

College of San Mateo

Curriculum Committee

January 26, 2023 (2:15 p.m.)

Building 10, Room 10-468 and <https://smccd.zoom.us/j/86945225980>

MINUTES

Members Present

Chair	Christopher Walker
ASCSM Student Representative	Michelle Aguilar Valdovinos
Business/Technology	Lale Yurtseven
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Jeremy Ball, Judith Hunt
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Kat Webster, Robbie Baden
Math/Science Division	Beth LaRochelle, Christopher Smith
Student Services	Trang Luong

Non-Voting Members

Carla Grandy, Ada Delaplaine,
Tammy Wong

Absent/Excused

Academic Support and Learning Technologies	Lia Thomas
Business/Technology	Pete von Bleichert

Other Attendees

Fermin Irigoyen, Madeline Wiest

Chair, Chris Walker, called the meeting to order at 2:21 p.m. Chris received more details about the Brown Act and will add this informational item to the Open Agenda: "Actual Details of the Brown Act and What it Means for 2023." Motion by Marsha Ramezane to approve the revised agenda, seconded by Chris Smith, all members voting "Aye."

CONSENT AGENDA

Motion by Marsha Ramezane to approve the consent agenda, seconded by Lale Yurtseven, all members voting "Aye."

- **Approval of minutes from the meeting from December 8, 2022**
- **Program Modification(s)**

- Cosmetology - Certificate of Achievement (changes in description and units)

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 preparations, the full committee is expected to review prerequisites and recommended preparations statements for all proposals to ensure compliance with Title V regulations.

- **Course Modification(s)**

COMM	110	<p>Public Speaking (3.00) – approved with changes in TBA, recommended prep and one SLO. Motion by Jeremy Ball, seconded by Robbie Baden, all members voting “Aye.”</p> <p>(DE update; 6-year update; removal of TBA, changes in content, assignments, evaluation, and texts).</p> <p>Fermin Irigoyen stated that the Department’s Dean told the faculty to make updates for the 6-year check-up on outlines, so the department did it as a whole with feedback from full-time and adjunct faculty. Minor edit made for SLO #4 accepted. Discussion on modifying recommended prep wording and how counselors advise students (especially ESL students) on taking recommended prep courses. Middle College students allowed to take this course if their high school English class was taught by Middle College teachers on CSM campus. Chris Walker plans on inviting Dual Enrollment representatives to join the committee to share their direction on things such as courses with recommended prep vs. ones that do not have any. COMM 110 will use HIST 201’s recommended prep verbiage: Completion of or concurrent enrollment in ENGL 100 or ENGL 105. TBA learning objectives and assignments moved to regular lecture components and representative assignments and methods.</p>
COMM	130	<p>Interpersonal Communication (3.00) – approved with changes in TBA. Motion by Chris Smith, seconded by Julieth Benitez, all members voting “Aye.”</p> <p>(DE update; 6-year update; removal of TBA, changes in content, assignments, and texts)</p> <p>According to Fermin, there is more flexibility with COMM courses other than COMM 110, so there’s no need to change the current recommended prep as was done for COMM 110. Discussion on course numbering, and Chris Walker stated that higher numbers do not mean a higher-level course. Although this is confusing, the historical use of course numbers and sequences has resulted in this current situation. Same changes made with TBAs as in COMM 110.</p>
COMM	140	<p>Small Group Communication (3.00) – approved with changes in TBA. Motion by Jeremy Ball, seconded by Chris Smith, all members voting “Aye.”</p> <p>(DE update; 6-year update; removal of TBA, changes in SLOs, objectives, content, assignments, evaluation, and texts)</p> <p>Similar discussion on eligibility as previous two courses. Eligibility should remain as is so that ESL students follow the appropriate pathway and are prepared for classes. Same changes made with TBAs as in COMM 110.</p>
COMM	150	<p>Intercultural Communication (3.00) – approved with changes in TBA and minor edit to SLO. Motion by Jeremy Ball, seconded by Julieth Benitez, all members voting “Aye.”</p>

(DE update; 6-year update; removal of TBA, changes in content, instruction, assignments, evaluation, and texts)

Fermin is good with the current recommended prep eligibility and also accepts the minor edit with SLO #3. Lale Yurtseven asked if this was similar to a business course her department. To see if it's equivalent, Lale can plan a future sit-down with Fermin. Equivalency would allow for both courses listed on degrees as optional either/or. Ada said that the COMM class C-ID would have to meet the same requirements, discipline assignments, and specific C-ID descriptors as the Business course to be considered equivalent. Chris Walker and Marsha could join in that discussion if clarification is needed. Same changes made with TBAs as in COMM 110.

COMM 170 Oral Interpretation I (3.00) – **approved with changes in TBA and minor edits to SLOs.** *Motion by Marsha Ramezane, seconded by Jeremy Ball, all members voting "Aye."*

(DE update; 6-year update; removal of TBA, changes in SLOs, objectives, content, instruction, assignments, evaluation, and texts)

Recommended prep will remain as is to be consistent with other courses. More gender inclusive language recommended for SLO #4 and #5. Same changes made with TBAs as in COMM 110.

COMM 171 Oral Interpretation II (3.00) – **approved with changes in TBA and minor edits to SLOs.** *Motion by Marsha Ramezane, seconded by Julieth Benitez, all members voting "Aye."*

(DE update; 6-year update; removal of TBA, changes in SLOs, objectives, content, instruction, assignments, evaluation, and texts)

This course is part two of COMM 170 with COMM 170 as the prerequisite for this course, so there is no need for recommended prep. Similar edits for more gender inclusive language in SLO #4 and #5 as COMM 170. Same changes made with TBAs as in COMM 110.

