



Cañada College
CURRICULUM COMMITTEE
Minutes
Friday, May 12, 2023
9:30-11:30am, Zoom

Members Present: Lisa Palmer, Martin Partlan, Maureen Wiley, Frank Nguyen Le, David Monarres, Ron Andrade, Ana Miladinova, Salumeh Eslamieh, Elsa Torres, Chialin Hsieh, Gonzalo Arrizon, Oscar Arreola Buendia

Members Absent: Gavin Savay, Gloria Darafshi, Maria Lara

Guests: Sarah Harmon, Madeline Wiest, Nada Nekrep, Alison Field, David Meckler, Althea Kippes, Monica Malamud

1) Adoption of Agenda

Motion – to approve the agenda: M/S: Frank Nguyen Le, Chialin Hsieh

Discussion – none

Abstentions – none

Approval – approved unanimously

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| <i>Consent Agenda</i> |
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2) Approval of Minutes – April 28, 2023

3) Declaration of ability to meet virtually: We acknowledge that AB 361, which is in effect until January 2024, allows us to meet virtually during a proclaimed state of emergency.

4) Curriculum Items:

a. Business, Design & Workforce

i. Committee, Curriculum

1. **BUS. 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 2 Year CTE Cycle Update
2. **CBOT 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 2 Year CTE Cycle Update
3. **ECE. 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 2 Year CTE Cycle Update
4. **EDUC 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 2 Year CTE Cycle Update

5. **FASH 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 2 Year CTE Cycle Update
6. **HMSV 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 2 Year CTE Cycle Update
7. **INTD 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 2 Year CTE Cycle Update
8. **LEGL 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
9. **MART 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 2 Year CTE Cycle Update
10. **MEDA 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 2 Year CTE Cycle Update

ii. **Malhotra, Ritu**

1. **MEDA 801 - Computerized Medical Billing/Medical Assisting Exam Preparation (1.00)** (Modified Course Proposal) Proposed Change: Textbooks Revision

b. **Counseling**

i. **Committee, Curriculum**

1. **CRER 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update

c. **Humanities & Social Sciences**

i. **Committee, Curriculum**

1. **ART 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year Update Cycle
2. **COMM 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
3. **DRAM 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
4. **ENGL 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
5. **HIST 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
6. **LIT. 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
7. **MUS. 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
8. **PHIL 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update
9. **PSYC 695 - Independent Study (0.50)** (Modified Course Proposal) Proposed Change: 5 Year cycle update

- 10. **SOCI 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
- 11. **SPAN 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
- ii. **Field, Alison**
 - 1. **HIST 242 - African-American History (3.00)** (Course Banking)
- iii. **Harmon, Sarah**
 - 1. **SPAN 131 - Intermediate Spanish I (3.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
 - 2. **SPAN 132 - Intermediate Spanish II (3.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
- iv. **Malamud, Monica**
 - 1. **SPAN 220 - Spanish for Heritage Speakers I (4.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Objectives Revision, Resources needed, District-wide course number alignment, Student Learning Outcomes Revision, Textbooks Revision
 - 2. **SPAN 230 - Spanish for Heritage Speakers II (4.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Content Review Revision, Objectives Revision, Resources needed, District-wide course number alignment, Student Learning Outcomes Revision, Textbooks Revision
- v. **Meckler, David**
 - 1. **MUS. 401 - Voice I (2.00)** (Course Banking)
 - 2. **MUS. 402 - Voice II (2.00)** (Course Banking)
 - 3. **MUS. 403 - Voice III (2.00)** (Course Banking)
 - 4. **MUS. 404 - Voice IV (2.00)** (Course Banking)
 - 5. **MUS. 470.1 - Choir I (1.00)** (Course Banking)
 - 6. **MUS. 215 - Music, Culture and History (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Textbooks Revision
 - 7. **MUS. 260 - Music in Film, Television and Multimedia (3.00)** (Modified Course Proposal) Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
 - 8. **MUS. 271 - Opera and Musical Theater History (3.00)** (Course Banking)
 - 9. **MUS. 275 - History of Jazz (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
- vi. **Schertle, Katherine**
 - 1. **Certificate of Achievement Preparation for Academic Scholarship and Success (PASS)** (Program Modification)
- d. **Kinesiology, Athletics & Dance**
 - i. **Committee, Curriculum**

