



**CURRICULUM COMMITTEE**  
**Minutes**  
**Thursday, November 16, 2023**  
**1-2:30pm, Zoom/9-154**

**Members Present:** Lisa Palmer, Gloria Darafshi, Bob Lee, Ana Miladinova, Nick Carr, Maureen Wiley, Chialin Hsieh, Martin Partlan, Adriana Lugo, Frank Nguyen Le, Kristina Brower, Leonor Cabrera, Maria Lara

**Members Absent:** Danny Lynch, Gonzalo Arrizon, David Monarres, Oscar Arreola Buendia

**Guests:** Lezlee Ware, Chase Mirassou, Gina Hooper, Hyla Lacefield, Ameer Thompson, Monica Malamud, Carole Meagher, Elsa Torres, Kathleen Sullivan-Torrez, James Carranza

**1) Adoption of Agenda**

**Motion** – to adopt the agenda: M/S: Leonor Cabrera, Martin Partlan

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

**Consent Agenda**

**2) Approval of Minutes – November 16, 2023**

**3) Curriculum Items:**

***Business, Design & Workforce***

**i. Kippes, Althea**

1. **LEGL 241 - Law Office Management (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision
2. **LEGL 249 - Introduction to the Legal System (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision
3. **LEGL 254 - Family Law (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision
4. **LEGL 261 - Legal Ethics (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision
5. **LEGL 263 - Intellectual Property Law (3.00)** (Modified Course Proposal) Proposed Changes: Textbooks Revision

6. **LEGL 264 - Contracts (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
7. **LEGL 267 - Animal Law (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
8. **LEGL 269 - Elder Law (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
9. **LEGL 272 - Immigration Law (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
10. **LEGL 672 - Cooperative Education: Internship (1.00)** (Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Textbooks Revision
11. **LEGL 695 - Independent Study (0.50)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision

***Humanities & Social Sciences***

ii. **Malamud, Monica**

1. **SPAN 220 - Spanish for Heritage Speakers I (4.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Revision
2. **SPAN 230 - Spanish for Heritage Speakers II (4.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Revision

iii. **Smith, Ami**

1. **PSYC 200 - Developmental Psychology (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Lecture Content Revision, Representative Assignments Revision, Representative Instructional Methods Revision, Textbooks Revision

iv. **Ware, Lezlee**

1. **PLSC 103 - Critical Thinking About World Politics (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision
2. **PLSC 130 - Introduction to International Relations (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision
3. **PLSC 150 - Introduction to Political Theory (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision
4. **PLSC 170 - Introduction to Comparative Politics (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision
5. **PLSC 210 - American Politics (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Revision, Textbooks Revision
6. **PLSC 310 - California State and Local Government (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision

***Kinesiology, Athletics & Dance***

- v. **Carr, Nicholas**
  - 1. **VARs 350 - Women's Varsity Badminton (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
- vi. **Gaspar, Erik**
  - 1. **VARs 104 - Varsity Baseball (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - 2. **VARs 300 - Varsity Basketball: Women (1.50)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - 3. **VARs 340 - Varsity Women's Volleyball (3.00)** (Modified Course Proposal)  
Proposed Changes: Textbooks Revision

***Science & Technology***

- vii. **Partlan, Martin**
  - 1. **PHYS 405 - Applied Radiographic Physics (3.00)** (Modified Course Proposal)  
Proposed Changes: Distance Education Revision, Textbooks Revision

**Motion** – to approve the consent agenda, including meeting minutes of November 16, 2023 meeting: M/S: Leonor Cabrera, Martin Partlan

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

<b><i>Substantive Agenda</i></b>
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**1) Curriculum items:**

***Business, Design & Workforce***

- **Brower, Kristina**
  - **AA-T Associate in Arts Degree for Transfer Elementary Teacher Education** (Program Modification)

Kristina Brower presented on behalf of the above item. She noted that there is one change in adding an art course to the program to align with requirements set forth by SFSU. Gloria shared that there are numerous required courses for this degree because it is similar to a liberal arts degree. There are several courses that are not part of the degree, including MATH 150 and CHEM 114. Gloria shared that Skyline has this degree, and they are offering MATH 150, but on campus. Students who live in other areas of the county cannot be expected to go to Skyline in person, and Gloria would appreciate how the committee can work together to advocate for the offerings needed within this degree. Kristina shared that she has been in communication with Skyline, and an idea has arisen surrounding alternating necessary course offerings among the various campuses. Historically, Kristina shared that degree obtainment has been low, and this often has to do with course availability. Currently in California, there will be a new degree emerging called a K-3 Specialist Credential, and it seems many more students will want to obtain this degree. Therefore, it is necessary for counselors and

students to be informed about the course offerings that are required for this degree pattern.

