

College of San Mateo

Curriculum Committee

September 23, 2021 (2:15 p.m.)

<https://smccd.zoom.us/j/84649279507?pwd=MklnbnRGOHFkaG5CRTlZRXgvN1UxUT09>

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	David Laderman
Math/Science Division	Beth LaRochelle
Student Services	Martin Bednarek, Alex Guiriba
ASCSM Student Representative	Brittany Arriharan

Non-Voting Members

Marsha Ramezane, Alma Gomez

Absent/Excused

Creative Arts & Social Science	Jeremy Ball, Judith Hunt
Library	Matthew Montgomery
Language Arts Division	Evan Kaiser
Math/Science Division	Christopher Smith

Non-Voting Members

Mike Holtzclaw, Ada Delaplaine

Other Attendees

Donna Eyestone, Michelle Schneider, Pete von Bleichert, Madeline Wiest

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

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

The two newest members of the committee introduced themselves: Julieth Benitez (goes by Julie) is one of the two new Instructional Designers. Brittany Arriharan is the new student representative.

Action Items

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

- **Approval of Minutes from the meetings from May 13, 2021; August 26, 2021; September 9, 2021.**

- **Course Modifications**

ADMJ	100	Introduction to the Criminal Justice System (3) (DE update; 2-year update; textbook update)
ADMJ	102	Principles and Procedures of the Criminal Justice System (3) (DE update; 2-year update; change in textbooks)
ADMJ	104	Concepts of Criminal Law (3) (DE update; 2-year update; textbook update)
ADMJ	106	Legal Aspects of Evidence (3) (DE update; 2-year update)
ADMJ	108	Community Relations and the Justice System (3) (DE update; 2-year update; change in textbooks)
ADMJ	120	Criminal Investigation (3) (DE update; 2-year update)
ADMJ	125	Juvenile Procedures (3) (DE update; 2-year update)
BUS.	100	Introduction to Business (3) (DE update; change in assignments)
MGMT	215	Human Resources Management (3) (DE update; textbook update)

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**

MGMT	151	Compensation and Benefits (3) – approved with CSU transferability; discipline assignment: Business or Management. Motion by Martin Bednarek, seconded by Lale Yurtseven, all members voting “Aye”. Motion to approve for GE E5d by Ron Andrade, seconded by Martin Bednarek. Voting on the GE was five “Nays” (Alex Guiriba, David Laderman, Lale Yurtseven, Shana Young, and Beth LaRochelle); two abstentions (Ron Andrade and Mounjed Moussalem). The majority voted “Nay” on the GE E5d designation. Not approved for the GE designation. (New DE Supplement; proposed for E5d Career Exploration and Self-Development)
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The committee discussed the GE E5d Career Exploration and Self-Development request. Pete Von Bleichert explained his rationale for the GE proposal: students could discover an interest and develop skills in the area of compensation. Lale added that faculty usually want their courses to have GE designations to show how important these courses are for life, but acknowledges E5d doesn’t seem to apply to this MGMT course. If we define E5d as exploring certain career areas, this GE designation could apply to practically any course we offer.

Martin Bednarek opined that E5d has more general criteria and doesn’t apply to just one path or one career, while the MGMT courses are more specific. Marsha concurred, adding that the course is very interesting but doesn’t seem to fit the definition for this area. Lale Yurtseven noted that Skyline’s course on compensation doesn’t have the E5d designation. Ron Andrade expressed the same concerns around GE E5d; are we trying to split hairs to determine what is career exploration or not? This course could go either way, but for alignment purposes, it seems better to not have the GE.

The discipline assignments for the MGMT courses are Business OR Management. The Chair asked if existing faculty can teach both MGMT and BUS. courses. Lale replied in the affirmative, adding that their division is currently trying to eliminate the BUSW courses.

MGMT 152 Staffing and Performance (3) – **approved with CSU transferability and correction of typo in the lecture content; discipline assignment: Business or Management. Not approved for GE E5d.**

Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.