1. **DANC 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
- ii. **Miladinova, Ana**
 1. **FITN 304.3 - Walking Fitness III (1.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
 2. **FITN 304.4 - Walking Fitness IV (1.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision
- iii. **Perkins, Katie**
 1. **FITN 308.1 - Hiking and Trekking for Fitness I (1.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
- e. **Science & Technology**
 - i. **Committee, Curriculum**
 1. **ASTR 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 2. **BIOL 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 3. **CHEM 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update.
 4. **CIS 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 5. **ENVS 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 6. **GEOG 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 7. **GEOL 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 8. **MATH 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 9. **RADT 695 - Independent Study (0.50)** (Modified Course Proposal)
Proposed Change: 5 Year cycle update
 - ii. **de la Cruz, Damon**
 1. **FSE. 260 - Embalming I (4.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
 2. **FSE. 265 - Embalming II (2.00)** (Modified Course Proposal)
Proposed Change: Textbooks Revision
 3. **FSE. 270 - Funeral Service Counseling (3.00)** (Modified Course Proposal) Proposed Change: Textbooks Revision

Motion – to approve the consent agenda: M/S: Frank Nguyen Le, Maureen Wiley

Abstentions –none

Approval – approved unanimously

Substantive Agenda

1) Curriculum Items: *None*

a. *Business, Design & Workforce*

i. Malhotra, Ritu

1. **MEDA 672 - Cooperative Education: Internship (1.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Prerequisite Revision

The committee discussed this course. MEDA 120 was added as a prerequisite for this course. Elsa noted that this course is also part of the current review cycle.

Motion – to approve the modifications to MEDA 672: M/S: Ron Andrade, Chialin Hsieh

Abstentions –none

Approval – approved unanimously

b. *Humanities & Social Sciences*

i. Field, Alison

1. **HIST 245 - Race, Ethnicity and Immigration in the U.S. (3.00)** (Modified Course Proposal) Proposed Changes: Distance Education Revision, Method of Evaluation Revision, Recommended Preparation Revision, Representative Assignments Revision, Textbooks Revision
2. **Certificate of Achievement Latin American and Latino/a Studies** (Program Modification)
3. **AA-T Associate in Arts Degree for Transfer History** (Program Modification)
4. **AA Degree Program History** (Program Modification)
5. **AA Degree Program Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities** (Program Modification)
6. **AA Degree Program International Studies** (Program Modification)
7. **AA Degree Program Latin American and Latino/a Studies** (Program Modification)

Alison Field presented on behalf of the above items. She noted that HIST 245 was modified in response to the regular cycle of updates. She mentioned that this course had been updated 1.5 years ago, so there are not any major changes. Alison noted that all of the degree and certificate programs which were impacted by the banking of HIST 242, African American History, which was banked due to low enrollment, have also been modified. With the new course, Ethnic Studies: African American History and Culture, HIST 242 was banked, and has been removed from all of the above

degree/certificates. In all of the cases above, the banked course was not a core course but an elective among a long list of courses students could take.

Motion – to approve the course modifications to HIST 245: M/S: Martin Partlan, Salumeh Eslamieh

Abstentions –none

Approval – approved unanimously

Motion – to approve the program modifications of Certificate of Achievement Latin American and Latino/a Studies, AA-T Associate in Arts Degree for Transfer History, AA Degree Program History, AA Degree Program Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities, AA Degree Program International Studies, and AA Degree Program Latin American and Latino/a Studies: M/S: Chialin Hsieh, Gonzalo Arrizon

Abstentions –none

Approval – approved unanimously

ii. **Harmon, Sarah**

1. **SPAN 130 - Intermediate Spanish (4.00)** (Course Reactivation)

Proposed Changes: Catalog Description Revision, Content Review Revision, Distance Education Revision, Hours (Lecture and/or Lab) Revision, Lecture Content Revision, Objectives Revision, Recommended Preparation Revision, Representative Assignments Revision, Representative Instructional Methods Revision, Student Learning Outcomes Revision, TBA Content Revision, Textbooks Revision, Transferability Revision, Units Revision

2. **SPAN 140 - Advanced Intermediate Spanish (4.00)** (Modified Course Proposal)

Proposed Changes: Catalog Description Revision, Content Review Revision, Hours (Lecture and/or Lab) Revision, Lecture Content Revision, Objectives Revision, Prerequisite Revision, Recommended Preparation Revision, Representative Assignments Revision, Student Learning Outcomes Revision, Textbooks Revision, Units Revision

Sarah Harmon presented on the above items. Sarah noted that for Spanish, the curriculum has had to be aligned across the district, so SPAN 130 is being revived to start Fall 2024, with a change from 5 units to 4 units. This course will be a 4 unit course that aligns with Skyline's course. SPAN 140 has been changed from 3 units to 4 units and all of the updates encompassed this change, including making the course more robust.