**Motion** – to approve the program modification to AA-T Associate in Arts Degree for Transfer Elementary Teacher Education: M/S: Bob Lee, Frank Nguyen Le

**Discussion**— Leonor asked for clarification regarding the transferability of the math course being required in this degree. Gloria clarified that the required math course is transferable, noting that the only math class that is accepted as part of this AA-T and this program at SFSU is Math 150.

**Abstentions** – none

**Approval** – approved unanimously

- **Torres, Elsa**
  - **INTD 148 - Color and Design (3.00)** (Modified Course Proposal)  
Proposed Changes: Prerequisite Revision
  - **INTD 300 - Studio I: Home Staging (3.00)** (Modified Course Proposal)  
Proposed Changes: Units Revision
  - **Certificate of Achievement Home Staging** (Program Modification)

Elsa Torres presented on behalf of this item. She shared that INTD 148 was approved last meeting. The only change for this meeting is adding one unit to INTD 300. During the pandemic, it was assessed that two units was sufficient to share the course content. Since coming back to campus and offering the course in person, an additional unit is required to include field strips, guest speakers, hands on exercises, and visitation. Regarding the change to the Certificate of Achievement, INTD 301, the portfolio course, has been removed from the certificate. With the removal of INTD 301, the certificate would still have 24 units.

**Motion** – to approve the course modification to INTD 300 and the Program Modification to Certificate of Achievement Home Staging: M/S: Bob Lee, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

### *Kinesiology, Athletics & Dance*

- **Miladinova, Ana**
  - **AA-T Associate in Arts Degree for Transfer Kinesiology** (Program Modification)

Ana Miladinova presented on behalf of this item. She shared that last meeting, Afro-Cuban Dance was approved as were the modifications for the unit offerings for ballet and Tango Argentino, to offer the possibility of .5 units or 1-unit options. Therefore, these changes are being modified and reflected in the degree. In summary, the change includes adding Afro-Cuban Dance and the unit changes for Ballet and Tango Argentino. In addition, AQUA 127.3 and

127.4 were also included (both were previously approved in Curriculum Committee).

**Motion** – to approve the program modification to AA-T Associate in Arts Degree for Transfer Kinesiology: M/S: Bob Lee, Frank Nguyen Le

