



Cañada College
CURRICULUM COMMITTEE
Minutes
Friday, February 26, 2021
9:30 a.m. – 11:30 a.m., Zoom

Members Present: Lisa Palmer, Sumathi Shankar, Chris Burns, Danielle Pelletier, Maureen Wiley, Maria Lara-Blanco, Nick Carr, Soraya Sohrabi, Tammy Robinson, José F. Peña, Bernadette Newland, Gloria Darafshi, Leonor Cabrera, Madeline Wiest

Members Absent: James Aganon, Ana Miladinova, David Monarres

Guests: Terrence Cole, John Perez, James Carranza, David Eck, Julian Branch, Lezlee Ware

1) Adoption of Consent Agenda

Motion – To adopt consent agenda: M/S: Danielle Pelletier, Maureen Wiley

Discussion – none

Abstentions – none

Approval – approved

Consent Agenda

1) Approval of Meeting Minutes – January 22, 2021

2) Approval of Curriculum items –

Business, Design & Workforce

- **Shankar, Gampi**
 - **MGMT 100 - Introduction to Business Management (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
- **Weeks, Janice**
 - **CBOT 415 - Beginning Computer Keyboarding (1.50)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Representative Assignments Revision, Textbooks Revision
 - **CBOT 417 - Skill Building (1.50)** (Modified Course Proposal)
Proposed Changes: Content Review Revision, Distance Education Revision, Textbooks Revision

- **CBOT 432 - Introduction to Computer Applications (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
- **CBOT 435 - Spreadsheets (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Representative Assignments Revision, Textbooks Revision
- **CBOT 448 - Using Microsoft Windows (1.50)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Textbooks Revision
- **CBOT 457 - Using PowerPoint in Business (2.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Representative Assignments Revision, Textbooks Revision
- **CBOT 470 - Advanced Spreadsheets (1.50)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
- **CBOT 472 - Beginning Word Processing (1.50)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
- **CBOT 474 - Intermediate Word Processing (1.50)** (Modified Course Proposal)
Proposed Changes: Content Review Revision, Distance Education Revision, Textbooks Revision
- **CBOT 475 - Using Outlook (1.50)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Schedule Description Revision, Textbooks Revision
- **CBOT 476 - Adobe Acrobat (1.50)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision

Science & Technology

- **Schwarz, Bill**
 - **CIS 252 - Introduction to Data Structures - C++ (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Lecture Content Revision, Objectives Revision, Textbooks Revision
 - **CIS 262 - Discrete Mathematics for Computer Science (3.00)** (Modified Course Proposal)
Proposed Changes: Content Review Revision, Distance Education Revision, Lecture Content Revision, Representative Assignments Revision, Textbooks Revision
 - **CIS 286 - Introduction to Data Structures - Java (3.00)** (Modified Course Proposal)
Proposed Changes: Content Review Revision, Distance Education Revision, Lecture Content Revision, Textbooks Revision
- **Woods, Douglas**
 - **BIOL 310 - Nutrition (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Lecture Content Revision, Objectives Revision, Student Learning Outcomes Revision, Textbooks Revision

Motion – To approve consent agenda: M/S: Gloria Darafshi, Maria Lara-Blanco

Discussion—none

Abstentions – none

Approval – approved unanimously

Substantive Agenda

1) Adoption of Substantive Agenda

Motion – To adopt substantive agenda: M/S: Gloria Darafshi, Bernadette Newland

Discussion—none

Abstentions – none

Approval – approved unanimously

2) Curriculum items:

- None

3) Information/Discussion/Reports/Approval Items

a. Chair’s Report-none

b. Articulation Officer’s Report

Gloria projected the CSU GE Pattern seen below and reviewed this with the committee. Gloria explained that for the CSU GE, different letters are used for different areas, and previously, Areas A-E were part of the pattern, and now Area F will be included. Gloria reviewed the individual areas with the committee. Gloria stated that there are some classes that are within multiple areas. Gloria added that the campus now mirrors this pattern, but the difference is the number of units that are required for a degree pattern. Gloria shared that in arts and humanities, one class is required for the campus degree pattern and the CSU pattern requires three classes. Similarly, the campus pattern requires one science with a lab, and the CSU pattern requires two sciences with a lab. Gloria clarified that both are similar with the categories and lettering, but different in the number of units required in each area. Lisa asked for clarification if the number of units required for each degree pattern referred to the number necessary to obtain a degree versus the number necessary for transfer. Gloria added for the campus degree pattern, this refers to the number of units required to obtain the degree. The local campus degree is made up of general education courses in the major and then electives if students need additional units to obtain 60 units. The CSU GE pattern includes lower division general education that is required for students to be able to obtain their bachelor’s degree. If students are receiving an associate’s degree for transfer then all requirements in the pattern must be met.

CSU General Education Requirements 2020-2021

The following is a general education pattern for California State University (CSU) which can be fully or partially certified upon successful completion of courses. Full certification indicates that the lower division general education courses are complete. Students must request the certification with their final transcript or once courses are complete, online via WebSMART.