(New DE Supplement; proposed for E5d Career Exploration and Self-Development)

MGMT 154 Training and Development (3) – **approved with CSU transferability; discipline assignment: Business or Management. Not approved for GE E5d.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.*

(New DE Supplement; proposed for E5d Career Exploration and Self-Development)

- **Course Modifications**

ADMJ 185 Introduction to Forensic Science (3) – **approved.** *Motion by Martin Bednarek, seconded by Beth LaRochelle, all members voting “Aye”.*

(DE update; 2-year update)

There is a question on the Math recommended preparation. A previous instructor had put in Math 110 or Math 111/112 as recommended preparation, but current instructors are not that particular about Math and think it can be removed. It was decided to leave this in for now. The Chair has a project to review all the courses that have the old Math classes and figure out a system-wide solution on how to deal with cases where a Math class is a prerequisite or recommended preparation when the Math class might not exist anymore.

BUS. 174 The Business Plan (3) – **approved.** *Motion by Martin Bednarek, seconded by Ron Andrade, all members voting “Aye”.*

(DE update; removal of prerequisite; changes in description, SLOs, objectives, methods of instruction, and evaluation)

- **New Program**

- Management – Certificate of Specialization (15 units) – **approved.** *Motion by Lale Yurtseven, seconded by Ron Andrade, all members voting “Aye”.*

The division has created new stackable certificates such that a student can start with a Certificate of Specialization, then go on to get a Certificate of Achievement, and then an Associate’s Degree. Pete thanked Ada for her assistance during the process of creating and modifying the degrees and certificates.

Lale asked a general question on motions to approve courses and programs. Can a committee representative propose a motion to approve a course or program from his/her department or division? The Chair replied in the affirmative, adding that there has to be a second to the motion anyway.

- **Program Modifications**

- Human Resources Management – Certificate of Specialization: Changes in units, description, and course requirements. – **approved.** *Motion by Ron Andrade, seconded by Martin Bednarek, all members voting “Aye”.*

- Management – Associate in Arts Degree: Changes in title, units, description, and course requirements) – **approved.** *Motion by Martin Bednarek, seconded by Lale Yurtseven, all members voting “Aye”.*

In this degree, the student would complete the core courses, then would choose a pathway to specialize in. There are six core courses that students should take, then they choose among different pathways: Generalist, Entrepreneurship, Human Resources, or Project Management.

Lale suggested adding language to the heading of the Generalist Pathway, e.g., Choose 15-16 units from the following courses. Beth LaRoche shared that they have this language in their degree: Choose x amount of units from the following x number of classes, e.g., Choose 15-16 units from the following 12 courses. Students might get confused since there is a long list. The Chair will look for language that would be appropriate for this area.

Martin thanked Pete and his department for creating these stackable certificates and degrees. This speaks to students who are not really interested in business administration; some may not even need a degree in business administration because they are also doing this kind of work. This may be what students are looking for. Most of the courses transfer to CSUs and would be useful to students.

Marsha asked about the high units for this degree: 31-35 total required major units compared to the existing version that requires 27-28 units. Pete acknowledged that they are aware of the high units but they figured to utilize more units to amplify what students get out of the program.

- Management – Certificate of Achievement: Changes in units, career opportunities, and course requirements. – **approved.** *Motion by Martin Bednarek, seconded by Lale Yurtseven, all members voting "Aye."*
This certificate of achievement incorporates what is in the certificate of specialization, with the addition of a few more courses that are relevant to the associate's should students wish to continue on through the stacks. A student can potentially get an associate's degree, along with a couple of certificates.
- Project Management – Certificate of Specialization: Changes in units and course requirements. **Approved with a change in the list of required courses to replace MGMT 220 with BUSW 420.** *Motion by Lale Yurtseven, seconded by Martin Bednarek, all members voting "Aye."*

Open Agenda

- Discussion on CSM GE Worksheets

Marsha Ramezane, Articulation Officer, started off by saying that she hopes that committee members will take the information on the local associate degree back to their divisions or departments. She regularly sends copies of the worksheets to Deans with a request to forward them to faculty. She would like faculty to look at the worksheets to see if their courses are in the lists. Whether the courses are there or not, if faculty have questions, they can contact Marsha.

