

College of San Mateo

Curriculum Committee
December 9, 2021 (2:15 p.m.)

<https://smccd.zoom.us/j/83504848091?pwd=OWlhZzV0ditydFFycjJmVTVsNUwwdz09>

MINUTES

Members Present

Chair	Christopher Walker
Academic Support and Learning Technologies	Ron Andrade
Business/Technology	Mounjed Moussalem, Lale Yurtseven
Creative Arts & Social Science	Judith Hunt
Distance Education	Donna Eyestone
Instruction Design	Julieth Benitez
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
ASCSM Student Representative	Brittany Arriharan

Non-Voting Members

Mike Holtzclaw, Marsha Ramezane, Ada Delaplaine, Alma Gomez

Absent/Excused

Creative Arts & Social Science	Jeremy Ball
Student Services	Alex Guiriba

Other Attendees

Krys Bobrowski, Tarana Chapple, Cindy James, Judith Lariviere, Theresa Martin, Aurora Medrano, Adria Otte, Hellen Pacheco, Aubrey Roderick, Kim Salido, Michelle Schneider, Pete von Bleichert, Madeline Wiest

Chair, Chris Walker called the meeting to order at 2:17 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Lale Yurtseven, all members voting "Aye." The Chair pulled out the Open Agenda item: Associates to Associates Pathway - for discussion at a future meeting. Some questions had come out during the District Curriculum Committee meeting and there will be further conversations in the spring.

We will be discussing the Substantive Agenda before the Consent Agenda as there may be issues that affect the proposals under consent.

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. 123 Business Statistics (3) – **approved. Discipline Assignments: Business OR Mathematics.** Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye.”
(New DE Supplement)
Business Statistics is commonly taught in community colleges. It is being proposed for UC transferability. Skyline has a similar course that has UC approval.
- BUS. 207 Business Analytics Fundamentals (3) – **approved with a change in the description. Discipline Assignment: Business.** Motion by Martin Bednarek, seconded by Chris Smith, all members voting “Aye.”
(New DE Supplement)
- BUS. 208 Quantitative Business Analysis (3) – **approved with a change in the assignments. Discipline Assignment: Business.** Motion by Lale Yurtseven, seconded by Martin Bednarek, all members voting “Aye.”
(New DE Supplement)
- BUS. 209 Data Visualization (3) - **approved with a change in the description. Discipline Assignment: Business.** Motion by Lale Yurtseven, seconded by Martin Bednarek, all members voting “Aye.”
(New DE Supplement)
- The BUS. 207, 208, and 209 courses were specifically created for the Business Analytics program. The department consulted with local 4-year colleges on what we can offer at our level (versus what should be taken in upper division levels.) Students can transfer from CSM to schools like SJSU.

Ron Andrade commented that the lecture content for BUS. 207 has a lot of Statistics content; would a student with no Stat background be able to take this class? There is no MATH prerequisite or recommended preparation. Lale replied that Business courses normally don't have prerequisites. It would help if a student has some Stat background, but since BUS. 207 covers so many Stat concepts, a student with no previous Statistics coursework can still succeed in this course.

Not many faculty can teach the Analytics courses; some BUS. faculty won't be able to teach this course. CIS and MATH faculty might be familiar with some of the content, but will not be able to teach the whole course. The courses can be taken in any sequence, but BUS. 123 is a prerequisite for BUS. 208 and 209.

The committee had discussions on the description for BUS. 207 and assignments for BUS. 208; revisions were made based on recommended language. Mounjed Moussalem cautioned that we should not focus on tools since technology and tools change; what we should address is methodology.

- FIRE 721 Fire Academy Preparation (2) – **approved. Discipline Assignment: Fire Technology.** Motion by Chris Smith, seconded by Ron Andrade, all members voting “Aye.”
- The two new FIRE courses are conversions from experimental courses that the department is currently offering. FIRE 721 is a popular course that will eventually become a prerequisite for FIRE 722. This is a hands-on course that introduces students to tools and equipment used in the Fire Academy to give students an idea of what they are getting into. The course also helps students deal with physical issues like

height, upper body strength for women, etc. In the past, students had signed up for the 17-unit Fire Academy but realized part-way into the program that it's not for them, e.g., they could get claustrophobic when donning protective gear and they end up dropping the program after having invested time and money in it.

