3.5)
(New DE supplement)

COSM 759 Advanced Techniques/Hair Specialties (3.5)
(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)

IDST 103 Humanities Honors Seminar II (2)
(New DE supplement; 6-year update; changes in content and texts)

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

MATH 225 Path to Calculus (6)
(New DE supplement)

MATH 242 Applied Calculus II (3)
(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 4:19 p.m.