

College of San Mateo

Curriculum Committee

October 12, 2023 (2:15 p.m.)

Building 10, Room 10-401

Zoom Meeting: <https://smccd.zoom.us/j/82594836057>

Meeting ID: 825 9483 6057

Call in using: +1 669 444 9171 US

MINUTES

Members Present

Chair	Jeremy Wallace
Academic Support and Learning Technologies	Lia Thomas
Business/Technology	Sujata Verma, Lale Yurtseven
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Judith Hunt, Malathi Iyengar
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Robbie Baden, Tamara Perkins
Math/Science Division	Beth LaRochelle, Christopher Smith
Student Services	Trang Luong

Non-Voting Members

Carla Grandy, Ada Delaplaine,
Tammy Wong

Absent/Excused

ASCSM Student Representative

Vacant

Other Attendees

Marianne Beck, Christy Baird, Deborah Baker,
Kamran Eftekhari, Teresa Morris, Monique
Nakagawa, Katryn Wiese, Madeline Wiest

Chair, Jeremy Wallace, called the meeting to order at 2:17 p.m. Chris Smith requested to pull GEOL 100, GEOL 101, OCEN 100, PALN 110, PALN 111, and Geology AS Degree and AS-T out of the consent agenda and placed into the substantive agenda. Motion by Lale Yurtseven to approve the revised agenda with changes to move aforementioned courses and programs from consent to substantive, seconded by Sujata Verma, all members voting "Aye."

Public Comments (2 minutes/person)

Lale Yurtseven: Referencing the September 28, 2023 meeting minutes, Lale wanted to make a correction related to Andrea Vizenor's Half Moon Bay Satellite Campus Update presentation. According to Lale, there has been no faculty identified for the Half Moon Bay business courses, so the statement presented was not true, and there is no faculty.

Carla Grandy: Faculty are in the process of being recruited and hired.

CONSENT AGENDA

Motion by Shana Young to approve the consent agenda, seconded by Robbie Baden, all members voting "Aye."

- **Approval of minutes from the September 28, 2023 meeting**
- **Memo(s)**
 - DGME 680MG Discipline Assignment

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.

- **New Course(s)**

- | | | |
|------|-------|--|
| ESTI | 760 | <p>Esthetics Fundamentals (10.0) – approved with minor changes to SLOs. Discipline assignment: Cosmetology. Motion by Chris, seconded by Tamara Perkins, all members voting "Aye."
(New DE Supplement)
According to Deborah Baker, SLOs are taken from the licensing board, so you cannot make major changes to SLOs, but the committee's proposed changes for consistency are acceptable. Initially, Deborah designated "Cosmetology, Esthetics" as the discipline assignment, but upon review of the Handbook, "Esthetics" is not listed. Chris reaffirmed his motion to approve the course with only "Cosmetology" as the discipline assignment.</p> |
| ESTI | 761 | <p>Advanced Esthetics (10.0) – approved with change in prerequisite. Discipline assignment: Cosmetology. Motion by Chris, seconded by Beth LaRochelle, all members voting "Aye."
(New DE Supplement)
Sujata noticed that the prerequisite had a typo, and that it should list ESTI 760 as the prerequisite as these courses are in a sequence. Initially, Deborah designated "Cosmetology, Esthetics" as the discipline assignment, but upon review of the Handbook, "Esthetics" is not listed. Chris reaffirmed his motion to approve the course with only "Cosmetology" as the discipline assignment.</p> |
| FIRE | 880MB | <p>Emergency Medical Technician: Laboratory (1.0) – approved with minor changes to SLOs. Discipline Assignment: Emergency Medical Technology. Motion by Beth, seconded by Tamara, all members voting "Aye."
Discussion to break out the one SLO into three components. FIRE 797 is not added as a corequisite since this course is experimental, and the corequisite will be added to the permanent course.</p> |

- **Course Reactivation(s)**

OCEN 101 Oceanography Laboratory (1.0) – **approved.** *Discipline assignment: Earth Science. Motion by Judith Hunt, seconded by Beth, all members voting “Aye.”* (New DE Supplement; change in title, lab hours, TBA, description, SLOs, objectives, content, instruction, assignments, evaluation, and texts)
Question whether there was a more recent manual than the 2013 listed text. Katryn responded that there is no other recent manual, and this manual is one that she created.

- **Course Deactivation(s)**

BUS. 115 Business Mathematics (3.0) – **approved.** *Motion by Judith Hunt, seconded by Robbie, all members voting “Aye.”*
Lale stated that this course is a remedial course, and it hasn’t been offered due to low enrollment. Jeremy brought up that it meets math competency at the college. Lale reiterated that it hasn’t been offered in a couple of years, and by deactivating it, it takes it out of the catalog. Since the College cannot list courses which are part of a degree and not have it be offered as part of a cycle, it is best to deactivate this course. Students have the option of taking BUS. 123, which is higher-level math and what’s learned in this course is what students should have as part of their degree and for transferring.

- **Course Modification(s)**

GEOL 100 Survey of Geology (3.0) – **approved.** *Motion by Tamara, seconded by Lale, all members voting “Aye.”*
(DE update; 6-year update; changes in SLOs, objectives, content, instruction, assignments, and evaluation)
Due to the changes in SLOs and this course having C-ID, Chris wanted the Committee to review to make sure the updates are not a problem with C-ID. Katryn Wiese charted her SLOs as they compare with C-ID, and after a review of the chart, Marsha found no issues with the changes in SLOs.