Last year, the Curriculum Committee made big improvements on the local associate's degree worksheet which has sections on:

- Residency: students should complete at least 12 units at CSM.
- Scholarship: need a 2.0 GPA in all degree applicable courses
- Competency Requirements: for Math, English, and Information Competency. When a student takes a course to meet a competency requirement, that course can also be used in the GE area.
- Major Requirements: A student must complete at least 12 units or 50% of the units applied to the major, whichever is fewer, in residence at CSM.
- GE Requirements. The GE section has a notation that there are courses that are listed in multiple areas but can only be used in one area.

Area E1 is for The American History and Institutions or AHI requirements which originated in the CSU system and are graduation requirements for CSUs. Students are required to have courses in three areas: US Constitution, US History, and California State and Local Government. CSM doesn't require all three areas but we require a course that has been approved for at least one of the three areas. The courses listed in the AHI area have all been approved by CSUs. The category E1b for Ethnic Studies was added last year.

The committee also cleaned up Area E2 and this now has only two areas: English Composition, and Communication and Analytical Thinking.

Area E4 is for activity courses. There are waivers for certain circumstances.

Title 5 requires three units each from Areas E1 to E5. Marsha reminded the group that at a previous meeting, the committee had agreed that if a course is approved for a GE area by a CSU and that course isn't listed as an option in our GE area, Marsha can go ahead and automatically add it to the list for that area. *(Note: Per the minutes from the 2/23/17 meeting, the Articulation Officer will provide a memo to the committee at the last meeting in May, listing courses that had some changes or adjustments.)* Some courses are listed in different areas; this is also how they are presented in the CSU lists.

There is a box at the bottom of the worksheet that says "Elective Courses". This is information for students who do not meet the 60-units requirement for a degree; they can take any elective course that is degree applicable.

In 2019, the committee approved students' use of different GE patterns. Students have options to use our local GE pattern, the CSU GE pattern, the IGETC for CSU, or IGETC for UC. This is beneficial because we have very important subjects where we don't have associate's degrees for transfer due to high units, e.g., Computer Science, Chemistry, and Engineering. The AD-Ts cannot exceed 60 units with the GEs and major requirements. The unit values for courses like Math vary from school to school; there are unit differences in courses throughout the state. Some schools offer courses with fewer units so they meet the units required for AD-Ts.

Mounjed asked what happens if a student exceeds 60 units, can students "lose" the extra units so they can still meet the unit requirements at CSUs? Marsha replied that we have to keep in mind that the AD-Ts have a very strict set of rules. The idea is that the Associate's degree was developed so that students could get in and out of college. Many years ago, one could get a Bachelor's degree with 124 units, then, over the years, faculty decided to add a course or two to their majors so suddenly, the 124 units became 130 or 140 units. A decision was made to educate students but in public education and they need to get in and get out so we can make room for more new students. This is where the AD-T came in; it was designed by the CSU system and it was designed in such a way that they limited community colleges to 60 units which included a full CSU GE pattern and major requirements. The deal is that if a student gets accepted with their AD-T, the CSU has to grant them a degree after they complete the next 60 units. They design whatever students need to know in their upper division 60 units to get that degree. At our end, we call these degrees AD-Ts; the CSUs call this the Star Degree Pathway and students should be able to graduate with 124 units.

Cañada modified their curriculum in the area of Computer Information Science and there is some concern that they've downgraded their curriculum, potentially giving students a weak background. However, students are transferring to great schools like UC Berkeley and UC Santa Barbara, and we want them to be better prepared. Mounjed thinks our sister schools mean well, but they reduced a sequence of courses to 3 units to align with the AD-T. We have the same sequence but ours is 4 units with a lab. He has seen some Skyline and Cañada students who come to CSM to finish the sequence

because CSM offers needed classes in the fall. Students seem ill-prepared. What should we do? Do we align ourselves with our sister colleges and go for 3 units, or keep our 4 units and not be in alignment?