Motion – to approve the course reactivation of and modifications to SPAN 130: M/S: Ron Andrade, Elsa Torres

Abstentions –none

Approval – approved unanimously

Motion – to approve the course modifications to SPAN 140: M/S: Ron Andrade, Frank Nguyen Le

Abstentions –none

Approval – approved unanimously

iii. **Malamud, Monica**

1. **Certificate of Achievement Bilingualism and Biliteracy in English/Spanish** (Program Modification)

2. **AA-T Associate in Arts Degree for Transfer Spanish** (Program Modification)

3. **AA Degree Program Spanish** (Program Modification)

Monica Malamud presented on behalf of the above items. Monica shared that she is presenting on behalf of these program modifications which were impacted due to the change in units to SPAN 130 and SPAN 140 and also because of the change in course number for Spanish for Heritage Speakers courses (SPAN 220 and SPAN 230), and for district-wide alignment with Skyline which also has these courses. SPAN 230 and 240 are the course numbers used in the C-ID, which is why the change occurred.

Motion – to approve the program modifications to Certificate of Achievement Bilingualism and Biliteracy in English/Spanish: M/S: Maureen Wiley, Ron Andrade

Abstentions –none

Approval – approved unanimously

Motion – to approve the program modifications to AA-T Associate in Arts Degree for Transfer Spanish, and AA Degree Program Spanish: M/S: Ron Andrade, Gonzalo Arrizon

Abstentions –none

Approval – approved unanimously

iv. **Marshall, Jessica**

1. **AA-T Associate in Arts Degree for Transfer Anthropology** (Program Modification)

2. **AA Degree Program Anthropology** (Program Modification)

Alison Field presented on the above items on behalf of Jessica Marshall. Alison noted that while Jessica is on leave this semester, Alison modified the degrees with Jessica's permission and in consultation with her. The only change was to remove HIST 242, African American History, which was banked. The banking of this course impacted these degrees.

Motion – to approve the program modifications to AA-T Associate in Arts Degree for Transfer Anthropology and AA Degree Program Anthropology: M/S: Frank Nguyen Le, David Monarres

Abstentions –none

Approval – approved unanimously

v. **Meckler, David**

1. **MUS. 120 - Songwriting Workshop I (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Prerequisite Revision, Textbooks Revision
2. **MUS. 210 - Histories of Popular Music and Rock (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Recommended Preparation Revision, Textbooks Revision
3. **AA Degree Program Music** (Program Modification)

David Meckler presented on behalf of the above items. David noted that in facing reality regarding enrollment challenges, a number of courses were banked. For example, in response to student demand long ago, the 400 series of voice courses for MUS. was created, and once COVID hit, the enrollment struggled. Because of the banking of the large number of courses noted in the consent agenda, the AA Degree Program Music was impacted. For MUS. 120, Eligibility for ENGL 100 was dropped as recommended preparation.

Motion – to approve the course modifications to MUS. 120 and MUS. 210: M/S: Maureen Wiley, Frank Nguyen Le

Abstentions –none

Approval – approved unanimously

Motion – to approve the program modifications to AA Degree Program Music: M/S: Maureen Wiley, Frank Nguyen Le

Abstentions –none

Approval – approved unanimously

vi. **Smith, Ami**

1. **PSYC 100 - General Psychology (3.00)** (Modified Course Proposal)
Proposed Changes: Honors Addition, Textbooks Revision

Alison Field presented on behalf of Ami Smith. Alison noted that the purpose for this course modification was to add the Honors Addendum. Ami worked with Susan Mahoney to complete this. A textbook revision was also changed in addition.

Motion – to approve the course modifications to PSYC 100: M/S: Ron Andrade, Maureen Wiley

Abstentions –none

Approval – approved unanimously

c. **Science & Technology**

i. **Hirzel, Douglas**

1. **AS Degree Program Allied Health** (Program Modification)

David Monarres presented on behalf of Doug Hirzel. He noted that BIOL 133, Emerging Infections Diseases, is being added as a selective, hence the program modification impacting this degree.

Motion – to approve the program modification to AS Degree Program Allied Health: M/S: Maureen Wiley, Chialin Hsieh

Abstentions –none

Approval – approved unanimously

ii. **Monarres, David**

1. **AA Degree Program Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics (Program Modification)**

David Monarres presented on behalf of this item. He noted that similarly to the above program modification, BIOL 133, Emerging Infections Diseases, is being added as a selective impacting this degree.

Motion – to approve the program modification to AA Degree Program Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics: M/S: Maureen Wiley, Chialin Hsieh

Abstentions –none

Approval – approved unanimously

iii. **Nekrep, Nada**

1. **BIOL 133 - Emerging Infectious Diseases (3.00) (New Course)**

Nada Nekrep presented on behalf of this item. She shared that this course is very exciting for her and this has been something she has been thinking of long before the pandemic. Now, the course is very relevant and Nada shared that she has designed it to be very dynamic and will change a bit by semester. Nada shared the course description with the committee.

