

College of San Mateo

Curriculum Committee

February 23, 2023 (2:15 p.m.)

Building 10, Room 10-468 and

<https://smccd.zoom.us/j/87989762715?pwd=VGZzell6NXd4Q25wQjRJOGtGQ1ZUdz09>

MINUTES

Members Present

| | |
|--------------------------------------------|------------------------------------|
| Chair | Christopher Walker |
| Academic Support and Learning Technologies | Lia Thomas |
| ASCSM Student Representative | Michelle Aguilar Valdovinos |
| Business/Technology | Pete von Bleichert, 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 |
| Student Services | Trang Luong |

Non-Voting Members

Ada Delaplaine, Tammy Wong

Absent/Excused

Math/Science Division Beth LaRochelle, Christopher Smith

Other Attendees

Marianne Beck, Madeline Wiest

Chair, Chris Walker, called the meeting to order at 2:22 p.m. This is the last meeting using the Brown Act State of Emergency in California to have Zoom meetings. Meetings beginning in March and onward will be under new rules under the Brown Act: the Zoom option will be for guests and non-voting members; all voting members need to be in-person unless they have an emergency situation. Motion by Jeremy Ball to approve the agenda, seconded by Julieth Benitez, all members voting "Aye."

CONSENT AGENDA

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

- **Approval of minutes from the meeting from January 26, 2023**
- **Reaffirmation of the Brown Act resolution in emergency situations**
- **Course Deactivation(s)**

- **Program Modification(s)**

- Commercial Music – Certificate of Specialization (removal of DGME 122 and addition of MUS. 222 with updated title and MUS. 289 as selective 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 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)**

- BUS. 123 Business Statistics (3.00) – **approved.** Motion by Lale Yurtseven, seconded by Pete von Bleichert, all members voting “Aye.”
(Proposed for AA/AS GE Area E2b: Communication and Analytical Thinking)
Lale Yurtseven and Pete von Bleichert are representing the Business/Technology division. Marsha Ramezane (Articulation Officer) proposed to add this course to GE Area E2b since BUS. 123 is similar to the other courses (BUS. 115 and 401) already listed under E2b and adding BUS. 123 would keep it consistent.

OPEN AGENDA

- **Marianne Beck – Update on Military Credit policy – *approved AS Degree GE requirement E4 under Physical Education to update language for Letter B.* Motion by Marsha Ramezane, seconded by Jeremy Ball, all members voting “Aye.” **Approved SMCCCD Military Service Credit Policy – 2023-2024 Catalog (CAN, CSM, SKY) with minor edit.** Motion by Marsha Ramezane, seconded by Jeremy Ball, all members voting “Aye.”**

Presenter Marianne Beck is the Skyline College Articulation officer and is coordinating the implementation of Credit for Prior Learning slated for District-wide rollout next year. All three colleges in the District are doing the same thing in terms of the Military Service policy. Title V is changing the process on how to award credits and adding a level of information known as ACE-Recommended Military Credit by the American Council on Education (ACE) to help faculty evaluate. Once a service member submits prior learning, then the learning is evaluated, and they can progress through the program. Credit will be awarded equitably across the three colleges. Credits typically can dramatically affect veterans’ benefits, but this change in Title V will be an exception. Lots of military credit hasn’t been acknowledged historically, and Title V is changing this.

The Committee reviewed the *CSM Associate Degree Physical Education Requirement* and the updated language recommendation as a result of the implementation of Title V changes in Military Credit policy. This is an interim step before actually identifying actual courses attached to common courses and assigning credit for them. This process is similar to the AP Exam Project done last year. Letter B of Area E4 originally stated: B) are VETERANS of the US Armed Forces with a DD214. The 2023-2024 Associate Degree Language will now state: B) Veterans who have completed Basic Training and submitted their

Joint Services Transcript (JST). Once catalog language is approved by the Committee, Marsha enters it into the catalog as policy.