**Discussion**— none

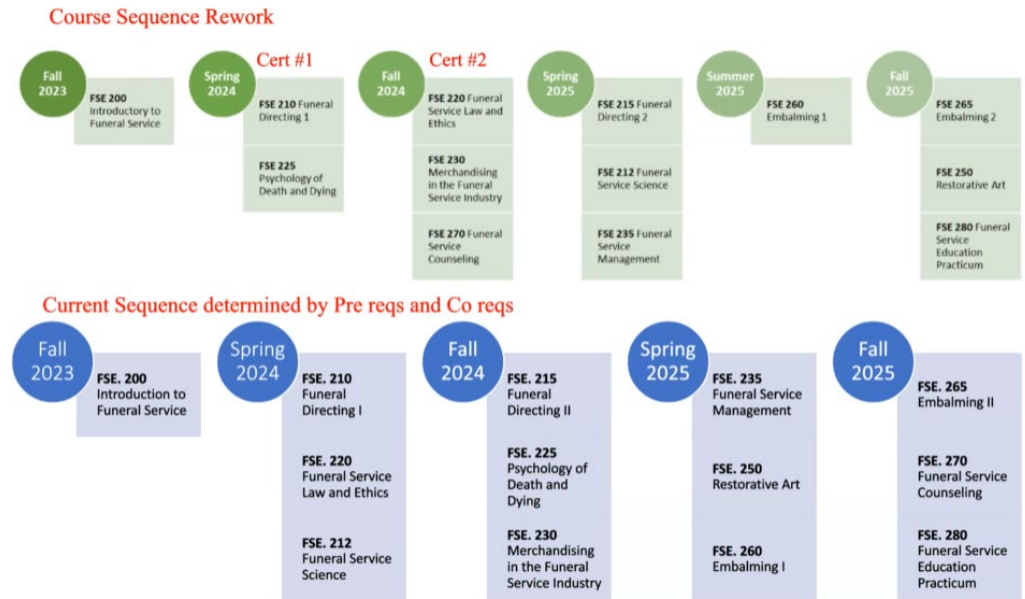
**Abstentions** – none

**Approval** – approved unanimously

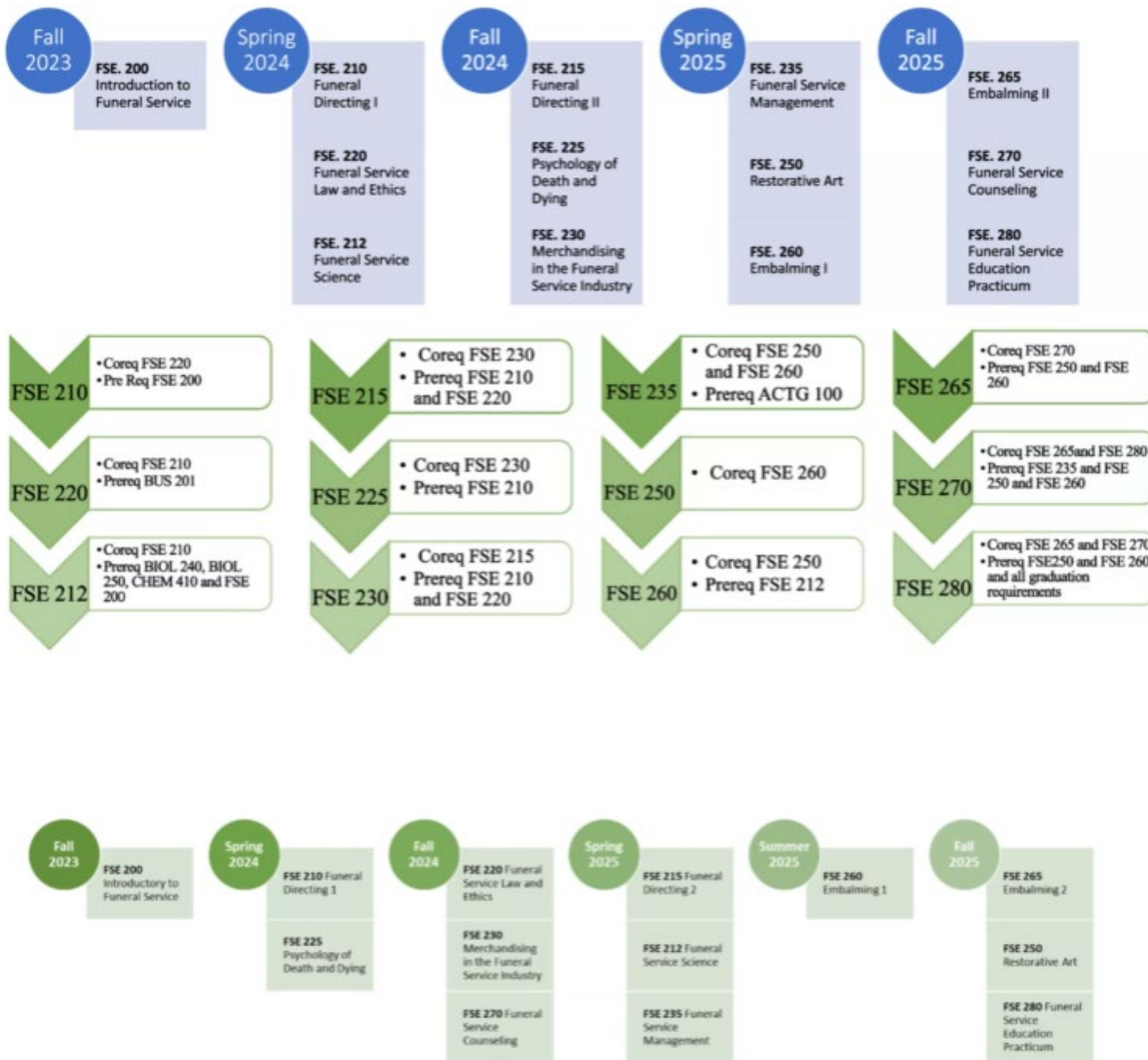
### *Science & Technology*

- **Mirassou, Chase**
  - **FSE. 210 - Funeral Directing I (3.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 215 - Funeral Directing II (3.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 220 - Funeral Service Law and Ethics (3.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision, Recommended Preparation Revision
  - **FSE. 225 - Psychology of Death and Dying (3.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision, Recommended Preparation Revision
  - **FSE. 235 - Funeral Service Management (3.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision, Recommended Preparation Revision
  - **FSE. 250 - Restorative Art (5.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 260 - Embalming I (4.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 265 - Embalming II (2.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 270 - Funeral Service Counseling (3.00)** (Modified Course Proposal) Proposed Changes: Corequisite Revision, Prerequisite Revision
  - **FSE. 280 - Funeral Service Education Practicum (5.00)** (Modified Course Proposal)  
Proposed Changes: Corequisite Revision, Prerequisite Revision
- **AS Degree Program Funeral Service Education** (Program Modification)
- **Skills Certificate Funeral Service Attendant Certificate** (New Program)
- **Skills Certificate Funeral Service Arranger Certificate** (New Program)

Gina Hooper and Chase Mirrasou presented on behalf of the above items. They shared the following with the committee:



Gina explained that the above in blue was the way in which the program was originally created in 2020, when it was first established as an in person program. Under this design format, every semester all courses were paired with co-requisites, and if a student failed a course, they had to drop out of all three and wait until the following year to reenter these courses. After internal conversations about how to best support students, it was discussed to change this pattern. The pattern now reflects the green courses above. Students are able to take a part time online schedule which appeared much more achievable and sustainable for students.



