

College of San Mateo

Curriculum Committee

September 25, 2025 (2:15 p.m.)

Building 10, Room 10-468

Zoom Meeting: <https://smccd.zoom.us/j/89148507277>

Meeting ID: 891 4850 7277

Call in using: +1 669 444 9171 US

MINUTES

Members Present

Chair	Malathi Iyengar
Academic Support and Learning Technologies	David Laderman, Lia Thomas
Business/Technology	Hellen Pacheco, Lale Yurtseven
Counseling/Student Services	Leonardo Cruz
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Jeremy Ball, Michelle Mullane
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Tamara Perkins, Keira Travis
Math/Science Division	Beth LaRochelle, Chris Smith

Non-Voting Members

Niki Castello, Chris Walker, Deborah Laulusa

Absent/Excused

ASCSM Student Representative	
Counseling/Student Services	Trang Luong
Math/Science Division	Chris Smith

Other Attendees

Natalie Alizaga

Chair, Malathi Iyengar, called the meeting to order at 2:18 p.m. Motion by Marsha to approve the agenda, seconded by Jeremy, all members voting "Aye."

Public Comments (2 minutes/person)

Committee discussion about QOTL (Quality Online Teaching and Learning) 1 & 2 trainings, the funding and facilitation, requirements and enforcement, and the exceptions where process or structure is missing.

Shana asked if it could be offered as part of Flex.

Chris W. announced there would be a memo forthcoming to create an overarching policy, and that it could be made part of Flex training.

Julieth clarified that ASLT is providing the training but not making the policy requirements.

CONSENT AGENDA

Request by David to move BUS 208 from the consent to the substantive agenda. Motion by Jeremy to approve the consent agenda, seconded by Julieth, all members voting "Aye."

- **Approval of minutes from the September 11, 2025 meeting**

- **Course Modifications**

BUS	100	Introduction to Business (3.0) (DE update; 2-year update; change in objectives, assignments, texts.)
BUS	101	Human Relations At Work (3.0) (DE update; 2-year update; change in texts.)
BUS	113	Personal Finance (3.0) (DE update; 2-year update; change in objectives, texts.)
BUS	118	Spreadsheets (3.0) (DE update; 2-year update; change in methods of instruction, texts.)
BUS	125	International Business (3.0) (DE update; 2-year update; change in objectives, assignments, texts.)
BUS	150	Small Business Management (3.0) (DE update; 2-year update; change in instruction, evaluation.)
BUS	174	The Business Plan (3.0) (DE update; 2-year update; change in instruction, texts.)
BUS	180	Introduction to Marketing (3.0) (DE update; 2-year update; change in assignments.)
BUS	205	Business Ethics and Social Responsibility (3.0) (DE update; 2-year update; change in assignments.)
BUS	209	Data Visualization (3.0) (DE update; 2-year update; change in texts.)
BUS	230	International Marketing (3.0) (DE update; 2-year update)
BUS	232	Sales Management (3.0) (DE update; 2-year update; change in evaluation, texts.)
BUS	233	Social Media Marketing (3.0) (DE update; 2-year update; change in evaluation, texts.)
CIS	140	Big Data Analytics (4.0) (DE update; 2-year update; change in texts.)
CIS	254	Introduction to Object-Oriented Program Design (4.0) (DE update; 2-year update; change in texts.)
CIS	256	(CS2) Data Structures: Java (4.0) (DE update; 2-year update; change in SLOs, texts.)
CIS	363	Enterprise Database Management (4.0) (DE update; 2-year update; change in texts.)

CIS	364	From Data Warehousing to Big Data (4.0) (DE update; 2-year update; change in texts.)
CIS	401	Introduction to Machine Learning (4.0) (DE update; 2-year update; change in texts.)
CIS	402	Introduction to Artificial Intelligence (4.0) (DE update; 2-year update; change in SLOs, texts.)
COSM	732	Cosmetology III (9.5) (DE update; 2-year update; change in content.)
DGME	103	Fundamentals of Two-Dimensional Design (3.0) (DE update; 2-year update; change in description, assignments, texts.)
DGME	105	Introduction to Digital Media (3.0) (DE update; 2-year update; change in assignments,
DGME	216	Intermediate Graphic Design (DE update; 2-year update; change in description, assignments, texts.)
FILM	140	Contemporary World Cinema (4.0) (DE update; 6-year update; change in texts.)
INDV	251.1	Tennis I (DE update; 6-year update)
LCTR	698	Supervised Tutoring/Academic Assistance (0.0) (6-year update; change in description, SLOs, content, instruction, evaluation.)

- **Course Deactivations**

CIS	113	Ruby Programming (4.0)
CIS	133	NoSQL Databases (3.0)
ENGL	850	Individual Writing Instruction (0.5-3.0)

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.

- **Course Modifications**

BUS	208	Quantitative Business Analysis (3.0) - approved with correction of typo and rewording of the last line of the course description. Motion by Jeremy, seconded by David, all members voting "Aye." (DE update; 2-year update; change in description, SLOs, objectives, content, texts.) David addressed his comments about the last sentence of the course description, which sounds like an SLO: "Students will become comfortable with articulating their analysis to a non-technical audience." He suggested it be rephrased. Malathi suggested alternate wording of "students will practice..." Lale was agreeable to the need to revise it and the suggested revision.
BUS	136	Business Finance (3.0) – approved.

Motion by Lale, seconded by Beth, all members voting "Aye."
(DE update; 2-year update; change in recommended preparation.)
There was a comment to consider differentiating SLOs (student learning outcomes) from SIOs (specific instructional objectives). Malathi informed the group that it is somewhat common and it does not go against guidelines for the SLOs and SIOs to be identical. Jeremy added that to be in compliance with accreditation, SLOs have to be assessed and measured in cycles while the SIOs do not, with the suggestion to keep SLOs limited to what can be assessed and measured while SIOs can be more numerous. David commented that his understanding is that these two sections should not be identical. Michelle added that the guidance from the state is that they should not match; SLOs are outcomes for assessment and SIOs are objectives. Beth commented that feedback from the last accreditation visit was that it is fine if they are the same, but to make them slightly different so they reflect the different perspectives of students and the instructor. Julieth, from her instructional design perspective, commented that they should be different and that should be communicated out to faculty. Chris W. said this should be included in the Faculty Handbook and Julieth affirmed that it is.

- **Program Modification**

- International Business – AS Degree: changes in outcomes, major requirements. **Approved.**
Motion by Jeremy, seconded by Dave, all members voting "Aye."
Jeremy asked the reason for the update. Lale explained it was to reduce the number of units because it was very high, and to give students the option to specialize in one area because students usually do this degree in parallel with their transfer degree.

OPEN AGENDA

- **District Curriculum Software RFP Update**
Malathi provided an update to the group on the RFP Committee which is selecting the new software to replace CurricuNet; they have finally agreed to have the three college curriculum specialists on the committee. Chris provided information on the two-year timeline, with the first year allocated for proposals, evaluation, and selection and the second year for implementation, adoption and training.
- **Tech Review: Workflow and Prioritization**
Malathi announced that the tech review following this meeting will pertain to those involved in tech review or distance education, however, all are welcome to stay.

Meeting adjourned at 2:56 p.m.