

# College of San Mateo

## Curriculum Committee

December 5, 2024 (2:15 p.m.)

Building 10, Room 10-401

Zoom Meeting: <https://smccd.zoom.us/j/89503354464>

Meeting ID: 895 0335 4464

Call in using: +1 669 444 9171 US

## MINUTES

### Members Present

Chair

Academic Support and Learning Technologies

ASCSM Student Representative

Business/Technology

Counseling/Student Services

Counseling/Articulation Officer

Creative Arts & Social Science

Kinesiology Division

Language Arts Division

Math/Science Division

Jeremy Wallace

David Laderman

Wai Yan Oo

Sujata Verma, Lale Yurtseven

Leonardo Cruz, Trang Luong

Marsha Ramezane

Judith Hunt, Malathi Iyengar

Shana Young

Tamara Perkins, Kristi Ridgway

Christopher Smith, Beth LaRochelle

### Non-Voting Members

Danni Redding Lapuz, Deborah Laulusa,

Tammy Wong

### Absent/Excused

Academic Support and Learning Technologies

Instructional Design

Lia Thomas

Julieth Benitez

### Other Attendees

Yvette Butterworth, Guillermo Cockrum,

Vincent Li, Justin Merritt, Monique Nakagawa,

Hellen Pacheco, Phil Tran, Chris Walker,

Madeline Wiest, Todd Windisch, Sue Hwang

Chair, Jeremy Wallace, called the meeting to order at 2:25 p.m. He thanked Danni and VPI staff for providing the hot chocolate and cookies to the Committee. Motion by Marsha Ramezane to approve the agenda, seconded by Lale Yurtseven, all members voting "Aye."

### **Public Comments (2 minutes/person)**

**Jeremy:** Todd was referencing an item that came up in District Curriculum Committee (DCC) regarding a new process to determine equivalency if there is a new AP Exam or other new external exam created or modified significantly. The District now has a process where we bring together the discipline faculty,

articulation officer, and Dean from across the District into a working group (similar to the Equivalency Committee), and they are charged with figuring out equivalency between this exam and the courses that we offer. On the transcript side, the equivalent course would be noted with a code, and the students get credit for the course, and they don't have to retake it. DCC wants the Curriculum Chairs to find the faculty, but we are saying that's more like the Academic Senate's job, so we are figuring that piece out. Be on the lookout related to emails about this. Also, Madeline Wiest mentioned in the chat that they are kicking off the annual external exam review process in the Spring, and it would be a great time to revisit discipline equivalencies. She also linked the SMCCD's External Exam Charts for reference: <https://smccd.edu/creditforpriorlearning/ap.php>.

## **CONSENT AGENDA**

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Motion by Lale Yurtseven to approve the consent agenda, seconded by Chris Smith, all members voting "Aye."

- **Approval of Minutes from the November 14, 2024 and November 21, 2024 meeting**

- **Course Modification(s)**

ACTG	106	Accounting Cycle Survey (1.0) (DE update; 2-year update; change in instruction, texts)
ACTG	107	Time Value of Money Survey (1.0) (DE update; 2-year update; change in texts)
ACTG	108	Financial Statement Analysis Survey (1.0) (DE update; 2-year update; change in texts)
ACTG	118	Personal Investing (3.0) (DE update; 2-year update)
ACTG	119	Personal Financial Planning (3.0) (DE update; 2-year update; change in texts)
ACTG	121	Financial Accounting (4.0) (DE update; 2- year update; change in texts)
ACTG	131	Managerial Accounting (4.0) (DE update; 2-year update; change in texts)
ACTG	144	Quickbooks: Set-up and Service Business (1.5) (DE update; 2-year update; change in description)
ACTG	145	Quickbooks: Payroll and Merchandising Business (1.5) (DE update; 2-year update; change in description)
ACTG	161	Intermediate Accounting I (4.0) (DE update; 2-year update; change in texts)
ACTG	162	Intermediate Accounting II (4.0) (DE update; 2-year update; change in texts)
ACTG	163	Auditing (3.0) (DE update; 2-year update; change in texts)
ACTG	164	Governmental & Nonprofit Accounting (3.0) (DE update; 2-year update)
ACTG	165	Cost Accounting (3.0) (DE update; 2-year update; change in texts)

