College of San Mateo

Curriculum Committee

November 14, 2024 (2:15 p.m.)
Building 10, Room 10-468
Zoom Meeting: https://smccd.zoom.us/j/85379443020
Meeting ID: 853 7944 3020
Call in using: +1 669 444 9171 US

MINUTES

Members Present

Chair	Jeramy Wallace
Academic Support and Learning Technologies	David Laderman, Lia Thomas
ASCSM Student Representative	Wai Yan Oo
Articulation Officer	Marsha Ramezane
Business/Technology	Sujata Verma, Lale Yurtseven
Counseling/Student Services	Leonardo Cruz, Trang Luong
Creative Arts & Social Science	Judith Hunt
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Tamara Perkins, Kristi Ridgway
Math/Science Division	Beth LaRochelle, Christopher Smith

Non-Voting Members	Deborah Laulusa, Danni Redding Lapuz, Tammy Wong

Absent/Excused	
Creative Arts & Social Science	Malathi Iyengar

Other Attendees	Christy Baird, Michelle Brown, Guillermo Cockrum, Kamran Eftekhari, Donna Eyestone, Michelle Mullane, Peter von Bleichert, Madeline Wiest

Chair, Jeramy Wallace, called the meeting to order at 2:25 p.m. He reminded the Committee that we will have another meeting next Thursday due to the Thanksgiving holiday the following week. The final Curriculum Committee meeting will be on December 5th. Motion by Judith Hunt to approve the agenda, seconded by Shana Young, all members voting "Aye."

Public Comments (2 minutes/person)
None.

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

- **Approval of minutes from the October 24, 2024 meeting**

- **Course Modification(s)**

ACTG	100	Accounting Procedures (3.0)
		(DE update; 2-year update; change in texts)
BUS.	171	The Entrepreneurial Mindset (3.0)
		(DE update; 2-year update; change in texts)
BUS.	173	Sources of Financing (3.0)
		(DE update; 2-year update; change in texts)
BUS.	176	Selling the Idea (3.0)
		(DE update; 2-year update; changes in evaluation and texts)
BUS.	207	Business Analytics Fundamentals (3.0)
		(DE update; 2-year update; change in description, SLOs, objectives, content, and texts)
CIS	111	Introduction to Web Programming (3.0)
		(DE update; 2-year update; change in texts)
CIS	114	JavaScript/Ajax Programming (4.0)
		(DE update; 2-year update; change in texts)
CIS	117	Python Programming (4.0)
		(DE update; 2-year update; change in SLOs, objectives, and texts)
CIS	121	UNIX/Linux (3.0)
		(DE update; 2-year update; change in texts)
CIS	127	HTML5 and CSS (3.0)
		(DE update; 2-year update; change in texts)
CIS	128	Mobile Web App Development (4.0)
		(DE update; 2-year update; change in texts)
CIS	135	Android Programming (4.0)
		(DE update; 2-year update; change in description, SLOs, objectives, content, and texts)
CIS	137	iOS/Swift Programming (4.0)
		(DE update; 2-year update; change in description, SLOs, objectives, content, and texts)
CIS	138	Internet of Things (3.0)
		(DE update; 2-year update; change in texts)
CIS	145	Introduction to DevOps (3.0)
		(DE update; 2-year update; change in texts)
CIS	151	Computer Networking (3.0)
		(DE update; 2-year update)
CIS	278	(CS1) Programming Methods: C++ (4.0)
		(DE update; 2-year update; addition of total student learning hours notation and change in description)