The Committee reviewed the updated *SMCCCD Military Service Credit Policy – 2023-2024 Catalog (CAN, CSM, SKY)*. Jeremy Ball suggested adding “3 units” to the bullet point “Awarded credit for California State University Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement” to be consistent with the unit indicator in the previous bullet point above this statement.

Presentation has been posted on the Curriculum Committee (CC) website.

- **Update and discussion on course banking standard operating procedures (SOP)**

Chris Walker said that since the end of last Spring, the District Curriculum Committee has been discussing course banking, and the discussion ramped up this past Fall. Madeline Wiest found that there are a large number of courses active in Banner, but they haven’t been taught in a long time. Counselors are saying the large number of courses are clogging up their screens. The District CC wants to come up with an SOP on how to address courses that have not been taught after certain lengths of time. If banked, then they are properly removed and won’t clog up the systems. The District CC wants to find common ground across colleges and determine a reasonable policy on how long to hold onto classes.

The Committee discussed the information found in the Program and Course Approval Handbook (PCAH) p. 27-28. It requires that the College offers all required courses for programs once every two years, unless justified. Students can’t complete a program if we don’t offer a required course at least once every two years.

Judith pointed out that we are discussing banking elective courses and not required courses. She gave an example of the LIT. collection of elective courses which might be taught in combinations which are cycled through. Chris said that this reason and others can be exceptions as long as departments give justifications. Additionally, a course may need to be articulated even though it hasn’t been taught at CSM because it is offered at another college in the District, and that’s another reasonable exception.

Are we keeping courses in our catalog that we are not teaching? It is important to differentiate whether a course was put on the schedule but had low enrollment and was pulled, or if a course was never put on the schedule.

Chris shared the draft policy’s Course Sunset Timeframe: Courses that have not been offered on the schedule of classes or have not been taught in the ***last five academic years shall be inactivated***. Using this timeframe, CSM did not have a very long list of classes to clean up. Next year, the group will squeeze it to three or four years. If you want to reactivate a course, you have to go through the entire course approval process.

The draft policy notes read:

- Federal and State entities equate a “banked course” to an “inactive course”; therefore, Banner reflects it as such.
- In Banner, course status is determined at the district level rather than at the college level, so when a course is activated, it is active at all three colleges in Banner, and when it is inactivated, it is inactive at all three colleges.

- Courses that are required for an SMCCCD degree or certificate but have not been taught in the past two academic years should undergo careful consideration in regard to program completability.

With regard to bullet point #3, the District CC is asking all campuses to have their departments look at these courses this coming fall and decide whether to bank them or write a justification to keep them. Marsha added that once a course is banked, articulation is deleted; she cannot hold off on this. If a course comes back, it needs rearticulation. Jeremy asked if the Deans could handle this instead of the CC, but Chris said the District level wants the CC to approve and maintain. Examples given from the History department by Judith Hunt, and Chris said that we could decide to be stricter for required courses and be more flexible and longer gaps of time for electives.

Discussion about courses that were pulled due to low enrollment vs. courses that have never been offered/attempted. The Board is taking up the issue to permanently change the course cap to 10 instead of just a Memorandum of Understanding.

Timeline for this banking policy: In August, CC chairs, VPIs, and Curriculum Specialists review the list of courses and then discuss options with the Deans. By October/November, review the basic SOP they have come up with for more consistency and accountability.

Chris will bring the suggestion to the District CC of focusing on required courses and allowing leniency for electives. Discussion on the consequences of deactivating a class: it would take a very long time to start the whole process of approving a course. We don't want to have less to offer students due to the reactivation process. Julieth asked if there is an alternate pathway or to create one if one wants to reactivate a class. Chris says that our process is already very streamlined compared to other colleges.

Currently, faculty ask to bank courses. For upcoming updates to programs, faculty should be reminded to really take a look at the course listings: are all classes on the schedule being taught regularly?

- **Update on math competency requirements for Associate's Degree - *postponed***

There was a new webinar just released from the State that changed what Chris was going to discuss.

Meeting adjourned at 3:39 p.m.