ACTG	167	Advanced Accounting (4.0) (DE update; 2-year update; change in texts)
ACTG	168	Financial Management for Accountants (3.0) (DE update; 2-year update; change in texts)
ACTG	169	Accounting Ethics (3.0) (DE update; 2-year update)
ACTG	175	Volunteer Income Tax Preparation (2.5) (DE update; 2-year update; change in texts)
ACTG	176	Enrolled Agent Exam Preparation (3.0) (DE update; 2-year update; change in texts)
ACTG	181	Taxation of Individuals Using Tax Software (4.0) (DE update; 2-year update; change in description, assignments, texts)
ACTG	182	Taxation of Business Entities Using Tax Software (4.0) (DE update; 2-year update; changes in text)
ACTG	183	Taxation of Trusts, Gifts, and Estates Using Tax Software (2.0) (DE update; 2-year update; change in texts)
ACTG	261	Tax Research & IRS Representation (0.5) (DE update; 2-year update; change in evaluation)
ACTG	262	Depreciation, Business & Repair (0.5) (DE update; 2-year update; change in description)
ACTG	263	Taxation of Small Business (0.5) (DE update; 2-year update)
ACTG	264	Lacerte Tax Software Basics (0.5) (DE update; 2-year update)
ACTG	265	Taxation of Rental Real Estate (1.0) (DE update; 2-year update; changes in description)
ACTG	266	Tackling K-1s and Common Tax Deductions/Credits (0.5) (DE update; 2-year update)
ACTG	277	VITA Advanced (1.0) (DE update; 2-year update; changes in texts)
BLDG	735	ADA Building Requirements (3.0) (DE update; 2-year update; changes in texts)
DENT	701	Dental Science I (3.0) (DE update; 2-year update; changes in objectives, texts)
DENT	703	Allied Health Communication (1.0) (DE update; 2-year update; changes in texts)
SOSC	310	Special Population Groups in Addiction Studies (3.0) (DE update; 2-year update; changes in texts)

- **Course Deactivation(s)**

DRAF	122	Computer-Aided Drafting II
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## **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)**

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|------|-----|---|
| ART  | 234 | Introduction to Printmaking (3.0) – <b>postponed.</b><br>Suggestion to change title to “Printmaking I” to align with Skyline’s ART 234 and need Discipline Assignment.  |
| BIOL | 221 | Botany (4.0) – <b>approved.</b> <i>Discipline assignment: Biology. Motion by Shana Young, seconded by Chris Smith, all members voting “Aye.”</i><br>(New DE Supplement; proposed for GE Area E5; existing course modification with new course number)<br>Units changed from 5 to 4 so that the course matches up for transfer. Chris is working with Marsha on the Biology AS-T Degree alignment.   |
| ESL  | 835 | ESL for Parents of Elementary School Children (2.0) - <b>approved with changes to description, credit notation, and SLOs.</b> <i>Discipline Assignment: ESL. Motion by Dave Laderman, seconded by Tamara Perkins, all members voting “Aye.”</i><br>Discussion among the Committee related to “non-credit” designation and issues with District ITS and the backend work to get this type of notation on the schedule. Faculty agreed with suggestion to change this to a “credit” course, so it will be 2-units, non-degree applicable. |
| MATH | 221 | Preparation for (B)STEM Math (4.0) – <b>approved with inclusion into GE Area 2, changes to description and SLO.</b> <i>Discipline assignment: Mathematics. Motion by Chris, seconded by Malathi Iyengar, all members voting “Aye.”</i><br>(New DE Supplement)<br>Faculty will work with Jeramy on SLO and description change. Committee suggested to add this course to CSM Local GE Area 2, and faculty agreed.  |

- **Course Modification(s)**

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|------|-----|---|
| COSM | 763 | Braiding and Hair Design I (1.5) – <i>approved. Motion by Lale, seconded by Sujata Verma, all members voting “Aye.”</i><br>(DE update; 2-year update; change in prerequisite) |
|------|-----|---|

- **New Program(s)**

- Modern Policing – AS Degree (45 units) – **approved with edit on List B unit count total.** *Motion by Marsha Ramezane, seconded by Leo Cruz, all members voting “Aye.”*  
List B units should total 30-33, which then changes the total for the degree to 42-45 units.
- Sales Professional – Certificate of Specialization (15 units) – **approved.** *Motion by Lale, seconded by Chris, all members voting “Aye.”*

- **Program Modification(s)**

- Broadcast and Electronic Media – AA Degree (Addition of 1 required course, total units increased from 18-21)- **postponed**.
- International Business – Certificate of Achievement (modification of required and non-core course units) – **approved**. *Motion by Chris, seconded by Sujata, all members voting “Aye.”* Faculty created this certificate to provide more stackable certificates that are lined up with the AS and Transfer Degree, so students don’t have to take extra courses.

