

# College of San Mateo

## Curriculum Committee

December 8, 2022 (2:15 p.m.)

<https://smccd.zoom.us/j/82142046960?pwd=NGFtSTRERFNBdkEzY0gyK2JqcTJ1UT09>

### MINUTES

#### Members Present

Chair	Christopher Walker
Academic Support and Learning Technologies	Lia Thomas
ASCSM Student Representative	Michelle Aguilar Valdovinos
Business/Technology	Pete von Bleichert
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Jeremy Ball, Judith Hunt
Kinesiology Division	Shana Young
Language Arts Division	Kat Webster, Robbie Baden
Math/Science Division	Beth LaRochelle, Christopher Smith

#### Non-Voting Members

Carla Grandy, Ada Delaplaine,  
Tammy Wong, Alma Gomez

#### Absent/Excused

Business/Technology	Mounjed Moussalem
Instructional Design	Julieth Benitez
Student Services	Trang Luong

#### Other Attendees

Christy Baird, Vincent Li, Aurora Medrano,  
Kimberly Salido, Michelle Schneider, Tasia Scott,  
Madeline Wiest, Doug Woods

Chair, Chris Walker, called the meeting to order at 2:18 p.m. Julieth is out sick and unable to join the meeting.

Chris Smith had a question about the consent agenda regarding the Kinesiology AA-T program modification and whether PHYS 210 can be dropped and still meet the requirements for AA-T. Marsha mentioned looking at the updated transfer model, and Chris confirmed that according to the one he referenced, physics was not dropped from List A. Chris Walker suggested moving Kinesiology AA-T program modification to the substantive agenda and see if it can be resolved today or postponed until January. Motion by Chris Smith to approve the revised agenda with changes moving Kinesiology to substantive, seconded by Beth LaRochelle, all members voting "Aye."

#### CONSENT AGENDA

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Motion by Jeremy Ball to approve the consent agenda, seconded by Beth LaRochelle, all members voting "Aye."

- **Approval of minutes from the meeting from November 10, 2022**
- **Reaffirmation of the Brown Act resolution in emergency situations**
- **Course Modification(s)**

ACTG	100	Accounting Procedures (3.00) (DE update; 2-year update; changes in SLOs, assignments, and texts)
BUS.	171	The Entrepreneurial Mindset (3.00) (DE update; 2-year update; changes in texts)
BUS.	173	Sources of Financing (3.00) (DE update; 2-year update)
BUS.	176	Selling the Idea (3.00) (DE update; 2-year update)
COOP	670	Cooperative Education/Work Experience (1.00 - 4.00) (DE update; 2-year update)
DGME	167	Web and Mobile Design I (3.00) (DE update; 2-year update; changes in description and texts)
DGME	168	Web and Mobile Design II (3.00) (DE update; 2-year update; changes in texts)
DGME	169	Web and Mobile Design III: Mobile First Design (3.00) (DE update; 2-year update; changes in texts)
DGME	170	Introduction to Online Advertising (3.00) (DE update; 2-year update; changes in texts)
ENGL	161	Creative Writing I (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
ENGL	162	Creative Writing II (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
ENGL	163	Creative Writing III (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
ESL	897	Intermediate Vocabulary for Multilingual Students (0.50 - 1.00) (DE update; 6-year update; changes in SLOs, objectives, content, instruction, assignments, evaluation, and texts)
FIRE	714	Wildland Fire Control (3.00) (DE update; 2-year update; changes in description,)
FIRE	715	Principles of Emergency Services (3.00) (DE update; 2-year update)
FIRE	720	Fire Prevention (DE update; 2-year update)
FIRE	721	Fire Academy Preparation (2.00)

		(2-year update)
FIRE	722	Firefighter Academy (17.00) (2-year update)
FIRE	725	Fire Apparatus and Equipment (3.00) (DE update; 2-year update; changes in texts)
FIRE	730	Fire Behavior and Combustion (3.00) (DE update; 2-year update; changes in texts)
FIRE	740	Building Construction for Fire Protection (3.00) (DE update; 2-year update; changes in texts)
FIRE	745	Fire Protection Systems (3.00) (DE update; 2-year update)
FIRE	748	Firefighter Safety & Survival (3.00) (DE update; 2-year update)
FIRE	770	Fire Service Career Prep (3.00) (DE update; 2-year update; changes in texts)
FIRE	787	Emergency Medical Technician: Basic - Refresher (2.00) (2-year update)
FIRE	797	Emergency Medical Technician: Basic (11.00) (2-year update; changes in texts)
FIRE	810	Firefighter Cadet I (3.00) (2-year update)
FIRE	811	Firefighter Cadet II (3.00) (2-year update)
FIRE	812	Firefighter Cadet III (3.00) (2-year update)
LIT.	105	The Bible as Literature (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
LIT.	113	The Novel (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, evaluation, and texts)
LIT.	115	The Short Poem in English: A Survey (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
LIT.	201	American Literature I (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, and texts)
LIT.	221	World Literature from the Modern Era (3.00) (DE update; 6-year update; changes in title, SLOs, content, assignments and texts)
LIT.	231	Survey of English Literature I (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
LIT.	430	Greek Mythology and Classical Literature (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, and texts)

