

College of San Mateo

Curriculum Committee

February 27, 2025 (2:15 p.m.)

Building 10, Room 10-468

Zoom Meeting: <https://smccd.zoom.us/j/85294368285?pwd=pm40ckebFlhnW7l6qGXBsmX0hH5FLt.1>

Meeting ID: 852 9436 8285

Call in using: +1 669 444 9171 US

MINUTES

Members Present

Chair	Jeremy Wallace
Academic Support and Learning Technologies	David Laderman, Lia Thomas
Business/Technology	Sujata Verma, Lale Yurtseven
Counseling/Student Services	Leonardo Cruz
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Judith Hunt, Malathi Iyengar
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Math/Science Division	Beth LaRochelle

Non-Voting Members

Danni Redding Lapuz, Deborah Laulusa,
Tammy Wong

Absent/Excused

ASCSM Student Representative	Wai Yan Oo
Language Arts Division	Tamara Perkins, Kristi Ridgway
Math/Science Division	Christopher Smith

Other Attendees

Justin Merritt, Sarah Artha Negara, Arielle
Smith, Huy Tran, Phil Tran, Madeline Wiest

Chair, Jeremy Wallace, called the meeting to order at 2:18 p.m. Motion by Sujata Verma to approve the agenda, seconded by Lale Yurtseven, all members voting "Aye."

Public Comments (2 minutes/person)

Marsha Ramezane: Trang is the new Articulation Officer at Cañada, so starting today, I'm back to being a voting member.

Deborah Laulusa: The VPI Office Curriculum Team will hold office hours in March and April to assist faculty if they are encountering technical difficulties in Curricunet. When faculty show up for office hours, we will ask them if they've met with their Division Reps first, and we will remind them that we are the backup. The upcoming hours will be: March 20th (2-3 PM); April 7th (2-3 PM); April 28th (2-3

PM); May hours will be posted if necessary. Starting in the Fall, we will do the same, and start offering office hours earlier in the academic year to connect with faculty.

Jeramy: I want to underscore the Division Rep's role as the first line of defense for Curriculum.

Beth LaRochelle: As Math/Science Division Reps, we've been stressing at our Division Meetings that faculty should go to Division Reps first when they have questions.

Julieth Benitez: Draft of the revised Curriculum Handbook has been distributed across campus and Divisions, and I will incorporate the comments and format. There's a shared doc in Google, and I will send it to Jeramy afterwards. Will we then make the document live?

Jeramy: Let's check-in about this, and the Curriculum Handbook should live on SharePoint.

Danni Redding Lapuz: We should also put the Curriculum Handbook on the Office of Instruction site under "Curriculum" as a SharePoint link.

CONSENT AGENDA

Motion by Marsha to approve the consent agenda, seconded by Judith Hunt, all members voting "Aye."

- **Approval of minutes from the January 23, 2025 meeting**

- **Course Modification(s)**

PHIL 244 Introduction to Ethics: Contemporary Social and Moral Issues (3.0)
(DE update; 6-year update; change assignments, texts)

- **Memo(s)**

- Removing "CSU Transferable" from DENT 753
- Course Number Changes Due to Duplication

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)**

BIOL 211 Zoology (4.0) – **approved with changes to SLOs and assignments.** Discipline assignment: *Biological Sciences*. Motion by Judith, seconded by Beth, all members voting "Aye."
(Proposed for GE Area 5: Natural Science)
Suggested edits to SLOs and removal of a redundant assignment from the Committee. Judith pointed out a discord between the soft science SLOs vs. the recommended prep, and updates were made to the SLOs to fix this. Clarification by Marsha that she will start 2-year process of submitting for Fall 2025 UC/CSU Transferrable, and that this course is part of bringing back AS-T Biology.

