

College of San Mateo

Curriculum Committee

October 8, 2020 (2:15 p.m.)

Zoom Meeting:

<https://smccd.zoom.us/j/82321213691?pwd=NldhREwvaGJsdEttTDIzTnAxanVlUT09>

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
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

Denaya Dailey, Laura Demsetz, Heidi Diamond, Steve Gonzales, Fermin Irigoyen II, Daniel Keller, Mike Mitchell, Rosemary Nurre, Mikel Schmidt, Peter von Bleichert, Lilya Vorobey, Andreas Wolf

Absent/Excused

Instructional Design	Tabia Lee
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Chair, Teresa Morris called the meeting to order at 2:16 p.m. There are changes in the agenda and the revised agenda is posted in Chat. The Math memo from Chris Walker is also available in Chat. Chris clarified that while MATH 253 is on the agenda, MATH 251 which was approved last week, has the correct DE supplement that is the template for the other MATH courses.

Motion by Chris Walker to approve the revised 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

- BIOL 132 Human Biology Laboratory (1) – **approved with updated textbooks.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.*
(New DE supplement; 6-year update)
This course does not use third party tools and the checkbox for third party tools should be unchecked.
- BLDG 710 Advanced Building Inspection (4.5) – **approved.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement; changes in methods of instruction and evaluation)
Proctored exams are not required; the only proctored exams are the ones for certification, but Mike Mitchell would like to keep this option in case things change in the future. Chris Walker asked if the language for the use of third party tools and the transfer of grades and privacy issues should be added if there is a possibility of using them in the future. His memo was presented as a sample. Currently, BLDG faculty use Canvas; other third party tools are not used. BLDG courses are up for review every two years and we can keep the DE supplement as is, but the Chair advised Mike to keep this conversation in mind in case they decide to use third party tools going forward.
- COMM115 Survey of Human Communication (3) – **approved.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement)
The COMM department hadn’t offered their courses in distance education mode in the past due to some issues with CSU transferability, but times have changed.
- DRAF 110 SolidWorks I (3) – **approved with changes.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement; 2-year update; change in methods of instruction)
Chris Walker had a comment that applies to all the DRAF courses: Labs on Campus was checked for the hybrid mode but there was no description or details. The Chair drafted language that could be

- added to DRAF 110, 111, and 130. Proprietary language (Autocad and Revit) will be deleted from this course.
- DRAF 111 Solidworks II (3) – **approved with the same changes as DRAF 110.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement; 2-year update; textbook update)
- DRAF 113 REVIT (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement; 2-year update; textbook update)
- DRAF 121 Computer-Aided Drafting I (3) – **approved.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement; 2-year update; textbook update)
Madeleine Murphy had a comment about the SLOs. The faculty would like to keep the same SLOs at this time, and can revisit this comment in two years.
- DRAF 130 Mechanical Design with CAD (3) – **approved with the same language as DRAF 110 in the DE supplement.** *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement; 2-year update; textbook update)
- ELEC 111 Introduction to Electronics Fundamentals (3) – **approved.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.*
(New DE supplement)
Steve Gonzales said that they don’t use third party software but they would like to keep the option open. The Chair reminded him to keep FERPA guidelines and our third party privacy language in mind. ELEC courses are reviewed every two years and changes can be made when the courses come back for review. There was a comment on SLOs but Steve said they are required to have all the SLOs.
- ENGL 161 Creative Writing I (3) – **approved.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement)
There are no changes to this course, but Matt Montgomery’s comment about listing computer and internet connection as required instructional equipment was considered. Jeremy Ball asked if we could have a general policy statement to cover this since all DE courses would need computers and internet connection. There could be an equity issue if we say that no special equipment is required. This is a misstatement because in reality, students would need computers and internet and this requires a big investment on their part. In addition, synchronous online classes require heavy data usage which could be a burden for students. Last week, over a hundred students showed up in the library to get internet access, so

internet is an issue with many students. Teresa added that some students use local community library computers to attend their online classes. We will come back to this important issue. This could be built into the curriculum handbook or this could be brought up in the DE committee and written into DE policy or some DE statement.

ESL 828 Writing for Multilingual Students IV (5) – **approved.** *Motion by Chris Walker, seconded by Martin Bednarek, all members voting “Aye”.*
(New DE supplement)

ESL 828 was reviewed since ESL 400 was not submitted back into the CurricUNET queues on time. Evan Kaiser confirmed that the DE pattern for ESL courses is similar with some minor changes in language like listening and speaking projects instead of written projects. There are some differences in the ESL classes that have one-on-one labs, starting with ESL 895. ESL 400 can come back under the consent agenda next time. The ESL department has not offered online classes before and the faculty had a lot of discussions on tools, synchronous versus asynchronous modes, etc. The DE supplements cover both teaching modes but the class meetings are synchronous so that faculty can provide extra support to students. Third party tools are not currently used but they would like to have this option. The department is moving away from timed writing exams but some faculty might want to keep doing this. The situation is not ideal. Some students find distance education convenient but it's tough at the lower ESL levels. Younger people tend to be more comfortable with technology. Going forward, they could offer parallel courses using both online and face-to-face classes and students can choose which mode they prefer.

