

# College of San Mateo

Curriculum Committee October  
28, 2021 (2:15 p.m.)

<https://smccd.zoom.us/j/81827371005?pwd=Q3BzMFRlYVdKdmE0dmRQWHZkMFpXZz09>

## MINUTES

### Members Present

Chair

Christopher Walker

Academic Support and Learning Technologies

Ron Andrade

Business/Technology

Mounjed Moussalem, Lale Yurtseven

Distance Education

Donna Eyestone

Instruction Design

Julieth Benitez

Kinesiology Division

Shana Young

Language Arts Division

Evan Kaiser, David Laderman

Math/Science Division

Beth LaRochelle

Student Services

Martin Bednarek, Alex Guiriba

### Non-Voting Members

Marsha Ramezane, Ada Delaplaine, Alma Gomez

### Absent/Excused

Library

Matthew Montgomery

Math/Science Division

Beth LaRochelle, Christopher Smith

ASCSM Student Representative

Brittany Arriharan

### Non-Voting Members

Mike Holtzclaw

### Other Attendees

Michelle Brown, Michelle Schneider, Jeanne Marie Velickovic, Madeline Wiest

Chair, Chris Walker called the meeting to order at 2:15 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Lale Yurtseven, all members voting "Aye." The Chair added two agenda items that are both urgent in nature. He added Brown Act Resolution under Action Items and Program Review Reading – Call for Participation to the Open Agenda. The Chair moved the Consent Agenda after the Substantive Agenda, as there are items in Substantive Agenda that affect decisions on courses under the Consent Agenda.

### **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 V regulations.*

#### • **New Courses**

- BUS. 127 Fundamentals of International Trade (3) – **approved with CSU transferability; discipline assignment: Business.** Motion by Martin Bednarek, seconded by Jeremy

*Ball, all members voting "Aye".*

(New DE Supplement)

The new BUS. courses are part of the department's new stackable degrees. There is a high demand for international business courses. The department is updating their International Business Certificate of Achievement which will come through at a future meeting. There is also an AS Degree in International Business. Most of the BUS. students are transfer students. Lale explained that they did not copy similar courses being offered at Skyline; the courses are different. Skyline's courses are geared towards certain careers like trade and logistics in ports, etc.

Martin Bednarek asked about the CSU transferability, which doesn't show up on the course outline of record. Ada Delaplaine explained that the CSU transferability is applied behind the scenes in CurricUNET after the course has been approved. The proposal for CSU transferability shows in the All Fields Report.

There is no separate discipline assignment of International Business, but if it exists, it can be considered for this course.

- BUS. 203 Intercultural Relations in Global Business (3) – **approved with edits to the SLOs and GE area E5b Social Science; not approved for E1B Ethnic Studies. Discipline assignment: Business.** *Motion by Martin Bednarek; seconded by David Laderman, all members voting "Aye".*  
(New DE Supplement; proposed for GE areas E5b Social Science and E1b Ethnic Studies)  
The course is not approved for the GE Area E1B Ethnic Studies. Marsha Ramezane, Articulation Officer, had informed Lale that only courses that have the ETHN prefix can be considered for GE Area E1B.

David had a question about the language on scales of high to low context cultures in SLO #4. Lale explained that this has something to do with things like whether a culture is more individualistic versus a group behavior culture, e.g. US culture that is more individualistic versus Japanese culture that is more group-oriented. Also, this is standard language for those familiar with the field.

Jeremy asked if since this course meets the Social Science requirement, could someone from Social Science teach this course? Lale replied that faculty have to know the business part so the discipline assignment has to be Business. The Chair added that there are many disciplines that end up in the Social Sciences GE areas. Judith Hunt thinks that going back to the Ethnic Studies issue, it has to do with people's training. Some people may be trained in certain disciplines but not have the expertise to cross over into some others. For Ethnic Studies, only someone who is trained in Ethnic Studies can teach it; it's not a cultural studies course.

- BUS. 206 Operations and Supply Chain Management (3) – **approved with changes in the description; discipline assignment: Business.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye."*  
(New DE Supplement)

Lale requested that reviewers post their comments in the first review or early on in the review process so that there is time to address them, instead of trying to fix things during the meetings, which takes up a lot of time. There is a lot of back-and-forth during the review process and when comments are made late, the course is out of the authors' queue and they can no longer fix it before the meeting. The Chair suggested that the committee look at ways on how to improve the review process to address Lale's

concern. Maybe the reviewer and the course author can communicate by email to discuss any suggested changes and have this resolved prior to the meeting so we wouldn't need lengthy discussions at the meeting.

DGME 114 Digital Video Production II (3) – **approved; discipline assignment: Broadcasting Technology.** Motion by Martin Bednarek, seconded by Alex Guiriba, all members voting “Aye.”