KINE 680MA Konnect® Method Pilates Training (2.0) – **approved with adding copyright symbols throughout and Dean Andreas Wolf looking into a letter of agreement on the copyright.** *Discipline assignment: Kinesiology. Motion by Shana, seconded by Beth, all members voting “Aye.”*
 Discussion on use of copyright symbol throughout the course outline for consistency and legality. Faculty discussed the Konnect® curriculum and mode of delivery teaching system. Lale emphasized the need to include the copyright throughout the course to cover all the facets of this methodology, curriculum, and training program, and suggested getting an agreement in writing with the inventor approving use of this course at CSM. Jeremy recommended contacting Dean Andreas Wolf to obtain this letter of agreement. Since this is an experimental course, it can be offered in the Fall.

- **Course Modification(s)**

CRER 126 Career Assessment & Exploration (1.0) – **postponed.**
 (New DE Supplement; 6-year update; changes in title, recommended prep, transfer credit, AA/AS Degree Requirement, CSU GE, SLOs, objectives, and texts; proposed for GE Area 7)
 Marsha spoke about the minor changes in the course title and unit value so that it would be in alignment with Skyline’s course. This course is designed for undecided students, who would get feedback from the course based on their interests and abilities, and also provide opportunities to peak with career counselors about majors and careers. There is a need to find a more recent textbook (perhaps an OpenStax option), so Marsha will take this back to the faculty to discuss.

Suggestions for modifying course content on “conducting career research” to include the *Occupational Outlook Handbook* to (3b) Web-based resources: Eureka, Linkedin, U.S. Department of Labor (O-Net), Occupational Outlook Handbook (<https://www.bls.gov/ooh/>).

CRER 127 Job Search Strategies (1.0) – **postponed.**
 (DE update; 6-year update; change in title, units, hours, GE area; SLOs, instruction, assignments, evaluation, and texts; proposed for GE Area 7)
 Second half of CRER 126 for students looking and preparing for employment. Change in title and units also for alignment with Skyline. Suggestion to consider the role of AI and writing resumes/CVs, and Marsha will also discuss with faculty to update the text.

- **New Program(s)**

- Sales Professional – Certificate of Achievement (24 units) – **postponed.**
 Marsha asked if these courses will be offered on a regular basis, and faculty Phil Tran said that

all courses are part of normal course offerings offered at least once a year. Committee noticed that BUS. 189 is still pending, and Phil needs to look at the requested changes and make updates. Programs should be approved with or after BUS. 189 is approved, so this program is being sent back to Phil so that the class and program can be approved at the same meeting.

OPEN AGENDA

- **Area 1b and Area 2 Course Approvals – *approved*.** Motion by Judith, seconded by Lale, all members voting “Aye.”

Jeremy reported back from District Curriculum Committee (DCC) the urgency of having our GE pattern completed. After getting feedback from colleagues and Dean of Math/Science Chris Walker, CIS 401 and CIS 402 will remain in Area 2.

After Committee discussion, the following courses have been removed from Area 1B: CIS 135, 137, 138, 255; ENGR 130; PHIL 160, 175; and PSYC 120. Recently approved courses will also be added to the GE pattern based on their approved GE area.

- **General Education Handbook**

With the new areas for local GE, the *GE Handbook* is out of date and needs to be revised. Jeremy asked for a team of folk to work on it and get it approved by the end of the semester. This revision is also required for our accreditation. Malathi Iyengar, Lia Thomas, Judith Hunt, and Jeremy Wallace will work on this together.

- **Information Competency Title – *approved*.** Motion by Judith, seconded by Lale, all members voting “Aye.”

In reviewing the GEs at the DCC, it was noticed that CSM has a different title than Skyline for “Information Competency.” Skyline uses “Information Literacy.” Lia said that the librarians like “Information Literacy” better, and that this review is part of a bigger picture that the other District librarians have been tasked to look at this year. Cañada doesn’t have this requirement, so we are only looking to align with Skyline. The Committee made the decision to change our title to match Skyline’s “Information Literacy.”

Meeting adjourned at 3:29 p.m.