LIT.	809	The Bible as Literature (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
LIT.	830	Greek Mythology and Classical Literature (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, and texts)
LIT.	837	Survey of English Literature I (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
LIT.	840	The Short Poem in English: A Survey (3.00) (DE update; 6-year update; changes in description, SLOs, objectives, content, assignments, evaluation, and texts)

- **Course Deactivation(s)**

BUSW	420	Cloud Applications for Business
COSM	758	Advanced Techniques/Photo Shoot
COSM	759	Advanced Techniques/Hair Specialties
FITN	237	Total Core Training
KINE	104	Sports Psychology
KINE	110	Care and Prevention of Athletic Injuries
LIT.	251	Women in Literature
MGMT	235	Leadership and Supervision
MGMT	306	Essentials of Facility Management
MGMT	307	Sustainable Facility Management
R.E.	105	Real Estate Investment
R.E.	131	Real Estate Finance
R.E.	141	Real Estate Appraisal: Basic
R.E.	200	Real Estate Economics
R.E.	215	Commercial and Investment Property
R.E.	220	Real Estate Property Management

- **Program Modification(s)**

- Entrepreneurship and Small Business – Certificate of Achievement (removal of MGMT 235, 306, 307 and addition of MGMT 102, 103, 104, 106 as selective courses)
- Management – Certificate of Achievement (removal of MGMT 235, 306, 307 and addition of MGMT 102, 103 104, and 106 as selective courses)
- Project Management – Certificate of Specialization (removal of BUSW 420 and addition of MGMT 100 and 106 in core courses; moved ACTG 100 from core to selective courses)
- Real Estate Salesperson – Certificate of Specialization (removal of selective courses and moved R.E. 121 to core courses)

- Small Business Management – Certificate of Specialization: (removal of MGMT 215, 235, 265, 306, 307 and addition of MGMT 265, 102, 103, 104, 106, and 215 in selective courses)
- **Program Deactivation(s)**
  - 21st Century Office Management – Certificate of Specialization
  - Marketing Management – Certificate of Achievement
  - Real Estate – AA Degree Program Real Estate

## **Substantive Agenda**

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*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.*

- **New Course(s)**

ACTG	261	<p>Tax Research &amp; IRS Representation (0.50) – <b>approved with minor changes to description and SLO.</b> <i>Discipline assignment: Accounting. Motion by Marsha, seconded by Beth, all members voting “Aye.”</i>            (New DE supplement)            Vincent Li stated that the needs of the community and profession changed during the pandemic. They will be adding more classes to the Individual Tax Profession Program certificate, and the certificate will be revised in January. New courses will keep up with the updates and trends in IRS. Minor edits in description. SLO #1: change “discuss” to “understand,” since “discuss” is not something students can do.</p>
ACTG	266	<p>Tackling K-1s and Common Tax Deductions/Credits (0.50) – <b>approved with minor changes in description and SLO.</b> <i>Discipline assignment: Accounting. Motion by Marsha, seconded by Chris Smith, all members voting “Aye.”</i>            (New DE supplement)            Vincent Li stated this course was converted from a 665, moving from a temporary course to a permanent one to be included in a future revision of the Individual Tax Profession Program certificate. Minor edits in description. SLO #1: change “discuss” to “understand.” Suggestion by Peter von Bleichert to include wording, suggestions, and examples in Curriculum Committee handbook for SLOs, Course Objectives, etc.</p>
BIOL	311	<p>Sports Nutrition (3.00) – <b>approved with changes to SLO.</b> <i>Discipline assignment: Nutritional Science/Dietetics. Motion by Chris Smith, seconded by Jeremy Ball, all members voting “Aye.”</i>            (New DE supplement; proposed for area E5a: Natural Science and E5d: Career Exploration and Self-Development)            Doug Woods has been in discussion with Chris Smith, Charlene (Dean of Math and Science), Andreas (Dean of Kinesiology), and coaches to put together a Sports Nutrition course that serves kinesiology students, coaches, personal trainers, and other sports-related areas. Chris Walker asked how this course is different from the regular nutrition course. Doug responded that the regular course focuses more on nutrition for general health and USDA guidelines for health in the general population. There are different nutritional requirements</p>

between athletes to optimize performance versus general health. This course is a step further than regular nutrition courses. Suggestion to remove parenthetical in SLO #3. Discussion to combine SLO #4 and #7, but Doug explained the difference, so these will stay as two separate SLOs. Discussion on discipline assignment, and decision to only list Nutritional Science/Dietetics since a degree in nutrition and public health is closer to the subject area than Biology.