(New DE Supplement)

This is the next level up in video production. Students learn the basics in DGME 113 and they will work on advanced projects in DGME 114. Martin asked if the prerequisite of DGME 113 could be waived; there may be students who work in the field and have some hands on experience. Michelle Brown replied that students should prove or demonstrate skills, e.g., present some of their work proving they can shoot, script write, and edit (skills taught in DGME 113). The Chair added that students could do a prerequisite challenge.

The discipline assignment is Broadcasting Technology. Media Production could also be an option. Michelle explained that Digital Media is made up of three disciplines: Broadcasting, Graphic Design, and Web Multimedia. The Chair explained that discipline assignments are different from the 4-letter codes we assign to them. The 4-letter codes are more for internal purposes while discipline assignments are connected to minimum qualifications. The Chair will do some research on differences between Broadcasting Technology and Media Production.

- **Course Modifications**

ART 124 Old Masters' Aesthetics and Techniques (3) – **approved.** Motion by Martin Bednarek, seconded by Jeremy Ball, all members voting “Aye.”

(New DE Supplement; removal of frequently recommended preparation; changes in hours and texts)

There had been a discussion on unit changes last year. The division had looked at courses that had lecture and lab components to review the appropriate distribution of units. Rebecca Alex did some research on how other colleges allocate their lecture and lab units. The proposal is to increase the lecture units and hours and decrease lab units and hours, i.e., from 1.5 lecture and 1.5 lab units to 2 lecture and 1 lab units. The new unit assignments better reflects how the ART courses are currently taught. This will affect the way that classes are scheduled. Rebecca did some research and the new units assignment aligns with Skyline's ART classes and works for better district alignment. About 30 more ART classes will be coming in with this change and we will put those under consent agenda when they come in.

ELEL 741 Electrical Apprenticeship I (3.5) – **approved.** Motion by Martin Bednarek, seconded by Lale Yurtseven.

(2-year update; change in texts)

This course was placed on the substantive agenda for general discussion on a question about SLOs and course objectives. When can they be the same, and when should they be different?

Michelle Schneider agrees that SLOs and objectives should be different but like with her other courses, the curriculum is prescribed. The ELEL courses are for the Electrical Apprenticeship program. Classes are not held on campus. Students go to the Union Hall; they join the union and work during the day for the union and go to classes two nights a week for the next five years. We have a partnership with the union and curriculum is very prescribed at the national level. Unions need to follow what is prescribed to get funding and they need to partner with a local college. Textbooks and workbooks are

provided to the students. In previous years, there had been questions about old textbooks for the course. Students get a new set of books every year that is tied to what's going on, but there are also texts that are old as much of the information on wiring hasn't changed.

The Chair explained that in the case of the ELEL courses where curriculum is prescribed by accrediting agencies, it's okay to have the SLOs and objectives be the same but this scenario doesn't apply to all SLOs and objectives.

Jeremy Ball mentioned that for accreditation, they took a small number of objectives and listed them as SLOs; these are the ones that they thought they need to measure 100%. The objectives can be cycled based on what accreditors are looking for. Lale added that in other colleges, SLOs and objectives are different. SLOs are more general while objectives are more specific or detailed. Jeremy added that the difference between SLOs and course objectives is that the objectives are about what the course is trying to do. The SLOs are measurable indicators that demonstrate that students are actually getting what the course is attempting to do.

We have been inconsistent in applying rules on SLOs and objectives. The Math department once submitted courses to the State and tried to put their own language in the SLOs and objectives but reviewers thought that these did not match the C-ID. The department ended up just copying one to the other and the courses were accepted. Judith Hunt recounted that History had a situation when reviewers thought that their course objectives were not broken down enough. Approval depends on both the State and on individual reviewers. The Chair would like to have further discussions on this as an open agenda item in spring. How do we want to address this?

- **New Program**

- Business Administration 2.0 – Associate in Science Degree for Transfer (27-29 units) – **approved.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting "Aye."*  
This degree will be replacing the existing AD-T 1.0 version. There are new course requirements. The State prescribes courses. Ada has been very helpful in this process.

### Action Items

*Motion by Martin Bednarek to approve the consent agenda, seconded by Jeremy Ball, all members voting Aye.*

- **Brown Act Resolution – approved, motion by Ron Andrade, seconded by Martin Bednarek, all members voting "Aye."**

We are still allowed to hold virtual meetings, but the committee needs to reaffirm in our agenda and meetings that we are still in an emergency situation. The CSM Legal Counsel recommends that all Brown Act committees make a monthly declaration that we are still in an emergency situation and we will continue to use the State's exception to the Brown Act and will continue to hold meetings in virtual mode. The Chair presented a draft of the resolution that we can affirm. Once affirmed, we can just add the resolution as a consent item in future agendas.