CIS	279	(CS2) Data Structures: C++ (4.0)
		(DE update; 2-year update; change in texts)
CIS	380	PHP Programming (3.0)
		(DE update; 2-year update; change in texts)
CIS	479	Computer and Network Security (3.0)
		(DE update; 2-year update; change in texts)
CIS	482	Ethical Hacking (3.0)
		(DE update; 2-year update; change in texts)
CIS	493	Cloud Security Fundamentals (3.0)
		(DE update; 2-year update; change in texts)
CIS	500	Introduction to Cloud Computing (4.0)
		(DE update; 2-year update; change in texts)
CIS	501	(CS2) Data Structures: Python (4.0)
		(DE update; 2-year update; change in texts)
CIS	502	Applied Python Programming (4.0)
		(DE update; 2-year update; change in description and texts)
CIS	503	Data Visualization and Text Analysis in Python (3.0)
		(DE update; 2-year update; change in description, SLOs, objectives, content, and texts)
HIST	260	Women In American History (3.0)
		(DE update; 6-year update; change in description, SLOs, objectives, content, and texts)
KINE	201	Yoga Pedagogy Lecture (3.0)
		(DE update; 2-year update; change in texts)
KINE	301	Introduction to Personal Training (3.0)
		(DE update; 2-year update; change in texts)
MGMT	102	Leading Innovative Teams (3.0)
		(DE update; 2-year update; change in assignments and texts)
MGMT	106	Essentials of Negotiation (3.0)
		(DE update; 2-year update; change in SLOs, assignments, and texts)
MUS.	124	Jazz Improvisation I (2.0)
		(DE update; 6-year update; change in texts)
MUS.	125	Jazz Improvisation II (2.0)
		(DE update; 6-year update; change in evaluation and texts)
MUS.	231	Afro-Latin Percussion Ensemble I (2.0)
		(6-year update; change in content and texts)
MUS.	232	Afro-Latin Percussion Ensemble II (2.0)
		(6-year update; change in content, texts)
MUS.	233	Afro-Latin Percussion Ensemble III (2.0)
		(6-year update; change in content and texts)
MUS.	234	Afro-Latin Percussion Ensemble IV (2.0)
		(6-year update; change in content and texts)
MUS.	275	History of Jazz (3.0)
		(DE update; 6-year update; change in texts)
MUS.	296	Electronic Music Composition Portfolio I (1.5)

		(DE update; 6-year update)
MUS.	297	Electronic Music Composition Portfolio II (1.5)
		(DE update; 6-year update)
MUS.	314	Piano Literature & Performance – The Baroque Era (2.0)
		(DE update; 6-year update; change in content, instruction, evaluation, and texts)
MUS.	315	Piano Literature & Performance: The Classical Era (2.0)
		(DE update; 6-year update; change in description, content, instruction, evaluation, texts)
MUS.	316	Piano Literature & Performance: The Romantic Era (2.0)
		(DE update; 6-year update; change in content, instruction, evaluation, texts)
MUS.	317	Piano Literature & Performance: The 20th Century & Beyond (2.0)
		(DE update; 6-year update; change in objectives, content, instruction, evaluation, and texts)
MUS.	371	Guitar I (2.0)
		(DE update; 6-year update; change in SLOs, objectives, instruction, and texts)
MUS.	372	Guitar II (2.0)
		(DE update; 6-year update; change in grading, instruction, evaluation, texts)
MUS.	373	Guitar III (2.0)
		(DE update; 6-year update; change in instruction, evaluation, texts)
MUS.	374	Guitar IV (2.0)
		(DE update; 6-year update; change in instruction and texts)
MUS.	424	Small Jazz Ensembles (2.0)
		(DE update; 6-year update; change in texts)
MUS.	425	Contemporary Jazz Combo (2.0)
		(DE update; 6-year update; change in evaluation)
MUS.	452	Repertory Jazz Band (1.0)
		(DE update; 6-year update; change in evaluation)
MUS.	454	Jazz Workshop Big Band (1.0)
		(DE update; 6-year update)
PNPA	100	Foundations of Public Administration (3.0)
		(DE update; 2-year update; change in texts)
PNPA	101	Foundations of the Non-profit Sector (3.0)
		(DE update; 2-year update; change in texts)
PNPA	102	Ethics in Public Administration (3.0)
		(DE update; 2-year update; change in texts)
SOSC	319	Co-Occurring Disorders I: Recognition and Referral (3.0)
		(DE update; 2-year update; change in evaluation, texts)
TEAM	186	Men's Basketball: Individual Skill Development (2.0)
		(DE update; 6-year update; change in texts)
VARS	110	Varsity Men's Basketball (1.5)
		(DE update; 6-year update)