COSM      763      Braiding and Hair Design I (1.50) – **approved with minor changes in description.** *Discipline assignment: Cosmetology. Motion by Marsha, seconded by Chris Smith, all members voting “Aye.”*  
(New DE supplement)  
Aurora Medrano and Kimberly Salido discussed this course as a new option for students in the summer to provide specialized skills needed in the beauty industry. This course is replacing a course that will be banked in Fall 2023. Committee wondered whether or not there are safety/liability issues when having classes online with chemicals involved. Aurora answered that there are no issues since the theoretical portions of the course are online, and hands-on will be face to face. They also follow sanitation, disinfection, health and safety protocols laid out by the State Board when working with real products and simulations. Minor edit in description.

COSM      764      Braiding and Hair Design II (1.50) – **approved with minor changes in description.** *Discipline assignment: Cosmetology. Motion by Marsha, seconded by Chris Smith, all members voting “Aye.”*  
(New DE supplement)  
New summer course option for students in specialized skills and replacing a course that will be banked in Fall 2023. Minor edit in course description.

FIRE      717      Emergency Medical Technician Preparation (3.00) – **approved with minor change in recommended prep.** *Discipline assignment: EMS. Motion by Marsha, seconded by Beth, all members voting “Aye.”*  
Christy Baird and Michelle Schneider explained that this course is a pre-EMT course that is like a cohort and gives students a chance to preview the program and make the decision whether or not to take the main program. Hands-on approach and a slower pace to help students get comfortable with post-Covid fears of touching others. This course is similar to the Fire Academy prep courses. Discussion of SLOs #1 and #2, which was clarified that #1 is how to do the job, and #2 is what to do in 2-year and 4-year windows to stay certified with continuing education, and SLOs remain as is. Change typo “Eng 100” to “Eng 105” in recommended prep justification paragraph to match the course it is referencing, which is ENG 105. Christy offered to update the committee on the course, and Chris Smith said that Biology would be interested in this.

- **Course Modification(s)**

BUS      207      Business Analytics Fundamentals (3.00) – **approved.** *Motion by Marsha, seconded by Chris Smith, all members voting “Aye.”*  
(DE update; 2-year update; changes in prerequisites)  
CIS 124 was originally there, and added math and stats as options to make

pathway easy for those already on the journey.

COSM	712	Cosmetology I (9.50) – <b>approved with minor changes in description</b> . Motion by Marsha, seconded by Jeremy Ball, all members voting “Aye.” (DE update; 2-year update; changes in units, description, SLOs, and content) Discussion on change in units and its affect on the course content. Changing the units from 10 to 9.5 eliminates the need for students to go through the extra Admissions and Records approval process for registering over the maximum allowable 18 units per semester. In balancing the load of the courses, minor content changes were made to match the unit changes. Minor edits in course description.
COSM	722	Cosmetology II (9.50) – <b>approved</b> . Motion by Marsha, seconded by Chris Smith, all members voting “Aye.” (DE update; 2-year update; changes in units, description, SLOs, and content)
COSM	732	Cosmetology III (9.50) – <b>approved</b> . Motion by Marsha, seconded by Chris Smith, all members voting “Aye.” (DE update; 2-year update; changes in units, description, SLOs, content, and texts)
COSM	742	Cosmetology IV (9.50) – <b>approved</b> . Motion by Marsha, seconded by Beth, all members voting “Aye.” (DE update; 2-year update; changes in units, description, SLOs, content, and texts)

- **New Program(s)**

- Cosmetology – Certificate of Specialization: Braiding and Hair Design – **approved with minor changes in description**. Motion by Chris Smith, seconded by Marsha, all members voting “Aye.”

- **Program Modification(s)**

- Cosmetology – Associate in Arts Degree (change in units) – **approved with minor changes in description**. Motion by Marsha, seconded by Jeremy, all members voting “Aye.”
- Kinesiology – AA-T Associate in Arts Degree for Transfer (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)  
**Postponed to next meeting**
- Management – Associate in Arts Degree (changes in units, core courses, and selective courses) – **approved**. Motion by Marsha, seconded by Marsha, 11 members voting “Aye,” 1 abstention.

## **Open Agenda**

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- **Update on the Brown Act for Spring 2023 meetings**

Governor Newsom signed a new bill for a modernization of the Brown Act in October 2022, but it did not go as far as people wanted it to go. Currently, there is an emergency ability to have Zoom meetings until January 24, 2023 with a state of emergency, but California will probably let the

current State of Emergency expire. Starting January 1<sup>st</sup>, the modernized Brown Act allows people to meet virtually, but people who meet virtually can only be virtually 20% of the year for personal emergencies. A quorum is counted in live meetings. Waiting for legal counsel by the District and their interpretation of this and how it affects the whole District. Looks like live meetings in 10-468 (College View side) in the spring beginning with the January meeting, and the virtual option for emergency illness.

- **Committee members update**

Pete von Bleichert has been subbing for Lale Yurtseven, and Lale will return in January. Pete will stay on in January and take over for Mounjed Moussalem, who is retiring. Pete and Lale will be the two representatives from their Division.

- **Meeting adjourned at 3:51 p.m.**