## **OPEN AGENDA**

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- **Curriculum Handbook – approved**. *Motion by Malathi, seconded by Tamara, all members voting “Aye.”*

Members have had two months to look at a draft and opportunities to give feedback, comments, revisions, edits, and deletions. Committee discussed section on TBA, and Chris Smith is going to locate a document from the State Chancellor’s Office for guidance on the description for TBA. Guillermo Cockrum, CSM SLOAC, commented on best practices and a shared commitment for SLOs to align with program learning outcomes and ultimately with Institutional Learning Outcomes (ILOs). Committee approved these edits, and Jeramy will compile and post. Next semester, the Committee will work on the GE Handbook, and Jeramy asked for volunteers to work on that.

- **Area 7 Courses**

Committee discussed the inclusion of COMM 110, 115, 130, 140, and 150 in Area 7. Kristi Ridgway shared documentation from the COMM faculty justifying these courses as they align with Self-Development Outcomes. Another aspect of this is that Cal-GETC is not yet clear regarding which section COMM courses will fit into, so that’s an additional item to consider as to what courses students will take. In discussing the merits of including certain COMM courses into Area 7 based on interdisciplinary reasoning or applicable skills, Chris Walker, former CC Chair, stated that when he was working on this Area, the focus for these types of courses was: does your course do these things as a whole; is the purpose of the course for self-development? Committee noted that some of the course outlines do not match with the justifications that Kristi shared.

COMM C1000 (formerly COMM 110): Public Speaking (3) – **denied**. 4 “Ayes,” 6 “Nays” (Dave Laderman, Chris Smith, Malathi Iyengar, Beth LaRochelle, Wai Yan Oo, Lale Yurtseven), 0 Abstentions.

COMM 115: Survey of Human Communication (3) – **denied**. 1 “Aye,” 9 “Nays” (Leo Cruz, Dave Laderman, Trang Luong, Chris Smith, Beth LaRochelle, Sujata Verma, Wai Yan Oo, Malahti Iyengar, Lale Yurtseven), 0 Abstentions.

COMM 130: Interpersonal Communication (3) – **approved**. 6 “Ayes,” 2 “Nays” (Chris Smith, Malathi Iyengar), 2 Abstentions (Dave Laderman, Wai Yan Oo).

COMM 140: Small Group Communications (3) – **approved**. 3 “Ayes,” 2 Nays” (Chris Smith, Malathi Iyengar), 4 Abstentions (Wai Yan Oo, Dave Laderman, Beth LaRochelle, Leo Cruz).

COMM 150: Intercultural Communications (3) – **approved**. 3 “Ayes,” 5 “Nays” (Beth LaRochelle, Dave Laderman, Chris Smith, Wai Yan Oo, Malathi Iyengar), and 1 Abstention (Leo Cruz).

Continued discussion related to Chris Walker’s point of whether or not this course as a whole and its purpose is for self-development. Additionally, further comments by the Committee about how the course outlines says one thing, but there’s an informal explanation that the course will do something totally different, and that makes it difficult for instructors, especially new ones, to teach these courses.

PSYC 310: Positive Psychology (3) – **denied**. 3 “Ayes,” 4 “Nays” (Beth LaRochelle, Dave Laderman, Chris Smith, Malathi Iyengar), and 2 Abstentions (Leo Cruz, Wai Yan Oo).

Psychology faculty felt like this course meets the requirement of Area 7b5: Implement personal development strategies for maintaining financial, physical or mental well-being. Committee discussed how course focuses more on theory vs. practicality. Judith Hunt said that if Psychology faculty care enough about having this course in Area 7, they will revise the course outline to make it representative.

PSYC 320: Psychology of Wellness: The Mind-Body Connection (3) – **approved**. 8 “Ayes,” 1 “Nay” (Chris Smith), and 0 Abstentions.

The content sounds academic, but the course description sounds like students will be doing the techniques.

PSYC 330: Sports Psychology (3) – **denied**. 0 “Ayes,” 9 “Nays” (Beth LaRochelle, Leo Cruz, David Laderman, Trang Luong, Chris Smith, Wai Yan Oo, Malathi Iyengar, Lale Yurtseven, Sujata Verma), 0 Abstentions.

Any student can take this course, but description reads very theoretical.

Kinesiology emailed Jeramy and requested to take DANC 400 out of Area 7.

- **Course Placement for Area 2: Mathematical Concepts and Quantitative Reasoning – postponed.**

CSM’s old local degree included a math competency, but no general education area specifically for math courses. Math was thrown into one area that included oral communications, critical thinking, and analytical thinking. Now we have to go through and separate out the math courses since it has its own area now. For our meeting in January, we will have the conversation of which of the classes in our current Area 1B should be moved to the new Area 2. Apologies to Chris Walker, Dean of Math Sciences, for joining the meeting, but we didn’t get to the actual selection today.

- **Ethnic Studies and AH & I**

Malathi reported back that the Ethnic Studies department agreed to take out the ethnic studies courses from Area 8: American History and Institutions.

**Meeting adjourned at 3:59 p.m.**