Marsha agreed that we should not downgrade our curriculum. Mounjed feels strongly about this issue. In the end, we have students going to good colleges because of the breadth and depth of their education here.

The Chair said that this a bigger issue than we can resolve in Curriculum Committee today. He would love to have discussions with the other colleges and departments on what we could possibly do among the three colleges. Marsha shared that many other community colleges feel the same way. They do not want to modify their curriculum to comply with the unit requirements, so not a lot of community colleges offer AD-Ts in Computer Science or Chemistry.

Martin chimed in that for the AD-Ts, we can offer them if they are more than 60 units and students can transfer up to 70 units. STEM majors usually have more than 70. They get subject credit after they transfer because they can only use 70 units but they won't have to repeat, e.g., Calculus III or Organic Chemistry I or II just because these are beyond the 70 units.

Marsha added that we don't think of the AD-T as a local degree. The beauty of the AD-T is that it was designed for students who are going to multiple colleges to get what they need to transfer. There are universities that won't accept you if you don't have a specific course because your college doesn't offer it. The universities expect you to find the course somewhere in the California Community College system. The AD-Ts are designed for such students. These are not like our local associate degree where a student must have at least 50% or 12 units (whichever is less) of their coursework in the major in residence at CSM. This is not the case with AD-Ts, where essentially, a student can come to CSM, and maybe they have completed all their coursework, e.g., CSU and IGETC GE somewhere and they've completed all the required major courses. As long as they have 12 units for residency at CSM (because 12 units is a basic Title 5 requirement), then CSM will allot them an AD-T. The bottom line is that for the AD-Ts, a student completes one of the university GE patterns, complete the required major courses for the model curriculum, and complete 12 units of residency, and the college will grant the AD-T. Lale asked if the 12 units could be in any area, could be a GE, and not a major course. Marsha replied that the 12 units can be anything, even 12 units of PE.

None of the worksheets are user-friendly and are print-heavy, but this is the information that we have to make available for students. The CSU GE pattern requires 39-40 units. The form lists the courses that students need to take and it looks like there are a lot of courses but basically, students just need to take one course in each identified area. The courses on the list have been approved by the CSU system and we cannot pick them.

Area C requires 9 units; students pick one course each from C1 and C2, and a third course from either list. The courses chosen can be from the same disciplines. Area D has been modified. It used to require 3 courses but this went down to 2 courses since a new Area F for Ethnic Studies was created. The Area F requirement is effective Fall 2022 and students with Fall 2022 catalog rights will be required to take an Ethnic Studies class. Students who have been in the California Community College system and have catalog rights prior to Fall 2022 will not be held to the Area F requirement. When students transfer, they want to have their GE pattern certified by the CSM Admissions and Records Office so that they will not be held to any more lower division GE courses.

The IGETC pattern first came out around 1992 as a result of a 10-year collaboration between the CSU and the UC systems to come up with a GE system that works for both. There are still discrepancies in the IGETC depending on whether students are transferring to CSUs or to UCs. Also, IGETC has not addressed the new Area F, although it's in the works. This GE pattern is used by students who are not

sure if they are transferring to a UC or a CSU. Students who are certain that they are transferring to a CSU use the CSU pattern. CSUs and UCs accept the IGETC pattern; as do some private schools in California. There are similarities and differences between the CSU and the IGETC patterns, e.g., CSUs require a course in Oral Communication in Area 1 which UCs do not; in Area 2 Math, CSUs accept Trigonometry but UCs don't. Also, the IGETC pattern has an Area 6 for Language Other English and students can actually complete this requirement in high school, i.e., if a student took 2 or more years of the same foreign language in high school, this counts for this requirement.

Marsha estimates that we use the above GE patterns 95% of the time. There are students with very specific transfer needs that follow other patterns. She reminded the committee members to share the GE worksheets with faculty in their division. If faculty feel there is a course that should be on the lists and is not, they should notify Marsha so she can request articulation; or she can explain to faculty why a course is not on the list, e.g., it was denied by CSUs or UCs.

Meeting adjourned at 4:02 p.m.