GEOL 101 Geology Laboratory (1.0) – **approved.** *Motion by Marsha Ramezane, seconded by Lale, all members voting “Aye.”*
(DE update; 6-year update; changes in SLOs, objectives, content, instruction, and evaluation)
Chris brought this course up for the same reason as GEOL 100, and Marsha stated that this course looks equivalent.

OCEN 100 Oceanography (3.0) – **approved.** *Motion by Marsha, seconded by Beth, all members voting “Aye.”*
(DE update; 6-year update; changes in description, SLOs, objectives, content, instruction, assignments, and evaluation)
Julieth discussed with Committee whether “flipped classroom” should be added to Instructional Methods as a resource idea for faculty writing

curriculum. She also stated that this course was beautifully written and acknowledged Katryn Wiese's great work.

PALN 110 General Paleontology (3.0) – **approved**. *Motion by Chris, seconded by Beth, all members voting "Aye."*
(DE update; 6-year update; changes in SLOs, content, instruction, assignments, evaluation, and texts)

PALN 111 Paleontology Laboratory (1.0) – **approved with deletions from representative texts**. *Motion by Chris, seconded by Beth, all members voting "Aye."*
(DE update; 6-year update; changes in title, description, SLOs, objectives, content, instruction, assignments, and evaluation)
There was an "Other" section in Representative Texts that the faculty member did not see, and when the Committee looked at its contents, a broken hyperlink was discovered, as well as an "Other" that was leftover from the previous faculty member who worked on this course.

- **New Program(s)**

- Machine Learning and Artificial Intelligence – Certificate of Specialization (12 units) – **approved with minor changes in PLOs**. *Motion by Shana, seconded by Robbie, all members voting "Aye."*
Chris brought up deleting "in-depth" from PLO #1, and the committee agreed to delete this phrasing.

- **Program Modification(s)**

- Business Administration – AS Degree: removal of BUS. 115 (banked) as a required core course – **approved**. *Motion by Tamara, seconded by Beth, all members voting "Aye."*
- Entrepreneurship and Small Business Management – Certificate of Achievement: removal of BUS. 115 (banked) as required selective course – **approved**. *Motion by Tamara, seconded by Beth, all members voting "Aye."*
- Geology – AS Degree: changes in title, outcomes, and alphabetizing core courses – **approved**. *Motion by Marsha, seconded by Judith, all members voting "Aye."*
Chris wondered if there was a necessity in keeping an AS degree even if there's an AS-T. Marsha says that it's good to have both because not everyone is going to transfer, and students can still complete a degree with local GEs as another level of opportunity. Katryn mentioned that the biggest difference between the two degrees are the math routes: 4-year vs. technical. Malathi was concerned that students may get confused between the two options, and the committee stated it was counseling's job to assist students, and Katryn also assists students who are in her courses to figure this out.
- Geology – AS-T Associate in Science Degree for Transfer: changes in description, opportunities, outcomes, alphabetizing core courses – **approved**. *Motion by Malathi, seconded by Beth, all members voting "Aye."*
- Small Business Management – Certificate of Specialization: removal of BUS. 115 (banked) as required selective course – **approved**. *Motion by Tamara, seconded by Beth, all members voting "Aye."*

OPEN AGENDA

- **Credit for Prior Learning - Defense Language Proficiency Test – Marianne Beck**

Marianne Beck presented on the Background of the Defense Language Proficiency Test (DLPT). The Committee discussed the differences between standardized tests and proficiency tests, as well as the benefits of the DLPT for the students. The Committee looked at the previous SMCCCD Policy on DLPT and the proposed version:

Current SMCCCD Policy

Defense Language Proficiency Test (DLPT)

San Mateo Community College District may award three semester units in CSU GE Breadth Subarea C2 utilizing the American Council on Education (ACE) recommendations.

Students who completed a DLPT Exam, can request an official Defense Language Institute Foreign Language (DLIFLC) Transcripts .

NOTE: If you did not attend DUFLC, but I took a foreign language test you can request ACE credit recommendations by completing a DLI FLC FORM 420.

Proposed SMCCCD Policy

San Mateo County Community College District may award three units (semester) in CSU GE Breadth Area C2 (Humanities); or 3 units for the associate degree general education Area C2 (Humanities) at Skyline College and Cañada College, or Area E5C (Humanities) at College of San Mateo; utilizing credit recommendations from the American Council on Education (ACE).

Please Note: This policy does not award units towards the IGETC (Inter-Segmental General Education Transfer Curriculum) or CALGETC (California General Education Transfer Curriculum).

Students who attended DLIFLC and completed a DLPT can request an official Defense Language Institute Foreign Language (DLIFLC) Transcript.

NOTE: If you did not attend DLIFLC but took the DLPT, you can use your Joint Services Transcript (JST) to verify your scores, or you can request your DLPT Score Report by completing a DLIFLC FORM 420.

Skyline and Canada have already approved of these changes. This proposed policy change will be an action item in two weeks.

Presentation posted on the Curriculum Committee Website.

- **Curriculum Handbook Content Discussion – *postponed***

Meeting adjourned at 3:57 p.m.