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| FIRE | 722 | <p>Firefighter Academy (17) – approved. Discipline Assignment: Fire Technology. Motion by Chris Smith, seconded by Matt Montgomery, all members voting “Aye.”</p> <p>There has been another change in the curriculum for the Firefighter Academy, with an expansion in the course content. With the changes, students can get Level 1 certification immediately after completing the class instead of having to work for one year before getting certified. Students leave the academy with their Firefighter I and work towards their Firefighter II which includes rope rescue, auto extrication, etc. These changes are dictated by the State. This 17-unit course is taught three days a week for 8 hours per day for 20 weeks; it doesn't fit into a normal semester.</p> |
| LSKL | 850 | <p>Assistive Technology Tools for Supporting Use of Audiorecording/Note-taking Accommodations (.5) – approved. Discipline Assignment: Adapted Computer Technology: Disabled Students Programs and Services. Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye.”</p> |
| LSKL | 851 | <p>The Best of Chrome for Focus and Organization (.5) – approved with a change in the description. Discipline Assignment: Adapted Computer Technology: Disabled Students Programs and Services. Motion by Martin Bednarek, seconded by Chris Smith, all members voting “Aye.”</p> <p>The LSKL courses use a new prefix, a change from the previous prefix of DSKL. Judith Lariviere explained that Learning Skills – LSKL seems more acceptable than DSKL – Developmental Skills as it shows up in student transcripts. There is an existing DSKL course that focuses on note-taking using the Smart Pen. The LSKL 851 course will encourage/empower students to become more independent with note-taking, using tools not limited to pens.</p> <p>Ron Andrade asked about offering this as a workshop so students won't have to pay tuition. Judith replied that they had tried workshops previously, but very few students showed up. The department thought it would be better to have a short class with low units; the setting will be more structured, and students get a chance to connect with their peers and with DRC. Once a student learns note-taking skills, there is no need to repeat the class. Judith plans to offer four two-hour sessions at the beginning of the semester, and students can sign up depending on their availability. She can also meet one-on-one with students as needed. Judith shared that in many cases, their students have had previous accommodations in high schools and they have gotten used to being closely supervised. The LSKL courses will help students start off on the right foot by getting organized and staying on top of things.</p> |
| MUS. | 222 | <p>Live Sound and Streaming (3) – approved. Discipline Assignment: Commercial Music. Motion by Martin Bednarek, seconded by Chris Smith, all members voting “Aye.”</p> <p>(New DE Supplement)</p> |
| MUS. | 289 | <p>Recording for Musical Applications (3) - approved. Discipline Assignment: Commercial Music. Motion by Martin Bednarek, seconded by Chris Smith, all members voting “Aye.”</p> <p>(New DE Supplement)</p> |
| MUS. | 398 | <p>New Interfaces for Making Music II (4) approved. Discipline Assignment: Music. Motion by Martin Bednarek, seconded by Chris Smith, all members voting “Aye.”</p> <p>(New DE Supplement)</p> |

The Music Department is developing new Music and Technology CTE programs, with input from their Advisory Boards. MUS. 222 and MUS. 289 have C-IDs and we will be applying for equivalency. MUS. 289 focuses on recording musical groups/ensembles. MUS. 398 is the permanent number for an existing experimental course and is part 2 of a sequence. In the first part, students created unique devices to play music. Part 2 is an expansion in the design of small prototype instruments. This is useful since there is a lot of musical exploration and experimentation in the San Francisco Bay Area. The Music courses are not held in collaboration with KCSM but the department has KDOG Student Radio and the plan is to continue with this and build on it in the future.

- **Course Modifications**

BIOL 260 Human Physiology (5) – **approved.** *Motion by Chris Smith, seconded by Martin Bednarek, all members voting “Aye.”*
(DE update; 6-year update; changes in prerequisites, recommended preparation, objectives, content, assignments, evaluation, and texts)
Chris Smith had some concerns about offering BIOL 260 in fully online mode. It had been offered as hybrid previously but there was a request for a fully online option. This course has a C-ID and Chris pointed out that we have articulation agreements that we will teach certain courses in certain ways, e.g., course must include a greater than 80% hands-on learning supporting the course outcomes. If the course is 100% online, it cannot be taught 80% hands-on. If we are unable to meet requirements because of a State-mandated shutdown, we should not be teaching the course. Mike Holtzclaw, Vice President of Instruction, asked if it helps if students take lab kits home to work on the course labs. He pointed out that students can still do the labs even when fully online; the labs are just not held face-to-face. Curriculum Committee Chair Chris Walker added that there is concern that if a class has no fully online mode, the State can shut it down as we have had two years to work on DE supplements.

Theresa Martin explained that in the past, they sent lab kits home with students who completed 90+% of the labs at home including the respiratory, nervous system and muscle labs. They did simulation for the blood labs; does this count as hands-on? The State used the simulation product Labster during the pandemic and also bought it for community colleges. Can we consider this as a stamp of approval? Marsha Ramezane, Articulation Officer, cautioned that for articulated courses for general education, it doesn't matter how the course is offered but for major courses, an online lab might not fulfill the major requirements. Theresa agreed that they are committed to doing the labs in person; they have done this using social distancing, having 10 students in the labs at a time. Fully online will only be used if there is no other choice, i.e. a lockdown situation.