ESL 895 Reading Improvement Multilingual Students (.5) – **approved with the caveat that the DE addendum may be updated later.** *Motion by Chris Walker, seconded by Ron Andrade, all members voting “Aye”.*

(New DE supplement)

This ESL class and some other ESL lab classes do not have student-to-student contact since these are one-on-one classes between faculty and student. Work is done in Google Docs and Google Drive to house student work and get feedback. This is an open-entry-open-exit course. The Chair asked Mike Holtzclaw, Vice President of Instruction, about accreditation requirements for open-entry-open-exit self-paced courses. Does the student-to-student contact requirement apply to courses like this? Mike replied that we could think of these like independent study courses where students work at their own pace. Students do things on their own, not with an entire class and so we wouldn't expect student-to-student contact. Chris Walker suggested having a comment that there is no student-to-student contact because “...” The Chair replied that this would be in the

minutes and we could submit this as evidence for ACCJC. She added that every area can have an independent study 690 course. She will write the DE supplements for the 690 courses, with one outline to rule them all. We will come back to this question when she writes the 690 DE addendums. She will ask Evan to write a memo about student-to-student contact in open labs based on what we decide on the 690s. We will return to this discussion.

- FILM 122 Film History Focus (4) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement)
There were questions on why there is no hybrid option and another on the screening of films. No instructional equipment is required. David Laderman explained that they only use films that the library screening services have access to. The Chair clarified that students don’t need subscriptions or use “BT” to view films. BitTorrent is illegal. David added that there are also free clips on YouTube, or the instructor shares his screen. As to the hybrid question, David asked back why not no hybrid. They wouldn’t do a hybrid film class even under normal circumstances; they prefer fully online or fully in person right now although they may change their minds later. The DE pattern for FILM 122 is the same for the other FILM courses under review.
- FITN 112.1 Cross Training I (.5-1) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement)
Teresa asked if cross training needs any equipment, hardware, or facilities. Mike Schmidt replied that this would be ideal but they have gotten creative by using body weight exercises and other things that can be found around the house. During some face-to-face classes in the past, classes have run without equipment, using only various body movements that can be performed anywhere.
- FITN 116.2 Body Conditioning II (.5-1) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement)
FITN 116.2 is under the substantive agenda instead of FITN 116.1 because the latter already has an existing DE supplement.
- FITN 201.1 Weight Training I (.5-1) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement)
- FITN 235.1 Boot Camp I (.5-1) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*
(New DE supplement)
- FITN 334.1 Yoga I (.5-1) **approved, with additions in methods of evaluation**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting “Aye”.*

(New DE supplement)

Students provide their own equipment for Yoga classes, e.g. yoga mats, blocks, and straps. Denaya Dailey does pre-recorded videos. The other instructor does live Zoom classes in real time. For evaluation, students submit assignments, do self-reflection; a rubric is used. For the final project, students' yoga practice is assessed. The Chair presented the language we use for discussion boards which will be added to methods of evaluation. The "No" answer to the question of whether all course outcomes can be achieved in fully online mode was an error; the answer should be "Yes".

LIT. 150 Crime and Detective Fiction (3) – **approved**. *Motion by Martin Bednarek, seconded by Chris Walker, all members voting "Aye".*

(New DE supplement)

LIT. 150 is the pattern for other LIT. courses.

MATH 253 Calculus with Analytic Geometry III (5) – **approved, with memo language to be added to this and other MATH classes**. *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".*

(New DE supplement; 6-year update; changes in evaluation and text)

The Chair presented the memo submitted by the Math Department. Language in black font is already entered in the existing DE supplements. The language in red font addresses the issue about grades being transferred and not being stored in third party websites. This language will be added to the DE supplement for MATH 251, and the language from MATH 251 will be copied over to the other 13 MATH courses. *The memo was accepted with a motion from Martin Bednarek, seconded by Ron Andrade, all members voting "Aye".*

Madeleine Murphy had a comment from Madeleine on SLOs. Chris Walker responded that they will keep the SLOs as is. They had made some changes to SLOs a few years ago and ran into problems with State approvals.

