

College of San Mateo

Curriculum Committee

February 10, 2022 (2:15 p.m.)

<https://smccd.zoom.us/j/86575972101?pwd=ZDFFdUMxNVNWNFZCNElhNm1RaU9tZz09>

MINUTES

Members Present

Chair
Academic Support and Learning Technologies
Business/Technology
Creative Arts & Social Science
Distance Education
Instruction Design
Kinesiology Division
Language Arts Division
Library
Math/Science Division
Student Services

Christopher Walker
Ron Andrade
Lale Yurtseven
Judith Hunt
Donna Eyestone
Julieth Benitez
Shana Young
Evan Kaiser, David Laderman
Matthew Montgomery
Beth LaRochelle
Martin Bednarek, Alex Guiriba

Non-Voting Members

Marsha Ramezane, Ada Delaplaine, Alma Gomez

Absent/Excused

Business/Technology
Creative Arts & Social Science
Math/Science Division
Non-Voting Member
ASCSM Student Representative

Mounjed Moussalem
Jeremy Ball
Chris Smith
Mike Holtzclaw
Brittany Arriharan

Other Attendees

Daniel Keller, Tim Maxwell, Kim Salido, Michelle Schneider, Jeramy Wallace

Chair, Chris Walker called the meeting to order at 2:16 p.m.

Motion by Martin Bednarek to approve the revised agenda, seconded by Ron Andrade, all members voting "Aye." The Chair moved the discussions on program modifications to the top of the substantive agenda as some folks have to leave the meeting early for other appointments.

The Chair announced that Ron Andrade will be leaving the committee and moving to a new position at Cañada College. This is his last Curriculum Committee meeting at CSM. Members thanked Ron for serving on the committee and wished him well in his new assignment. The Chair will ask Tarana Chapple about a replacement for Ron; otherwise, we will be short one member and this will affect quorum.

Action Items

Motion by Martin Bednarek to approve the consent agenda, seconded by Ron Andrade, all members voting "Aye."

- **Affirmation of the Brown Act Resolution for February 2022**
- **Approval of Minutes from the January 27, 2022 meeting**

- **Course Modifications**

ART	105	Asian Art and Architecture (3) (Changes in title, description, SLOs, objectives, content, assignments, and texts)
ELEC	112	Advanced Electronics Fundamentals (3) (2-year update; change in content; raise in materials fee)
ELEC	231	Basic Applied Electronics Mathematics (2) (2-year update)

- **Course Deactivations**

AJPS	100	Law Enforcement Field Training
AJPS	705	Advanced Officer Training
AJPS	707	Basic Pub.Sfty Dispatch Update
AJPS	708	Street Gangs
AJPS	714	Citizen's Academy
AJPS	718	Communication Training Officer
ELEC	424	Hydraulic, Pneumatic and Vacuum Power Systems
ELEC	442	Electronic and Pneumatic Process Control Systems
FTPS	103	Training Instructor 1B
FTPS	112	Fire Investigation 1A
FTPS	116	Training Instructor 1A
FTPS	119	Fire Management 1
FTPS	120	Fire ICS-400

- **Program Deactivations**

- Advanced Electrical Power Systems and Instrumentation – Certificate of Specialization
- Industrial Electronics Technology – Associate in Science Degree

- **Memos**

- Discipline assignment for ESL courses

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.

- **Program Modifications**

- Astronomy – Associate in Science Degree (Change in units; addition of ASTR 210 as a core course) - **postponed**
- Business Administration – Associate in Science Degree (Changes in units, description, core courses, and selective courses) – **approved**. *Motion by Martin Bednarek, seconded by Lale Yurtseven, all members voting "Aye."*
More courses were added as options for this degree, including the recently approved Business Statistics and Intercultural Relations in Global Business courses. Ron had a comment on repetitive language and lists but changes are not needed.
- Cosmetology – Associate in Arts Degree (Changes in units, description, PLOs, and core courses) – **approved**. *Motion by Martin Bednarek, seconded by Alex Guiriba, all members voting "Aye."*
- Cosmetology – Certificate of Achievement (Changes in units, description, PLOs, and core courses) – **approved**. *Motion by Martin Bednarek, seconded by Judith Hunt, all members voting "Aye."*
The Cosmetology State Board reduced instructional hours from 1600 hours to 1000 hours so the department had to restructure their courses and the programs. They eliminated some courses and the programs went from 57 units to 40 units. The 1000 hour programs start in Fall 2022.

Judith Hunt asked about the percentage of students who do the certificate versus those who get the degree. Kim Salido estimates that 40-50% get the Associates; majority go for the certificate. Faculty advise students to return and get the Associate's and some students do.

- **New Course**

FIRE 879MA Emergency Medical Technician Preparation (3) – **approved**. Discipline assignments: Emergency Medical Services OR Fire Technology. *Motion by Martin Bednarek, seconded by Alex Guiriba, all members voting "Aye."*
The department loses up to 50% of its EMT students to attrition. Some students struggle with the Anatomy and Physiology components of the course so these have been expanded to cover a full semester. This new course will help prepare students to complete the 11 unit EMT course.