Other changes to the course include changing the prerequisites and recommended preparation to align with changes in English and Math coursework. Chris Walker shared that the MATH department is starting to bank some courses and clean up some others and those proposals will be coming through soon.

COSM 712 Cosmetology I (10) - **approved.** *Motion by Lale Yurtseven, seconded by Martin Bednarek, all members voting “Aye.”*
(DE update; 2-year update; removal of frequently recommended preparation; changes in title, description, SLOs, objectives, content, and methods of instruction)
The changes in COSM 712 mirror changes in COSM courses listed under the consent agenda. Cosmetology courses are being modified to follow State Board regulations that require reduced hours, from 1600 hours to 1000 hours. The Board no longer

assesses students for practical applications so this component was removed from the course outlines. Mike Holtzclaw asked if these changes affect the units, but Aurora Medrano explained that there is no change in units; the department only removed the practice part in class. Students still need to practice but they do it on their own instead of being in class labs. Cindy James added that the course remains at 10 units. In the certificate, the total will be 40 units versus the 57 units we have currently. They removed 4 courses from the certificate and eliminated a summer course that used to be mandatory. The program can now be completed in 2 full semesters instead of 15 months.

- **Course Reactivations - *postponed***

- ESL 825 Writing for Multilingual Students I (5)
(New DE Supplement; changes in title, content, methods of instruction, assignments, evaluation, and texts)
- ESL 845 Listening and Speaking I (3)
(New DE Supplement; changes in title, SLOs, content, methods of instruction, evaluation, and texts)
- ESL 855 Reading for Multilingual Students I (3)
(New DE Supplement; changes in title, SLOs, content, methods of instruction, assignments, evaluation, and texts)

- **Program Modifications - *postponed***

- Astronomy – Associate in Science Degree (Change in units; addition of ASTR 210 as a core course)
- Business Administration – Associate in Science Degree (Changes in units, description, core courses, and selective courses)
- Cosmetology – Associate in Arts Degree (Changes in units, description, PLOs, and core courses)
- Cosmetology – Certificate of Achievement (Changes in units, description, PLOs, and core courses)
- Fire Technology – Associate in Science Degree (Changes in units, description, and selective courses)
- Fire Technology – Certificate of Achievement (Changes in units, description, and selective courses)

Action Items

Motion by Lale Yurtseven to approve the consent agenda, seconded by Martin Bednarek, all members voting Aye.

Consent Agenda

Courses listed on the consent agenda have been reviewed for listed changes. Though courses on the consent agenda have had no 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.

- **Approval of minutes from the meetings on November 11 and 18, 2021**

- **Reaffirmation of the Brown Act resolution in emergency situations**

- **Course Modifications**

- BIOL 130 Human Biology (3)
(DE update; 6-year update; changes in frequently recommended preparation, methods of instruction, assignments, evaluation, and texts)
- BUS. 136 Business Finance (3)

		(DE update; 2-year update; addition of frequently recommended preparation; text update)
CIS	254	Introduction to Object-Oriented Program Design (4) (Changes in description, content, and texts)
COSM	722	Cosmetology II (10) (DE update; 2-year update; changes in title, description, SLOs, objectives, content, and methods of instruction)
COSM	732	Cosmetology III (10) (DE update; 2-year update; changes in title, description, SLOs, objectives, and content)
COSM	742	Cosmetology IV (10) (DE update; 2-year update; changes in title, description, SLOs, objectives, and content)
COSM	746	Cosmetology V (5) (DE update; 2-year update; changes in title, description, and SLOs)
COSM	749	Cosmetology VI (5) (DE update; 2-year update; changes in title, description, and SLOs)
COSM	757	Supplemental Cosmetology VII (5) (DE update; 2-year update; changes in title, description, SLOs, and content)
COSM	766	Salon Business Entrepreneur (3) (2-year update; removal of frequently recommended preparation; change in SLOs)
COUN	240	College and Academic Success (3) (6-year update; changes in content and text)
DANC	167.1	Swing Dance I (.5-1) (2-year update)
DANC	167.2	Swing Dance II (.5-1) (2-year update)
DANC	167.3	Swing Dance III (.5-1) (2-year update)
DANC	167.4	Swing Dance IV (.5-1) (2-year update)
DENT	749	Preclinical Dental Science Laboratory (1) (2-year update; textbook update)
DENT	751	Dental Clinic (1.5) (2-year update; textbook update)
DENT	770	Dental Office Procedures (2.5) (2-year update)
DGME	101	Writing for Mass Media (3) (DE update; 2-year update; change in texts)
DGME	103	Fundamentals of Two-Dimensional Design (3) (2-year update; change in texts)
DGME	104	Digital Media Career Pathways (3) (DE update; 2-year update; removal of frequently recommended preparation; change in text)
DGME	105	Introduction to Digital Media (3) (DE update; 2-year update; removal of frequently recommended preparation; typo corrections in methods of instruction; change in text)
DGME	110	Photoshop Fundamentals (.5) (Change in text)
DGME	113	Digital Video Production (3) (2-year update; changes in texts)
DGME	211	Introduction to Graphic Design (3) (Change in texts)
DGME	220	Typography (3)