- **Course Deactivation(s)**

ART	388	Master Photography Portfolio

DGME   128   Media Performance & Presentation

- **Program Modification(s)**

  - Anthropology – Associate in Arts Degree for Transfer (changes in selective courses and updating with Cal-GETC verbiage)

  - History – Associate in Arts Degree of Transfer (changes in description, career opportunities, outcomes, course selections, and updating with Cal-GETC verbiage)

  - Philosophy – Associate in Arts Degree for Transfer (changes in selective courses and updating with Cal-GETC verbiage)

  - Project Management – Certificate of Specialization (addition of one selective course option)

- **Memo(s)**

  - KINE AA Degree Revisions
  - Technical Updates to Associate Degrees for Transfer (Cal-GETC)

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)**

  ART   234   Introduction to Printmaking (3.0) – ***postponed.***
  (New DE Supplement)

  DGME   126   Audio/Video Tech Prep (3.0) – ***approved***. *Discipline assignment: Broadcast Technology. Motion by Shana, seconded by Beth, all members voting "Aye."*
  (New DE Supplement)

  LIT.   267   Literature and the Environment (3.0) – ***approved with description and minor spelling edit in content***. *Discipline assignment: English. Motion by Shana, seconded by Lale Yurtseven, all members voting "Aye."*
  (Proposed for GE Area 3: Arts and Humanities)
  Suggestion to include non-U.S. content, and Jeramy stated that this course was created in a U.S. context. Edits will be sent to Tammy to include. Minor misspelled word in course content #3.

- **Course Reactivation(s)**

DGME   112   TV Studio Production (3.0) – ***approved****. Discipline assignment: Broadcast Technology. Motion by Shana, seconded by Beth, all members voting "Aye."*
(New DE Supplement; addition of total student learning hours notation, change in recommended prep, description, content, assignments, texts)

- **Course Modification(s)**

CIS   262   Discrete Mathematics for Computer Science (3.0) – ***approved with changes to prerequisite language.*** *Motion by Shana, seconded by Leo Cruz, all members voting "Aye."*
(DE update; 2-year update; change in prerequisites and texts)
Recommended replacement of "Cañada courses and similar courses at Skyline" to "or equivalent."

CIS   264   Computer Organization and Systems Programming (4.0) – ***approved with the addition of "classic" tag to one text.*** *Motion by Beth, seconded by Kristi, all members voting "Aye.*
(DE update; 2-year update; change in prerequisites and texts)
The 1988 book listed in the recommended texts is a seminal book, and there are no more recent editions, so the addition of "classic" will be added to this listing.

FIRE   748   Firefighter Safety & Survival (3.0) – ***approved****. Motion by Beth, seconded by Leo, all members voting "Aye."*
(2-year update; change in recommended prep, SLOs, and assignments)

FIRE   787   Emergency Medical Technician: Basic – Refresher (2.0) – ***approved.*** *Motion by Beth, seconded by Kristi, all members voting "Aye."*
(2-year update; change in recommended prep and texts)
A textbook update was made after this course was postponed during the last meeting, and the book was approved by CSM Librarian Lia Thomas.

HIST   100   History of Western Civilization I (3.0) – ***approved****. Motion by Kristi, seconded by Beth, all members voting "Aye."*
(DE update; 6-year update; change in recommended prep, SLOs, objectives, content, methods of instruction, assignments, and texts)

PSYC   110   Courtship, Marriage, and the Family (3.0) – ***approved with updated description.*** *Motion by Lale, seconded by David Laderman, all members voting "Aye."*
(DE update; 6-year update; change in recommended prep, description, SLOs, objectives, content, instruction, assignments, evaluation, texts)
Jeramy will work with faculty on cleaning up the description, which then be updated on the course outline.