Motion – to approve the new course, BIOL 133: M/S: Maureen Wiley, Chialin Hsieh

Abstentions –none

Approval – approved unanimously

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

a. **Chair's Report**

i. Change the 50% rule? (BP 6.26)- Action Item

Lisa noted that Skyline has already voted to accept units taken anywhere so long as students have 12 units of residence at the college where they obtain their degree. CSM so far has said that 12 units or 50% toward their major have to be within the district. Our campus still has the policy that all three colleges used to have, which is that 12 units or 50% of the major must be completed at our campus. The question is whether we want to update our policy. A question was considered as to how this will impact apportionment, but it turns out this is not an issue. Chialin confirmed that she checked with Aaron McVean and this is not the case, so this does not have to be part of the decision elements. Elsa Torres noted that at her division meeting, they voted not to make changes. She said she would be interested to see more data, as the decision could disproportionately impact our campus. Lisa noted that at Academic Senate, the consensus was that the college wants to support students, but the college has to be careful to maintain the integrity of the programs, and more discussion is warranted with the necessary

parties present. Lisa noted that BP 6.26 has to be rewritten because of the lack of clarity. The group discussed that they are in agreement that more discussion is necessary and that alignment amongst the campuses is appropriate to move forward as a district. Madeleine shared that while she was hopeful this would be approved, she understands that moving forward as a district is necessary as consistent policies will be more helpful for students. At this point, awaiting further discussion come fall semester is likely the best course of action. Chialin suggested the District Curriculum Committee complete a comprehensive analysis to analyze the pros and cons at each campus.

Lisa shared the following Board Policy with the committee:

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.26**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.26 Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges

Revision Date: 9/08; 4/15

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1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
 2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
 3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.
 4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate with a locally-awarded AA or AS degree, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred. The local major-field graduation requirements do not apply to Associate Degrees for Transfer.
 5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of twelve (12) units or a minimum of fifty percent (50%) of the total units required (whichever is less) for the major at one or more the District Colleges in order to be recommended for graduation with the Associate of Arts or Associate of Science Degree or completion of a Certificate Program. The 50% requirement does not apply to Associate Degrees for Transfer.
- ii. Beginning Fall 2023, new meeting time 1st and 3rd Thursdays from 1-2:30pm
 - iii. Doniela Maher and Salumeh Eslamieh celebrated Lisa Palmer, honoring her for her 25-year service award to the district, honoring her commitment to the HSS division.
 - iv. Thank you for a great year! Lisa thanked the committee for their hard work and commitment this year.

b. Articulation Officer’s Report- none

c. Office of Instruction Report

▪ Vice President of Instruction (VPI)-

- Chialin thanked the group for their consideration, thoughtfulness, and hard work this past year.

▪ Curriculum & Instructional Systems Specialist

- 2022-2023 2-year and 5-year cycle updates

2022-2023 CURRICULUM REVIEW MATRIX * BY SUBJECT**
Updated: 04/28/2022
*All 695 courses to be submitted by the Office of Instruction on behalf of the Curriculum Committee.

| CTE / NON CTE | Discipline | To Be Reviewed | Completed | In The Queue | UNSUBMITTED |
|--------------------|----------------------|----------------|------------|--------------|-------------|
| CTE | ACTG | 5 | 5 | | 0 |
| | ARCH | 1 | 1 | | 0 |
| | BIOL | 1 | 1 | | 0 |
| | BUS. | 10 | 10 | | 0 |
| | CBOT | 11 | 11 | | 0 |
| | CIS | 13 | 9 | | 4 |
| | FSE. | 13 | 10 | 3 | 0 |
| | INTD | 20 | 20 | | 0 |
| | MEDA | 16 | 15 | 1 | 0 |
| | MGMT | 1 | 1 | | 0 |
| | RADT | 20 | 20 | | 0 |
| CTE Total | | 111 | 103 | 4 | 4 |
| NON-CTE | ANY* | 34 | | 1 | 0 |
| | FITN | 34 | 14 | 20 | 0 |
| | HIST | 11 | 9 | 2 | 0 |
| | MUS. | 23 | 4 | 19 | 0 |
| | SPAN | 13 | 10 | 3 | 0 |
| | NON-CTE Total | | 115 | 37 | 45 |
| Grand Total | | 226 | 140 | 49 | 4 |

d. Distance Education (DE) Coordinator-

- i. Nada noted that reviewing addenda has become smoother and she hopes this will continue in coming semesters.

3) Division reports- none

4) Adjournment

Motion – to adjourn the meeting M/S: Frank Nguyen Le, Chialin Hsieh

Discussion— none

Abstentions – none

Approval – approved unanimously

Meeting adjourned at 10:19 am.