- **Course Modifications**

ENGL 100 Composition and Reading (3) – **approved with changes in the recommended preparation, description, SLOs, and course objectives**. *Motion by David Laderman, seconded by Shana Young, all members voting "Aye."*

(DE update; 6-year update; removal of prerequisite; addition of recommended preparation; changes in description, SLOs, objectives, content, methods of instruction, and texts)

ENGL 105 Composition with Support (5) - **approved with changes in the recommended preparation, description, SLOs, and course objectives**. *Motion by David Laderman, seconded by Shana Young, all members voting "Aye."*

(DE update; 6-year update; removal of prerequisite; addition of recommended preparation; changes in title, description, SLOs, objectives, content, and texts)

The English Department updated some of its courses to include language to reflect commitment to equity and anti-racism, among others. The updates make the courses more relevant to part-timers who are evaluated based on the course outlines. Information on the difference between ENGL 100 and 105 was added since most students are unaware of them. The department is also striving to meet changing state requirements including those for placement testing. The most important change is removing the prerequisite and adding recommended preparation. Representative faculty from Skyline and Cañada are on board with the changes but they need to run them past their English departments and get consensus. The Chair added that the changes in the ENGL courses have been brought up in District Curriculum Committee so the Chairs of the other two colleges are aware of what is happening.

Julieth Benitez, Instructional Designer, had a comment that some information in the content seems to be more suitable for the instructional methods section. The Chair replied that the committee has been talking about what content goes where in the course outline to provide more guidance and better structure to faculty, but the discussions are still ongoing. We don't have any hard and fast rules in place yet. Julieth's comment will be considered in these discussions.

Daniel noted that there are courses that have Eligibility for ENGL 100 or Eligibility for ENGL 105 as recommended preparation but all students are now eligible for ENGL 100 or 105, so this language is not needed in course outlines anymore. The Chair replied that this is something that needs more discussions. There are plans to invite ENGL faculty to discuss different ways to set up English recommended preparation for courses, i.e., what level of writing skills are needed for different courses? They face a similar situation in MATH where they have to think about rewording or rephrasing recommended preparation language to describe what skills and level of skills are needed for students to succeed in a class.

Given that we need to keep in alignment district-wide and our sister colleges haven't acted on revising their ENGL classes yet, Daniel asked if it's realistic to have the changes in place for the next catalog. The Chair confirmed that changes will be effective next fall. The other colleges might follow a different curricular approval timeline but what we can do for now is approve the courses with the changes and realign at a later time. We can take an amendment memo if Cañada's and Skyline's recommended preparation are too different. We have more leeway in recommended preparation; this is recommended practice, not a hard prerequisite.

The recommended preparations for ENGL 100 and 105 are slightly different. There is no reference to GPA in ENGL 105, but we need to keep language on other measures. This can be used for students who may feel that their high school records are not representative of their abilities, or if it's been a long time since a student was in high school, or if the student went to high school in another country, in which cases, references to high school GPA are not that relevant.

The committee had a discussion on the use of the word "may" in the recommended preparation, i.e., "Students... may enroll in ENGL 105." There was a consensus that "may" is not the best word; "should" or "are recommended to enroll in" might be better. Daniel explained that the word "may" was settled on during the discussions with Cañada and Skyline. CSM wanted "should" but the other two colleges preferred "may". Daniel suggested going with "Students are encouraged to enroll in..." and see what Canada and Skyline have to say about this. Recommended preparation language doesn't have to be exactly word-for-word the same for the three colleges to be in alignment.

Daniel pointed out that there was a change in the title of ENGL 105 and wanted to know if this would be a problem for articulation purposes. The title change is important and better reflects what the course is about. The new title is similar to Skyline's, but Daniel had heard that changing titles could mean that the course will need to go back for articulation and this could take a long time for approval. Marsha Ramezane, Articulation Officer, doesn't foresee any problems with the title change.

- FILM 154 Expanded Scriptwriting Skills (3) – **approved.** *Motion by Martin Bednarek, seconded by Judith Hunt, all members voting "Aye."*
(Removal of prerequisite; changes in title, description, SLOs, objectives, content, assignments, and texts)
This is the second level course in scriptwriting and it previously had a prerequisite of FILM 153. The prerequisite is being removed as upon review, it was decided that it's not the best fit for students. David Laderman likens the change to having a horizontal instead of a vertical relationship between FILM 153 and 154. The idea is for students to be able to take the scriptwriting courses in any sequence. The course was revised to be more expansive and inclusive and cover different types of scripts especially short format and nonfiction: music videos, short documentaries, webisodes, public service announcements. The course content has been revised quite a bit from the original.

Note from the Chair: The following MATH courses are being updated mostly for their 6-year review cycles, but some do have important updates. Due to AB 705, the department banked some courses that are no longer being offered, including some lower level and two-sequence Algebra courses. References to the banked courses have been removed from the updated course outlines. The department also removed the READ recommended preparation since we haven't offered READ in a while. For articulation purposes, the prerequisites were left on some of the courses. Although AB 705 has been in effect now for a few years, C-IDs have not been edited to remove the prerequisites from the courses. We will leave those for now until

the C-ID folks decide to remove the prereqs from those courses that are no longer being taught in schools throughout the state.