PSYC   121   Basic Statistical Concepts (3.0) – ***approved.*** *Motion by Beth, seconded by Julieth Benitez, all members voting "Aye."*
(DE update; 6-year update; change in recommended prep, SLOs, evaluation, texts)

PSYC   200   Developmental Psychology (3.0) – ***approved****. Motion by Leo, seconded by Lia, all members voting "Aye."*

(DE update; 6-year update; change in recommended prep, SLOs, objectives, content, instruction, assignments evaluation, texts)

PSYC 225 Theories of Personality (3.0) – **_approved with the addition of "classic" tag to one text._** _Motion by Lia, seconded by Beth, all members voting "Aye."_
(DE update; 6-year update; change in recommended prep, objectives, content, instruction, assignments, texts)
One recommended text will have the "classic" tag added to it.

PSYC 300 Social Psychology (3.0) – **_approved_**_. Motion by Judith, seconded by Shana, all members voting "Aye."_
(DE update; 6-year update; change in recommended prep, SLOs, objectives, content, instruction, assignments, evaluation, texts)

- **New Program(s)**

  - Audio/Video Technician Prep – Certificate of Specialization (12 units) – **_approved._** _Motion by Shana, seconded by Lale, all members voting "Aye."_

  - Digital Media: UI/UX – Certificate of Achievement (21 units) – **_postponed._**

  - Digital Media: UI/UX – Certificate of Specialization (12 units) – **_postponed._**

  - Non-Profit Management – Certificate of Specialization (15 units) – **_approved_**_. Motion by Lale, seconded by Lia, all members voting "Aye."_ This is a new program, and will be one of the smaller certificates and is a pathway to the Certificate of Achievement.

- **Program Modification(s)**

  - Leadership – Certificate of Achievement (changes in total units from 21 to 24) – **_approved_**_. Motion by Leo, seconded by Lale, all members voting "Aye."_ Increase in units due to the addition of a required course.

  - Management – Associate in Arts Degree (changes in description, career opportunities, outcomes, course options, and units 25-35 to 33-43) – **_approved with updating unit range to 24-34 units_**_. Motion by Judith, seconded by Lale, all members voting "Aye."_ Faculty realigned courses with industry standards with what others are doing. After more careful review, it was found that the unit range was incorrectly listed and will be fixed on the backend to 24-34 units.

  - Management – Certificate of Achievement (changes in total units from 19 to 18) – **_approved._** _Motion by Lale, seconded by Leo, all members voting "Aye."_

OPEN AGENDA

- **Residency Requirement for Certificates Discussion**

During the last District Curriculum Committee meeting, Skyline and Cañada stated that they are moving towards changing their Certificate residency requirement to align with the AA Degree residency requirement. The current AA/AS degree requirements were approved 2 years ago by the Curriculum Committees, and they are interested in using the same language for the Certificate language.

Discussions among the Committee about the differences in certificate offerings between the three colleges and that within these offerings, the individual courses are not aligned across the District (e.g. DGME, COSM, CIS, and BUS.). A question was brought up about why this was proposed. Jeramy said that it is to align with the AA degrees, and this allows students to take classes all over the District, so it's most likely aimed at expanding access for students. Leo, a CSM Counselor, said that most students look at their audit, and he hasn't yet encountered an issue or request to cross-certificate.

Continued discussion on the merits of having a home campus, and it was pointed out that certain programs like Promise, International, and EOPS require a majority of their courses have to be taken at their home campus. Consensus from the members that they need more clarification behind the issue of certificates and what the full implications are. Question brought up: are we gatekeeping students not allowing this vs. our obligation to serve our students best, and how do we do that best?

