

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

MINUTES

Members Present

Chair	Jeremy Wallace
Academic Support and Learning Technologies	David Laderman, Lia Thomas
Business/Technology	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
Language Arts Division	Tamara Perkins
Math/Science Division	Christopher Smith, Beth LaRochelle

Non-Voting Members

Danni Redding Lapuz, Deborah Laulusa,
Tammy Wong

Absent/Excused

ASCSM Student Representative	Wai Yan Oo
Business/Technology	Sujata Verma

Other Attendees

Christy Baird, Justin Merritt, Sharon Quach, Arielle
Smith, Phil Tran, Madeline Wiest

Chair, Jeremy Wallace, called the meeting to order at 2:20 p.m. Marsha Ramezane requested to postpone CRER 126 and 127 until the next meeting. Motion by Marsha to approve the agenda with changes, seconded by Beth LaRochelle, all members voting "Aye."

Public Comments (2 minutes/person)

Beth: Common Course Numbering. If I have not been to your Division meetings, I will be sending emails out to faculty who have CCN courses this round, and they can be on the lookout for this email.

Deborah Laulusa: CurricUNET office hours for 4/20 are cancelled. We will restart in April.

CONSENT AGENDA

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

- **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

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)**

BUS.	189	Fundamentals of Personal Selling (3.0) – approved . Discipline assignment: Business. Motion by Judith, seconded by Tamara Perkins, all members voting "Aye." (New DE Supplement)
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- **Course Modification(s)**

COSM	764	Braiding and Hair Design II (1.5) – approved . Motion by Judith, seconded by Lale Yurtseven, all members voting "Aye." (DE update; 2-year update; change in prerequisite, texts)
CRER	126	Career I: Career Assessment and Exploration (1.0) – postponed . (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) – postponed . (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) – **approved**. *Motion by Marsha, seconded by Lale, all members voting “Aye.”*

This certificate was designed for working professionals, sales/customer service type of roles, and it is not transfer-track. It stacks on top of the Sales Professional CS (15 units), and we added three more courses to create this 24-unit CA.

Committee also discussed policy surrounding making a course that is not part of a certificate, but a certification. Jeremy stated that the course needs to be housed somewhere, whether placed into the GE pattern or be an elective listing in a certificate degree. When creating the course, faculty should have this in mind, and they could also work with Curriculum Committee to find an appropriate place to house the course.

- **Memo(s)**

- Request Revisions to EMC 425 and FIRE 721 – **approved with changes to SLOs**. *Motion by Beth, seconded by Chris Smith, all members voting “Aye.”*

Christy Baird shared with the Committee that she is requesting the removal of materials fees from EMC 425. Danni Redding, Acting VPI, shared that these material fees would go to pay for a card from the Red Cross, which is an outside agency. Per District policy, we can't collect money from students and then pay the outside agency; the students have to pay directly.

Committee discussed with Christy why she was making changes to the SLOs. She explained that FIRE 721 is a pre-academy class, and there is a goal of increasing the number of women passing the Academy, so these SLO changes are adjustments to add more fitness to the course. The course will keep the same amount of instruction and offer more information on the equipment, since it was suggested that adding more fitness would help give applicants a realistic expectation of what the Academy will be like.

OPEN AGENDA

- **Phased Deadlines for Submitting Curriculum**

There is a huge influx of curriculum submitted from November through January. The Committee has brought up before of possibly having phased deadlines for submitting curriculum. We would assign by Division or department when folks need to submit for course modifications. This pacing would provide a consistent flow of courses to the Committee and wouldn't overburden the Tech Committee of having to review a huge number of courses all at once. Perhaps it could be a Fall one and a Spring month for each Division/department. Beth suggested that since CTEs are on a 2-year review, that they could be assigned a Spring date, and the Committee could also balance out the department-heavy ones with the lighter ones each month. Committee also suggested including the caveat that if you cannot get your courses submitted during your designated time, that the Committee cannot guarantee them going through.

Danni suggested front-loading this plan to the Divisions and letting faculty know the semester before of when their courses are scheduled for the meeting, so that they can start working on their courses. It was also suggested to have a session during August Flex Day for faculty whose courses are scheduled for Fall meetings, and also as a way to outreach the new plan. Jeremy said that he will work together with the Curriculum Committee Agenda prep team to come up with a draft schedule. This schedule would be for

just courses with minor modifications, since these changes do not affect Marsha for articulation submissions.

- **Materials Fees**

Danni stated that in the last few years, the District has actively worked on removing financial barriers for students – parking, tuition, materials fees. Given this, some programs have shifted away from “materials fees” and have created kits for students to purchase, or the materials are absorbed by the Division and purchased by the department.

Jeremy wanted to discuss how the Committee handles the documentation of materials fees in Curricunet. While it’s great that the District is removing barriers, what happens when policies and people change in the future? If a faculty member submitted a course in Curricunet that stated they need materials fees for a course to run, how do we ensure that this is documented, and that this information isn’t lost if policies do change, such that a course, when it was built and designed and approved, did have this extra charge attached to it.

Danni said that Curricunet can generate historical data if needed. She has been using this information to map out what instructional materials have been entered to determine how much funding needs to be reallocated to secure funds and a funding source for upcoming semesters. She will document and share once completed.

Jeremy asked if it was possible to see how much it costs to run a course including materials fees, the cost budgeted beyond the faculty salary. He was concerned that if we take the materials fees off of Curricunet, there would be no assurance that a course would get that money to run the class. Without documented budget for these courses, a Dean could say that faculty is spending too much money on a course, when all along this amount was part of the course submission. We don’t want to run into budget issues. Danni does not think that this information can be generated and gathered right now, as the PRIE and budget offices are working on accreditation-related matters.

Chris said that science courses no longer have materials fees. They were removed after lots of discussion surrounding ZTC courses. For biotech courses, there was a materials fee documented in Curricunet, and Chris was asked how he would pay for the course. Chris was able to get outside funding, but this is limited. Beth also mentioned that the paperwork related to materials fee usage involves so many restrictions, her former Dean said that it was easier to augment the fees with departmental budget.

Danni said that if a course will cost money, then faculty should have a meeting first to review the needs. There should be curriculum consultations for new programs and how they will impact the institution.

Malathi reiterated the concern for how much it costs to run any class outside of salaries, and how the Committee keeps track of this. Additionally, she brought up the need for consistency of when students are charged for materials fees or not. Danni clarified that materials are consumables provided by the College vs. student purchases, and also said that gift of public funds is another consideration, but that other models could be considered, such as housing a textbook at the library to be checked out by students. If we remove material fees, there needs to be another mechanism for budgeting.

Lia commented that it's not in the library's budget to provide books for every class. While books can be gifted by others to have a class set to loan out, the library cannot be a depository for all books due to staffing and space limitations.

The Committee discussed that it's important that we are clear about our goals and what we're trying to achieve for the policy related to materials and what to look for in courses coming through for the future. Julieth Benitez said that it's important to have a data-informed, evidence-based conversation into what students need. The Committee will revisit this next year when it is able to get the information of the institutional cost of running a course per the course outline (aside from the textbook and faculty salary), and how to institutionalize the budget process with curriculum.

Meeting adjourned at 3:20 p.m.