- MATH 110 Elementary Algebra (5) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; revision in prerequisite; removal of recommended preparation; change in texts)
We offer one section of this low-level Math every semester. There is not much need for it now with AB 705, but there are still students who want to start at this low level and don’t want to jump right into the college level MATH courses. There are also still some CTE programs that use this course, e.g., ELEC.
- MATH 115 Geometry (5) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(6-year update; changes in prerequisites and texts)
This course is taught in the summer, basically serving two populations. It serves as a refresher course for junior high and high school teachers who may have been assigned to teach Geometry and want to brush up on their skills. The class is also taken by dual enrollment students who want to accelerate their MATH curriculum.
- MATH 120 Intermediate Algebra (5) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; removal of READ recommended preparation; changes in prerequisite and evaluation; text update)
After AB 705, students no longer place into this course. The college is still offering a couple of sections of MATH 120, a huge drop compared to a dozen sections that were offered in the past. There is still some uncertainty about AB 705, e.g., a question on whether or not we can require students who never took Algebra II in high school to take this class. Some people argue that the law says that students who didn’t take a second Algebra in high school can still place into this class. It is being left in the curriculum for now. Adult learners who are not working towards a degree program take this class. It also still meets the Math competency requirements for our local associate’s degree.
- MATH 125 Elementary Finite Mathematics (3) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; removal of READ recommended preparation; changes in prerequisites and texts)
This is the first Math transfer level course. Typically, students are those majoring in the social sciences. Some Business degrees also have this as an optional course. The focus is on mathematical concepts, not really on algebra. It’s almost like a survey course. There is a bit of a demand for this course, not a lot. This is a free-standing course; there is no support class available.
- MATH 130 Analytical Trigonometry (4) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; changes in prerequisite, recommended preparation, and texts)
This is an extension of Geometry, and MATH 115 (Geometry) is a recommended preparation. There are two versions of this class; the 4-unit version, and one that has an optional one-unit support class. The course transfers to CSUs but we have not been able to get a C-ID for it yet.
- MATH 145 Liberal Arts Mathematics (3) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; removal of READ recommended preparation; changes in prerequisite, methods of instruction, evaluation, and texts)
This is another terminal course that covers a wide range of Math topics which are not typically taught in standard Algebra or Geometry sequences, but which are interesting and useful to people not going into STEM. CSM doesn’t have an Education program but this works as a MATH option for those who are looking to become elementary school teachers.

- MATH 200 Elementary Probability and Statistics (4) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; changes in prerequisites, recommended preparation, and evaluation; text update)
Some Statistics faculty were adamant about keeping the ENGL recommended preparation for this course, as it has a lot of reading and writing involved. It may need to be updated once the department has a better idea of requirements or changes that could affect this course. As Daniel mentioned earlier, eligibility for ENGL 100 or 105 is no longer meaningful because anyone who graduated from high school is now considered eligible, but the MATH department will leave the recommended preparation in place for now.
- MATH 222 Precalculus (5) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; removal of READ recommended preparation; changes in prerequisites and evaluation; text update)
This course is for students who may not be fully ready for calculus and need one extra prep class of pre-calculus before diving in. This is a 5-unit course but there is a version with a higher number of units for students who need extra support.
- MATH 241 Applied Calculus I (5) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(DE update; 6-year update; removal of READ recommended preparation; changes in prerequisites and evaluation; text update)
This is a calculus class for non-STEM majors. Ninety-five per cent of the students are Business or Economics majors so topics are slanted towards those fields including Social Sciences. It’s a popular class and there’s a support option that has been successful in getting students into Calculus. Trigonometry is not needed for this class.
- The following MATH courses are quite popular so CSM is able to offer multiple sections every semester. We are fortunate that there is a demand in our geographic location; this is not typical in community colleges. These courses cover theoretical Math, Math logic, reasoning, post-calculus, proofwriting in Math, and others.
- MATH 268 Discrete Mathematics (4) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(6-year update; removal of READ recommended preparation; change in methods of instruction; text update)
This introduces students to theoretical mathematics, logic, reasoning. It is popular with Computer Science majors.
- MATH 270 Linear Algebra (3) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(6-year update; removal of READ recommended preparation; changes in methods of instruction, evaluation, and texts)
This is a transitional class moving from standard Math problem solving and calculations towards theoretical proofwriting type of Math and linear algebra. It is meant for non-Math majors who can use the topics in this class for other science disciplines, e.g., Engineering, Physics majors. Some Astronomy majors also take this course.
- MATH 275 Ordinary Differential Equations (3) – **approved.** *Motion by Martin Bednarek, seconded by David Laderman, all members voting “Aye.”*
(6-year update; removal of READ recommended preparation; change in texts)
This is a popular class for non-Math majors. We get students majoring in the sciences, Engineering, Physics, Chemistry, and Astronomy.

Meeting adjourned at 3:44 p.m.