Another question was raised wondering if this is already in the policy, and we just weren't aware of it, and if it's already done, then this discussion is a compliance matter rather than an approval matter. Jeramy pulled up Board Policy 6.26 (Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges), but that did not clarify the matter. Jeramy will bring this question up to the DPGC for clarification and also further discuss this proposed change with the District Curriculum Committee, and we will revisit this in the near future. When asked, Acting Vice President of Instruction, Danni Redding Lapuz, stated that the VPIs from the three Colleges have not discussed this matter.

- **Information Competency Discussion**

  Jeramy stated that part of the local degree revisions to align with Title 5 updates took out English and Math competencies, which is why we removed the English competency requirement and have a new area for Math. So this leaves the matter of the Information Competency area, and CSM Librarian, Lia Thomas, shared with the Committee the status on Information Competency at CSM and across the District.

  Lia told the Committee that the District Librarians have been meeting together and looking at this matter as a group since the end of last year. Skyline and CSM currently have an Info Comp requirement, and Cañada has never had it. Info Comp can be fulfilled in different ways: ENGL 100, 105 and LIBR 100 and a handful of other listed courses. The 6 Info Comp SLOS have to be a part of any course designated for Info Comp placement. These 6 SLOs have been around since 2010.

  In working with the other District Librarians, Lia said that Cañada would like to have this requirement because it is something that they all think is very important, especially in the shadow of the recent elections. Skyline has met with their Curriculum Committee and District CTL, and their Librarian, Pia, has asked their Curriculum Committee if the Librarians could take a year to examine how Info Comp is being implemented, all the different ways they want major revisions to the GE Handbook language, the way that Info Comp is being met, and even the difference between "competency" and "graduation requirement."

Currently, students are not required to take a course; they can take a tutorial at Skyline or an exam, but the exam has not been offered since pandemic. The Librarians want to explore the different ways that students can fulfill this competency at other colleges. In the early 2000s, the ASCCC recommended that all community colleges have this competency. 100 colleges did it, but not everyone. Lia talked about perhaps moving to remove the competency, and maybe change it to a graduation requirement tied to core courses as it is an important skill for students to have today. And we want to make sure that we're fulfilling our end of the bargain and getting students to information literacy and competency.

Lia requested the same request Pia made to her Committee, that we revisit this next Fall. Everything remains the same as it is now with the completion of the courses or students can take the tutorial at Skyline. Let the Librarians do the deep dive and bring something back to the Committee, perhaps changing the name from "Competency" to "Literacy" or "Requirement." Give the librarians a year to come up with some potential solutions keep Info Comp, as we are all in agreement that Information Competency should be part of the curriculum. This is not holding students back from graduating, since it's part of the courses they are taking.

Committee members discussed how they strongly support including Info Comp, and some faculty gave examples of their students not having these competency skills, not knowing how to use academic databases, and not knowing how to cite sources. Lia explained that initially, Info Comp was only fulfilled by students taking a one-unit LIBR 100 course, but most students chose to take that in their last semester, so maybe it's requiring them to take it in their first year. There is a draft ILO in our local CTL to maybe genuinely embed Info Comp in courses. Lia has noticed that most of the courses currently listed as fulfilling Info Comp have removed all of the 6 Info Comp SLOs in their course outlines, but they are still listed as courses fulfilling the requirement. If there was a legitimate embeddedness of these Info Comp SLOs or specifically addressing information literacy that was in all of the classes from our ILO, that would be fantastic and would hopefully, solve a lot of issues.

Lia is requesting the next year to reexamine these courses and SLOs that we have existing in the Handbook because it is ridiculous to ask a course to add 6 SLOs, have them add it, and then nothing's being measured. There was supposed to be a measurement tool provided, but that didn't happen. She stated that what they propose needs to be a meaningful and sustainable program, including practical considerations like workload and personnel. Some ideas from other colleges: interdisciplinary approach, embedded librarians, and pairing LIBR 100 as a corequisite course to a required course like ENGL 100.

Jeramy thanked Lia for the update, and the Committee looks forward to revisiting this again next Fall.

Meeting adjourned at 3:40 p.m.