PALN 110 General Paleontology (3) – **returned; 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) - **returned**

(New DE supplement; 6-year update; changes in SLOs, objectives, content, methods of instruction, evaluation, and texts)

IV. Consent Agenda – approved. *Motion by Chris Walker, seconded by Martin Bednarek, all members voting "Aye".*

- **Course Modifications**

- BLDG 720 Electrical Inspection I (3)
(New DE supplement)
- BLDG 725 Electrical Inspection II (3)
(New DE supplement)
- BLDG 730 Plumbing Inspection (3)
(New DE supplement)
- BLDG 735 ADA Building Requirements (3)
(DE update)
- BLDG 740 Mechanical Code (3)
(New DE supplement)
- BLDG 750 Structural Provisions (3)
(New DE supplement)
- BLDG 760 Energy Regulations (3)
(New DE supplement)
- BLDG 775 Introduction to Residential Dwelling Inspection Technology (3)
(New DE supplement)
- BLDG 790 Blueprint Reading for Construction (3)
(New DE supplement)
- COMM 110 Public Speaking (3)
(DE update)
- COMM 130 Interpersonal Communication (3)
(New DE supplement)
- COMM 140 Small Group Communication (3)
(New DE supplement)
- COMM 150 Intercultural Communication (3)
(New DE supplement)
- COMM 170 Oral Interpretation I (3)
(New DE supplement)
- COMM 171 Oral Interpretation II (3)
(New DE supplement)
- ELEC 112 Advanced Electronics Fundamentals (3)
(New DE supplement)
- ELEC 231 Basic Applied Electronics Mathematics (2)
(New DE supplement)
- ELEC 232 Advanced Electronics Mathematics (1)
(New DE supplement; change in methods of evaluation)
- ELEC 405 Transformers and Rotating Machinery (2)
(New DE supplement)
- ELEC 421 Fundamentals of Electric Motor Control (4)
(New DE supplement)
- ELEC 422 Introduction to Programmable Logic Controllers (4)
(New DE supplement)
- ELEC 424 Hydraulic, Pneumatic and Vacuum Power Systems (4)
(New DE supplement)

ELEC	441	Sensors and Data Transmission Systems (4) (New DE supplement)
ELEC	442	Electronic and Pneumatic Process Control Systems (4) (New DE supplement)
ELEC	445	Industrial Data Communications Systems (4) (New DE supplement)
ENGL	162	Creative Writing II (3) (New DE supplement)
ENGL	163	Creative Writing III (3) (New DE supplement)
ESL	826	Writing for Multilingual Students II (5) (New DE supplement)
ESL	827	Writing for Multilingual Students III (5) (New DE supplement)
ESL	846	Listening and Speaking II (3) (New DE supplement)
ESL	847	Listening and Speaking III (3) (New DE supplement)
ESL	848	Listening and Speaking IV (3) (New DE supplement)
ESL	849	Listening and Speaking Workshop (.5) (New DE supplement)
ESL	856	Reading for Multilingual Students II (3) (New DE supplement)
ESL	857	Reading for Multilingual Students III (3) (New DE supplement)
ESL	858	Reading for Multilingual Students IV (3) (New DE supplement)
ESL	887	Pronunciation of English Consonants and Vowels (3) (New DE supplement)
ESL	888	Pronunciation of English Stress, Rhythm and Intonation (3) (New DE supplement)
ESL	897	Intermediate Vocabulary for Multilingual Students (.5-1) (New DE supplement)
ESL	898	Comprehensive Grammar Review for Multilingual Students (DE update)
ESL	907	Independent Writing Study-Intermediate ESL (.5-1) (New DE supplement)
ESL	908	Independent Writing Study-Advanced ESL (.5-1) (New DE supplement)
FILM	140	Contemporary World Cinema (4) (New DE supplement; textbook update)
FILM	153	Screenwriting (3) (New DE supplement; textbook update)
FILM	154	Screenwriting II (3)

- (New DE supplement)
- FITN 112.2 Cross Training II (.5-1)
(New DE supplement)
- FITN 112.3 Cross Training III (.5-1)
(New DE supplement)
- FITN 112.4 Cross Training IV (.5-1)
(New DE supplement)
- FITN 116.1 Body Conditioning I (.5-1)
(DE update)
- FITN 116.3 Body Conditioning III (.5-1)
(New DE supplement)
- FITN 116.4 Body Conditioning IV (.5-1)
(New DE supplement)
- FITN 201.2 Weight Training II (.5-1)
(New DE supplement)
- FITN 201.3 Weight Training III (.5-1)
(New DE supplement)
- FITN 201.4 Weight Training IV (.5-1)
(New DE supplement)
- FITN 235.2 Boot Camp II (.5-1)
(New DE supplement)
- FITN 235.3 Boot Camp III (.5-1)
(New DE supplement)
- FITN 235.4 Boot Camp IV (.5-1)
(New DE supplement)
- FITN 334.2 Yoga II (.5-1)
(New DE supplement)
- FITN 334.3 Yoga III (.5-1)
(New DE supplement)
- FITN 334.4 Yoga IV (.5-1)
(New DE supplement)
- LIT. 156 Science Fiction and Fantasy Literature (3)
(New DE supplement)
- LIT. 201 American Literature I (3)
(New DE supplement)
- LIT. 202 American Literature II (3)
(New DE supplement)
- LIT. 266 African American Literature (3)
(New DE supplement)
- LIT. 823 American Literature I (3)
(New DE supplement)
- LIT. 824 American Literature II (3)
(New DE supplement)

Meeting adjourned at 4:03 p.m.