Gina shared that there is space for 30 students in the program, with 10 seats remaining as of the time of the meeting, but prerequisites and corequisites must be approved. Gina shared that an application process is being established for upcoming cycles. Prerequisites that are being changed will not be in effect until fall of 2024. This is why counselors and the Registrar’s Office need to be kept up to date. In summary, the prerequisites to begin the program are being removed as are some prerequisites to begin the courses. The changes included keeping prerequisite courses that are pertinent to the class, as well as having recommended courses. Gloria highlighted that we cannot have hidden prerequisites, and wanted to make sure this is the case for these changes. Gloria asked if the embalming course was online and how this worked if so. Gina clarified that practicums are part of this degree path, which means students are in the field working in funeral homes in their area. In this case, hands on learning is supplemented by online education. Chase Mirassou elaborated on the practicum offering process for students. Ameer Thompson shared that they are working with the district to draft Affiliation Agreements for the practicum sites, and that the practicum model is somewhat similar to the one employed by the Rad. Tech. program for students

doing their clinical work. The group discussed the importance of making explicit that anatomy (BIOL 250) is a requirement for specific courses in this degree program, which then makes it a requirement for the degree.

**Motion** – to approve the course modifications to FSE. 210, FSE. 215, FSE. 220, FSE. 225, FSE. 235, FSE. 250, FSE. 260, FSE. 265, FSE. 270, FSE. 280 including the new course content with the addition of BIOL 250, and the explicit change in the prerequisite of whichever courses require BIOL 250 as a prerequisite: M/S: Gloria Darafshi, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

**Motion** – to approve the program modification to AS Degree Program Funeral Service Education including the new course content with the addition of BIO 250, and the change in the prerequisite of whichever courses require BIO 250L as a prerequisite: M/S: Leonor Cabrera, Adriana Lugo

**Discussion**— Gloria asked if the certificates are added onto the degree, or if they can be completed separately so students can then work in the field. Gina shared that they are stackable certificates within the program that are paced at natural attrition rates for our students. Gloria asked if any of the courses in the certificate require BIO 250L, and Chase and Gina confirmed that they do not. Frank shared that the certificates are 8 and 9 units.

**Abstentions** – none

**Approval** – approved unanimously

**Motion** – to approve the new program of Skills Certificate Funeral Service Attendant Certificate: M/S: Leonor Cabrera, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

**Motion** – to approve the new program of Skills Certificate Funeral Service Arranger Certificate: M/S: Leonor Cabrera, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

## 2) Information/Discussion/Reports/Approval Items

### a. Chair's Report:

Lisa Palmer shared that in Spring 2024, there is much occurring in terms of Cal-GETC and AB1111, and as a consequence of this, we are looking at local degrees and what we may want to include or exclude. Lisa is seeking volunteers who are interested in reviewing what our local degrees require and what we may want to revise. Students currently need 12 units in the district to obtain a degree, and this will require communicating with both Skyline and CSM faculty. There may be some challenges in aligning with CSM, but Skyline and our campus appear to be aligned similarly.

### b. Articulation Officer's Report

Gloria Darafshi shared that the priority transfer deadline of November 30 has passed, however 7 UCs have extended their deadlines to January 15. UCLA and UC Berkeley have not extended their deadline. This seems to be a statement that the universities have not received as many applications as they had intended. Gloria shared that we are starting to see information



from CSUs as well, for example, SFSU is open for Fall 2024 admission until March 30. The important thing is ensuring students are connected appropriately with the Transfer Center and in the month of January, students will have to update their applications with their fall grades and any changes to their spring schedule.

**c. Office of Instruction Report**

▪ **Vice President of Instruction (VPI)**

Chialin Hsieh thanked the committee for their hard work this semester and wished everyone a safe and healthy holiday break.

▪ **Curriculum & Instructional Systems Specialist**

- 2021-2022 2-year and 5-year cycle updates

Frank noted that he will send report out to the committee after the meeting.

**d. Distance Education (DE) Coordinator - none**

**3) Division Reports**

-Leonor Cabrera mentioned that in the BDW Division Meeting, she shared that there is a new COCI form to fill out. Members of the division asked where to find the form. Frank showed the committee how to find the form. Frank shared that for already submitted programs, he can work with the individual faculty to complete the form and submit this to COCI. Frank is exploring the options to have this embedded in CurricUNET. Frank confirmed that faculty should continue the old process until more information is provided.

**4) Adjournment**

**Motion** – to adjourn the meeting: M/S: Maureen Wiley, Frank Nguyen Le

**Discussion**— none

**Abstentions** – none

**Approval** – approved unanimously

Meeting adjourned at 2:04pm