		(Change in texts)
DGME	250	Internship (3) (2-year update; change in texts)
ELEC	111	Introduction to Electronics Fundamentals (3) (2-year update; change in content; increase in material fees)
FITN	225	Athletic Conditioning (.5-2) (6-year update)
FITN	332.1	Stretching and Flexibility I (.5-1) (DE update; 6-year update; text update)
FITN	332.2	Stretching and Flexibility II (.5-1) (DE update; 6-year update; text update)
FITN	332.3	Stretching and Flexibility III (.5-1) (DE update; 6-year update; text update)
FITN	332.4	Stretching and Flexibility IV (.5-1) (DE update; 6-year update; text update)
FITN	336.1	Restorative Yoga I (.5-1) (Change in texts)
FITN	336.2	Restorative Yoga II (.5-1) (Change in texts)
FITN	336.3	Restorative Yoga III (.5-1) (Change in texts)
FITN	336.4	Restorative Yoga IV (.5-1) (Change in texts)
KINE	119	First Aid/Adult & Pediatric CPR (3) (DE update; 6-year update; change in evaluation; text update)
MGMT	100	Introduction to Management (3) (DE update; 2-year update; changes in frequently recommended preparation and text)
MGMT	220	Organizational Behavior (3) (DE update; 2-year update; change in frequently recommended preparation)
MGMT	235	Leadership and Supervision (3) (DE update; 2-year update; changes in frequently recommended preparation and text)
MGMT	265	Project Management (3) (DE update; 2-year update; change in frequently recommended preparation)
MGMT	306	Essentials of Facility Management (3) (DE update; 2-year update; change in frequently recommended preparation; text update)
MGMT	307	Sustainable Facility Management (3) (DE update; 2-year update; changes in frequently recommended preparation and objectives)
NURS	212	Concepts of Homeostasis in Nursing (4.5) (2-year update; changes in methods of instruction, evaluation, and texts)
NURS	241	Advanced Medical/Surgical Nursing (5) (Changes in SLOs, objectives, methods of instruction, assignments, and texts)
NURS	620	Bridge Course for Advanced Entry Students (2) (DE update; 2-year update)
PSYC	105	Experimental Psychology (3) (6-year update; change in texts)
R.E.	100	Real Estate Principles (3) (DE update; 2-year update; change in text)
R.E.	105	Real Estate Investment (3) (DE update; 2-year update; text update)
R.E.	110	Real Estate Practice (3)

		(DE update; 2-year update; removal of frequently recommended preparation; text update)
R.E.	121	Legal Aspects of Real Estate (3) (DE update; 2-year update; removal of frequently recommended preparation; change in text)
R.E.	131	Real Estate Finance (3) (DE update; 2-year update; removal of frequently recommended preparation)
R.E.	141	Real Estate Appraisal: Basic (3) (DE update; 2-year update; removal of frequently recommended preparation)
R.E.	200	Real Estate Economics (3) (DE update; 2-year update; removal of frequently recommended preparation; change in texts)
R.E.	215	Commercial and Investment Property (3) (DE update; 2-year update; removal of frequently recommended preparation; change in text)
R.E.	220	Real Estate Property Management (3) (DE update; 2-year update; removal of frequently recommended preparation)
TEAM	105	Advanced Baseball (.5-4) (DE update; 6-year update; changes in evaluation and texts)
VARS	160	Varsity Swim (3) (6-year update; text update)
VARS	340	Varsity Volleyball: Women (3) (6-year update; changes in content and methods of instruction)

- **Course Deactivations**

ASTR	200	Introduction to Astrophysics
ASTR	203	Astroimaging Techniques
ASTR	204	Application of Astroimaging Techniques
COUN	112	Introduction to Choosing a College Major
MATH	111	Elementary Algebra I
PHYS	101	Conceptual Physics Lab

- **Program Modification**

- Small Business Management – Certificate of Specialization (Change in description; addition of BUS. 232 as a selective course)

Judith Hunt asked about holding Curriculum Committee meetings in person in the spring, but Chris Walker replied that we are still in a state of emergency and can continue to hold meetings remotely.

Meeting adjourned at 4:00 p.m.