

In order for a substantive proposal to be reviewed and considered for approval, the writer or the writer's designee must be present at the meeting at which their course or program is presented or the proposal will be tabled. Attendance is not required for consent agenda proposals.  
The day before the meeting, faculty submitters should check in CurricUNET for possible last-minute comments from the full committee review. Comments are visible under My Proposals -- CHECK STATUS

# College of San Mateo

Curriculum Committee

March 13, 2025 (2:15 p.m.)  
Building 10, Room 10-468  
Zoom Meeting: <https://smccd.zoom.us/j/83705845418?pwd=d6GRRUZFNm7LYXLbHxhdY66Kns7rPA.1>  
Meeting ID: 837 0584 5418  
Call in using: +1 669 444 9171

## AGENDA

- I. **Call to Order (a quorum is eight voting members)**
- II. **Approval of Agenda**
- III. **Public Comments (2 minutes/person)**

### Action Items

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#### IV. **Consent Agenda**

*Courses listed on the consent agenda have been reviewed for listed changes. Though courses on the consent agenda have had no 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.*

- **Approval of Minutes from the February 27, 2025 meeting**
- **Course Modification(s)**

DGME	118	Digital Audio Production (3.0) (DE update; 2-year update; change in SLOs, objectives, content, assignments, texts)
DGME	119	Radio and Podcast Production Lab (3.0) (DE update; 2-year update; change in assignments)
DGME	133	Radio and Podcast Production Lab II (2.0) (DE update; 2-year update; change in assignments)
ESL	401	Advanced Englishes through World Cultures (4.0) (DE update; 6-year update; change in texts)

- **Memo(s)**
  - LIT. Course Number Change Due to Duplication

**V. 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 Course(s)**

BUS. 189 Fundamentals of Personal Selling (3.0)  
(New DE Supplement)

- **Course Modification(s)**

COSM 764 Braiding and Hair Design II (1.5)  
(DE update; 2-year update; change in prerequisite, texts)

CRER 126 Career I: Career Assessment and Exploration (1.0)  
(DE update; 6-year update; change in title, recommended prep, transfer credit, degree requirements, CSU GE, SLOs, objectives, texts)

CRER 127 Career Choices II: Job Search (1.0)  
(DE update; 6-year update; change in title, units, hours, degree requirements, SLOs, instruction, assignments, evaluation, texts)

- **New Program(s)**

- Sales Professional – Certificate of Achievement (24 units)

- **Memo(s)**

- Request Revisions to EMC 425 and FIRE 721

**VI. Open Agenda**

- **Phased Deadlines for Submitting Curriculum**
- **Materials Fees**