

# College of San Mateo

Curriculum Committee

November 18, 2021 (2:15 p.m.)

<https://smccd.zoom.us/j/85994036558?pwd=WG5oZHJtcmlSdWZyTzA0d2g4WXprZz09>

## MINUTES

### Members Present

Chair	Christopher Walker
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts & Social Science	Jeremy Ball, Judith Hunt
Distance Education	Donna Eyestone
Kinesiology Division	Shana Young
Language Arts Division	Evan Kaiser, David Laderman
Library	Matthew Montgomery
Math/Science Division	Beth LaRochelle, Chris Smith
Student Services	Martin Bednarek, Alex Guiriba
ASCSM Student Representative	Brittany Arriharan

### Non-Voting Members

Mike Holtzclaw, Marsha Ramezane, Ada Delaplaine, Alma Gomez

### Absent/Excused

Instruction Design Julieth Benitez

### Other Attendees

Catherine Ciesla, LaShonda Kennedy, Madeline Wiest, Alex Wong

Chair, Chris Walker called the meeting to order at 2:20 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Lale Yurtseven, all members voting "Aye." PSCI 141 was moved from consent to substantive agenda. ETHN 300 also has a lot of changes but Judith Hunt doesn't think it needs to be moved from the consent agenda.

Ron Andrade asked about roll call votes and the Chair replied that this had been brought up at the last meeting and we are considering doing this but we are not doing anything about this yet.

### Action Items

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

#### • **Course Modifications**

- ART 101 Art and Architecture from the Ancient World to Medieval Times (c. 1400) (3)  
(DE update; 6-year update; changes in frequently recommended preparation and text)
- ART 102 Art of Renaissance and Baroque (c. 1300-1700) (3)

		(DE update; 6-year update; changes in frequently recommended preparation, methods of instruction, assignments, and text)
ART 103		Art of Europe and America: Neoclassical (c. 1750-Present) (3) (DE update; 6-year update; changes in frequently recommended preparation, methods of instruction, assignments, evaluation, and text)
BIOL	230	Introductory Cell Biology (4) (DE update; 6-year update; changes in description, evaluation, and texts)
BUS.	101	Human Relations at Work (3) (DE update; 2-year update; changes in frequently recommended preparation and text)
BUS.	103	Business Information Systems (3) (DE update; 2-year update; changes in frequently recommended preparation, objectives, content, and text)
BUS.	115	Business Mathematics (3) (DE update; 2-year update; changes in frequently recommended preparation and text)
BUS.	125	International Business (3) (DE update; 2-year update; changes in frequently recommended preparation and texts)
BUS.	150	Small Business Management (3) (DE update; 2-year update; changes in recommended preparation and objectives)
BUS.	180	Introduction to Marketing (3) (DE update; 2-year update; changes in frequently recommended preparation, objectives, and text)
BUS.	201	Business Law (3) (DE update; 2-year update; changes in frequently recommended preparation and texts)
BUS.	230	International Marketing (3) (DE update; 2-year update; changes in frequently recommended preparation, content, and texts)
BUS.	232	Sales Management () (DE update; 2-year update; changes in frequently recommended preparation and text)
BUS.	233	Social Media Marketing (3) (DE update; 2-year update; changes in frequently recommended preparation, objectives, and text)
BUSW	418	Spreadsheets (3) (DE update; 2-year update; changes in frequently recommended preparation, SLOs, content, and text)
BUSW	420	Cloud Applications for Business (3) (DE update; 2-year update; changes in frequently recommended preparation and text)
ESL	400	Advanced English for Multilingual Students (5) (Changes in methods of instruction, assignments, evaluation, and texts)
ETHN	300	Introduction to La Raza Studies (3) (Changes in frequently recommended preparation, description, SLOs, objectives, methods of instruction, assignments, and texts)
MUS.	111	Musicianship I (1) (6-year update; changes in SLOs, content, assignments, evaluation, and texts)
MUS.	112	Musicianship II (1) (6-year update; changes in content, assignments, evaluation, and texts)
MUS.	113	Musicianship III (1) (6-year update; changes in SLOs, objectives, content, and texts)
MUS.	114	Musicianship IV (1) (6-year update; changes in content and texts)

- **Course Deactivation**  
CHEM 250 Analytical Chemistry Quantitative Analysis

### 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 Course**  
COOP 620 Community Engagement/Work Experience (1-3) – **approved with changes in the description and the addition of a prerequisite and a corequisite.** Discipline assignment: Work Experience. Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye.”  
(New DE Supplement)  
This course promotes volunteerism and allows students to grow their potential while following the college’s mission of social justice. The volunteer work will have an impact on the community. It would be good for students who apply for jobs but don’t have related work experience. Students might be working through college but be in jobs like in food service that is not related to their major or the jobs they want to apply for. Per LinkedIn, many companies consider volunteer work as true work experience.  
  