- **Program Modification(s)**

- Kinesiology - AA-T Associate in Arts Degree for Transfer Kinesiology (removal of FITN 237, BIOL 130, BIOL 132, PHYS 210, and PSYC 121 as selective courses; addition of TEAM 194 and PSYC 100 as selective courses) **Approved with changes to selective courses.** *Motion by Jeremy Ball, seconded by Lale Yurtseven, all members voting "Aye."*

This program modification is a carry-over from December. Chris Walker spoke with Kinesiology, and the removal of the Physics class was a mistake. Physics will remain on the list of selective courses. Other courses were removed and multiple courses were added to different areas to align with the new state-level transfer model curriculum.

- **Memo(s)**

- **Update programs affected by the banking of LIT. 251 – approved.** *Motion by Jeremy Ball, seconded by Marsha Ramezane, all members voting "Aye."*

This memo formalizes the change. Even with the removal of LIT. 251 from these programs, it doesn't really affect the programs as there are many other course options offered.

- **Proposed new title for LIT. 221 – approved.** Motion by Jeremy Ball, seconded by Marsha Ramezane, all members voting “Aye.”
Title change for consistency.
- **Technical updates to degrees and certificates – approved.** Motion by Lale Yurtseven, seconded by Jeremy Ball, all members voting “Aye.”
Memo for title changes on three courses present in a number of programs. Lale Yurtseven commented that a title is too long and may be get dropped when printed, but Jeremy said that these match the C-ID descriptors.

OPEN AGENDA

- **Discussion about Associate’s Degree major requirements**

Chris Walker brought up some points brought up in the District Curriculum Committee meeting about how we want to proceed in changes to policy language, though it is not a change to our practices. Our practices are not reflected in our policies; practices are happening as they should, but they don’t match the language in our policies. Policies across the three campuses are coded into computer systems to automate. Madeline from Transcript Evaluation Services identified some small changes that are similar across the three campuses, but the minor differences did not allow for them to be coded. CSM is not consistent with the other two colleges in terms of the Associates Degree requirements verbiage (p. 109 of CSM Catalog):

A grade point average of 2.0 in the major is required. All classes applied to the major (core and selective) must receive a grade of "C" or better. Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at College of San Mateo. A maximum of 12 units from courses in which the student has elected a Pass/No Pass option may be applied toward an associate degree.

This does not say GPA 2.0 for the degree. It is supposed to say “in the degree,” and not the major. After conferring with Marsha Ramezane, Chris believes it is a typo. The “C or better” statement is redundant because in California, failed grades are no longer counted when you get a better grade and it replaces it. In the major, it is a “C or better,” but for GE courses, a “D” can count towards a degree and can be used to apply for transfer to the CSUs.

In terms of taking 12 units at CSM to apply to the major, many students did not pay attention to this when they signed up for courses during Covid. Degree auditors have waived this requirement per Title V, which states that exemptions can be made by the local governing body. A further discussion is needed to spell out exceptions in light of recent experiences of how our students are registering for classes now across all three campuses.

CSM’s policy on 12 units of P/NP does not specifically state that these units can be used for major courses, and Title V does not spell it out. “P” equals C or better. Possibly add: option of C or better in major courses or pass grade as an option for a major course. This is what Skyline and Canada have explicitly stated. Discussion on value of P/NP grade, consequences for transfer, previous emergency declaration allowing for P/NP due to Covid, and faculty purview over grading scales that includes a “D” grade-option.

Question is whether or not the goal is to match the other colleges. Chris Walker said that since we are within the same district, not having our requirements align causes issues with reciprocity. When a student goes through the degree audit process, these misalignments cause delays in the processing time, and approvals are eventually given on the backend even if these specificities are not stated in CSM's catalog. We want to be consistent in our practices with how we write policy and have the language be clear that for major courses, P/NP is acceptable but with limits.

No decisions will be made today, and this will keep being discussed at the District level. If we include the option of "P" for majors, perhaps Marsha could use bullet points to list the requirements out so it doesn't appear to fall under one another, and also to clarify where a 2.0 is required. Marsha will work with it before submitting it.

- **Actual Details of the Brown Act and What it Means for 2023**

Chris Walker received specific information on the Brown Act from the State Chancellor's Office through the Academic Senate. The key thing is that for the sake of the Curriculum Committee and Academic Senate, we are Brown Act compliant, and other subcommittees are not required to be.

Governor will end state of emergency on February 28, 2023. According to AB2449 (Rubio), starting March 1st-January 1, 2026, this new legislation will allow voting members to Zoom into a meeting up to 20% of all Curriculum Committee meetings as long as they have just cause or emergency circumstances. We meet 15-16 times in a calendar year, so a committee member is allowed to Zoom in for three meetings per year under the specifics of "emergency circumstances" and "just cause."

Since the state of emergency ends at the end of February, Chris says that Zoom attendance will be an option for February's committee meetings. We will follow the AB rules for March, April, and May meetings.

Even if voting members are approved for emergency/just cause, we will need to meet quorum with in-person attendance in order for the meeting to run. There was a suggestion of RSVPing for meetings so that members know that there is quorum to run a meeting. Chris will consider this if we start running into issues with quorum.

Another suggestion: can there only be one meeting per month, since it used to only be one? Chris said that we usually cancel one meeting per semester already, and we will probably cancel the one before spring break for this semester.

Meeting adjourned at 4:05 p.m.