- **Approval of Minutes from the meeting from September 23, 2021.**

- **Course Modifications**

ART 129 New Masters' Aesthetics and Techniques (3)  
(New DE Supplement; change in hours; textbook update)

ART	200	Portfolio Preparation (3) (Change in hours)
ART	203	Plein Air Painting (3) (Changes in hours and text)
ART	204	Drawing I (3) (Changes in hours and textbook update)
BUS.	205	Business Ethics and Social Responsibility (3) (2-year update; removal of frequently recommended preparation; changes in objectives, methods of instruction, and texts)
ELEL	742	Electrical Apprenticeship II (3.5) (2-year update; change in texts)
ELEL	743	Electrical Apprenticeship III (3.5) (2-year update; change in texts)
ELEL	744	Electrical Apprenticeship IV (3.5) (2-year update; change in texts)
ELEL	745	Electrical Apprenticeship V (3.5) (2-year update; change in texts)
ELEL	746	Electrical Apprenticeship VI (3.5) (2-year update; change in texts)
ELEL	747	Electrical Apprenticeship VII (3.5) (2-year update; change in texts)
ELEL	748	Electrical Apprenticeship VIII (3.5) (2-year update; change in texts)
ELEL	749	Electrical Apprenticeship IX (3.5) (2-year update; change in texts)
ELEL	750	Electrical Apprenticeship X (3.5) (2-year update; change in texts)
MUS.	298	New Interfaces for Making Music (4) (New DE supplement)
MUS.	430	Symphonic Band (1) (New DE supplement)
MUS.	470	Concert Choir (1) (New DE supplement)
MUS.	680MM	New Interfaces for Making Music II (4) (New DE Supplement)

- **Course Deactivations**

ADMJ	771	PC832 Arrest and Control Training
ADMJ	775	PC 932 Firearms Training
ADMJ	780	Regular Basic Course Module III
ADMJ	781	Regular Basic Course Module II
BUSW	117	Windows Fundamentals
BUSW	216	Word Processing
BUSW	385	Business Presentations Using PowerPoint
BUSW	452	Microsoft Project Fundamentals
BUSW	464	Database Management Fundamentals Using Access for Windows

- **Program Modification**

Digital Media: Graphic Design – Associate in Arts Degree (Change in core courses: replaced DGME 168 with DGME 164)

- **Program Deactivations**

Business Information Worker - Certificate of Specialization  
Project Management - Certificate of Achievement

### Open Agenda

- Associates to Associates Pathway – *Motion to tentatively approve the Associates to Associates Pathway by Martin Bednarek, seconded by Jeremy Ball, all members voting “Aye.”*

The District Curriculum Committee had had a discussion on an Associates to Associates Pathway. All three colleges have a Bachelor’s to Associate Degree pathway where GEs are waived for the local associate’s degree. There is a proposal to extend the same courtesy to those with previous associate’s degrees.

Jeremy Ball asked if there are many students that would do this. Madeline Wiest replied that we don’t have actual numbers but there are quite a few students with Bachelor’s degrees maybe from many years ago, who are coming back to college to pursue an associate’s degree potentially in another area. We can expect to see more students with previous degrees and it would be beneficial to students if we honor their previous coursework. There are students who have AAs or ASs but they might not have career development and want to do something different.

Donna Eyestone inquired about the “in residence” language in the first paragraph; is this exclusive of online classes? The Chair replied that students need 12 classes at CSM regardless of whether these are in person or online. Some of the language is from Title 5. Lale asked about flexibility on making changes to the policy that the Chair presented. Chris Walker replied that for today, we only need to decide on whether we support this or not. If the committee supports this, Chris will bring it back to District Curriculum. He will work with the other colleges to see if there are any proposed changes and will bring the policy back for final approval.

Marsha Ramezane expressed her support for the Associates to Associates Pathway. It puts a new focus on workforce development at our college. Sometimes, students graduate and get a job they don’t like and come back to school. Evan Kaiser agrees with Marsha. There is a great demand on time and money for students. If completing GEs is the goal, it doesn’t matter where they were taken.

Re the Ethnic Studies requirement, the Chair pointed out that we will add it to the policy once this is implemented in Title 5. Judith suggested adding an asterisk in the policy to indicate that we are aware of the Ethnic Studies requirement and this is in the pipeline.

- Final edits of General Education Handbook – postponed
- Program Review Reading – Call for Participation  
At the Academic Senate meeting, there had been a lengthy discussion on program review. We are a subcommittee of the Academic Senate. There are three major subcommittees under Academic Senate: the Curriculum Committee, the Distance Education Advisory Committee, and the Committee on Teaching and Learning. In the past, the other two committees have been active in the reading of program review. AS Co-President and former Curriculum Chair Teresa Morris had suggested that three Curriculum Committee members volunteer for Program Review Reading that will happen in early spring. This is a reading of results. Volunteers will be assigned certain sections for review and comments. Ron Andrade and Julie Diaz Benitez volunteered. The Chair will send an email to all committee members to see if any more would like to volunteer. Chris will send the names of volunteers to Teresa and she will provide information on the process.

**Meeting adjourned at 4:04 p.m.**