The existing COOP 670 is restricted by State statutes in that a student’s major has to be connected to his/her job or career goals. LaShonda gave the example of an Engineering student who wants to volunteer at a homeless shelter because this is his passion but it is not connected to the major. COOP 620 allows for such volunteerism and students get appropriate credit.  
  
The existing COOP 670 has not been offered in the summer and this is also the intent for COOP 620. Mike Holtzclaw, Vice President of Instruction, pointed out that Skyline had a summer COOP class for international students, as summer may actually be a good time for international students to do work experience. LaShonda is open to a summer COOP 620 offering.  
  
Re the question from Julieth Benitez about additional assignments, LaShonda Kennedy explained that the assignments are the same as COOP 670. She has a few more things that she could add to make the assignments more detailed and she dropped those in the Chat. LaShonda asked if the assignments in COOP 670 need to be revised to address this same comment for more detail. The Chair replied that the assignments on other COOP courses can be revised when they come through for review in their next cycle.  
  
The course is open to any student as long as they meet the prerequisite and the corequisite. Judith Hunt advised that this course be brought to faculty’s attention during faculty meetings so they can inform their students. LaShonda is willing to go to division meetings to talk about this course.  
  
Chris Smith asked if it would be possible to offer this as a .5 unit course. There are schools that have .5 unit Work Experience courses but Lale pointed out that a .5 unit

class could mess up hours and units required for students to complete a program and might not be beneficial from a student's perspective.

- **Course Modification**

PSCI 141 Introduction to Research in STEM (3) – **approved with changes in the description.** *Motion by Chris Smith, seconded by Martin Bednarek, all members voting "Aye."* (Changes in description, SLOs, objectives, content, and texts)  
This is a multidisciplinary science course intended for students who want to explore science but might not want to take the traditional science classes. The course is being modified as it had been rejected for the CSU GE for Natural Science. The updated course provides more detail for reviewers, with a focus on science aspects like food science and nutrition science.

Ron commented that the topics seem to be limited; will there be room for expansion outside of STEM research and food? Alex Wong replied that the intent is not to be restrictive and the language can potentially be changed to be more inclusive. Catherine Ciesla added that this class came from an HSI grant and it's specifically to recruit students who don't identify as being scientists and have values like social justice. This is an introductory class that covers the tenets of different sciences that is taught through a specific theme, in this case, food science and food equity. There can also be themes for Biochemistry, Physics, Environmental Science and others. Marsha Ramezane, Articulation Officer, thinks that as written, the course has a very good chance of getting approved. Changing the language some more could take us to a gray area.

David Laderman commented that the description seems very dense and could be intimidating for students. He had suggestions for tightening up the language. He also had an idea for a catchy title: Food Justice: Introduction to STEM Research. The problem with changing the title is that reviewers might consider this an entirely new or different course from the original PSCI 141 and this could affect articulation and set it back another year. If or when the course gets CSU GE approval, we can go back and consider changes to the title or add other branches of science at a later time. The description was revised to make it more succinct.

- **New Programs**

- Entrepreneurship and Small Business Management – Certificate of Achievement (29.5 – 30) – **approved.** *Motion by Chris Smith, seconded by Martin Bednarek, all members voting "Aye."* This is a separate track for students interested in entrepreneurship and small business. It can be completed in 2 to 3 semesters. The program has high units and there had been long discussions about this, but the core courses are necessary, and the department decided to give students more options in the selective courses.
- International Business – Associate in Science Degree (38) – **approved with the addition of 3 PLOs.** *Motion by Chris Smith, seconded by Martin Bednarek, all members voting "Aye."*
- International Business – Certificate of Specialization (15) – **approved.** *Motion by Martin Bendarek, seconded by Chris Smith, all members voting "Aye."*

The International Business degrees are stackable with a Certificate of Specialization, a Certificate of Achievement, and an Associate in Science Degree. Skyline has an International Business program but theirs is more CTE, like for agents at ports, not high level courses like what we have for our students who are mostly transfer students. Also, Skyline moved their program outside of Business and into Global Learning

Chris Smith commented that there are no distinctions among the three programs and the Program Learning Outcomes are all the same. Lale added three PLOs to the AS degree and 1 PLO to the CA.

- **Program Modification**

- International Business – Certificate of Achievement (Changes in title, units, description, career opportunities, and PLOs) – ***approved with the addition of 1 PLO.*** Motion by Lale Yurtseven, seconded by Martin Bednarek, all members voting “Aye.”

**Open Agenda**

- Finalization of General Education Handbook
- Final Discussion on Associates to Associates Pathway - postponed  
The Chair presented our tentative approval of the Associates to Associates Pathway policy to the District Curriculum Committee and the three colleges had a proposed change. This will be discussed further in a future meeting.

**Meeting adjourned at 4:00 p.m.**