Legend				C = Completed	IP = In-Progress	P = Planned			
Area A: English Language Communication and Critical Thinking						9 units Required	C	IP	P
One course required from each section in area A									
A1 Oral Communication:	COMM 110, 127, 130, 140	• Other: _____							
A2 Written Communication:	ENGL 100, 105	• Other: _____							
A3 Critical Thinking:	ENGL 110, 165 PHIL 103, 200 PLSC 103	• Other: _____							
Area B: Scientific Inquiry and Quantitative Reasoning						9 units Required	C	IP	P
One course from Physical Science, one from Life Science, and one from Math Concepts. Also must include one lab course from B3 or any course indicated by an *									
B1 Physical Science:	ASTR 100 CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410* ENVS 115 GEOG 100 GEOL 100, 121* METE 100 OCEN 100 PHYS 114*, 210*, 220*, 250*, 260*, 270*, 405	• Other: _____							
B2 Life Science:	ANTH 125 BIOL 100, 110*, 130, 225*, 230*, 240*, 250*, 260* ENVS 115 GEOL 121* OCEN 100	• Other: _____							
B3 LAB: These courses meet the lab requirement, but they must be taken concurrently or after completing the corresponding lecture course. Courses with () meet area B3 Lab requirements.									
	ANTH 126 ASTR 101 BIOL 132 ENVS 101 GEOG 101 GEOL 101 OCEN 101	• Other: _____							
B4 Math Concept:	Math 125, 130, 150, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275	• Other: _____							
Area C: Arts and Humanities						9 units Required	C	IP	P
Choose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.									
C1 Arts:	ART 101, 102, 103, 104, 105, 114, 116, 118, 119, 250, 306 DANC 100 DRAM 101, 140, 160, 200, 233, 300.4 INTD 150, 151 LIT. 441, 442 MUS. 100, 202, 210, 215, 240, 250, 260, 271, 275	• Other: _____							
C2 Humanities:	DRAM 151 ENGL 110, 161, 164 ECE. 191 HIST 100, 101, 104, 106, 201, 202, 245, 246, 247 LIT. 151, 200+, 205, 231, 232, 252, 266, 371, 372, 373, 375, 441, 442 PHIL 100, 175, 160, 190, 240, 300, 312 SPAN 110, 120, 121, 122, 131, 132, 140, 145, 150, 152, 162	• Other: _____							
Area D: Social Sciences						6 units Required	C	IP	P
Choose two courses from courses from this section.									
Social Institutions:	ANTH 110, 200, 351 BUS. 100, 101 COMM 150, 180 ECE. 201, 212 ECON 100, 102, 230 ENGL 200 GEOG 110, 150 HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422 LING 200 PLSC 130, 150, 170, 210, 310, 320 PSYC 100, 106, 200, 205, 300, 340, 410 SOC 100, 105, 141, 205								
The following courses will fulfill the CSU requirements for United States History, and Constitution and American Ideals (The California State University, before awarding a degree, requires students to complete courses or examinations that address: the historical development of American institutions and ideals Area US-1; and the Constitution of the United States and the operation of representative democratic government under that Constitution Area US-2; and the process of California state and local government Area US-3. Courses approved in two US areas may be used to satisfy both areas.)									
US-1:	ECON 230 HIST 201, 202	US-2:	HIST 201, 202 PLSC 210	US-3:	PLSC 210, 310	• Other: _____			
Area E: Lifelong Learning & Self Development						3 units Required (max. 2 units from E2)	C	IP	P
E1:	BIOL 310 CRER 137 HSCI 100, 116 KINE 101, 105, 109 PSYC 200, 340								
E2:	DANC 115.1, 115.2, 115.3, 115.4, 121.1, 121.2, 121.3, 121.4, 125.1, 125.2, 125.3, 125.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 150.1, 150.2, 150.3, 150.4, 151.1, 151.2, 151.3, 151.4, 220, 400.1, 400.2, 400.3, 400.4 FITN 112, 117, 118, 119, 122, 128, 152, 153, 154, 210, 227.1, 227.2, 227.3, 227.4; 235, 304.1, 304.2, 304.3, 304.4; 332.1, 332.2; 334.1, 334.2, 334.3, 334.4; 335.1, 335.2, 335.3, 335.4 INDV 160.1, 160.2, 160.3, 160.4; 251.1, 251.2, 251.3, 251.4; TEAM 105, 111.1, 111.2, 111.3, 111.4; 132.1, 132.2, 132.3; 141.1, 141.2, 141.3, 141.4; 148.1, 148.2, 148.3, 148.4, 171.1, 171.2, 171.3, 171.4; 183, 184, 185, 186, 187 VARS 104, 114, 140, 154, 170, 340	• Other: _____							
Area F: Ethnic Studies						3 units Required	C	IP	P

Continues on next page

Gloria shared the following report with the committee:

Articulation Report: Friday, 2/26/2021

A. Timeline for Transferability and GE approval of Ethnic Studies courses

1. CSU Transfer

- The College, via the Curriculum Committee, determines if a course is CSU transferable (we don't submit the course to CSU for approval); therefore all 7 courses are approved for CSU transfer effective Fall 2021.

2. CSU General Education

- All 7 Ethnic Studies courses were recently submitted for CSU General Education approval. If approved, the effective date is Fall 2021. Notification of CSUGE decisions will likely come out in April. Here is a list of the CSUGE requests for each of the 7 courses:

ETHN 107 Introduction to Native American Studies

- Area C2 Humanities
- Area D Social Sciences
- Area F Ethnic Studies
- Area US-1 American History

ETHN 108 Rethinking Race, Gender & Nation

- Area D Social Sciences
- Area F Ethnic Studies

ETHN 109 Borders & Crossings

- Area D Social Sciences
- Area F Ethnic Studies

ETHN 265 Evolution of Hip-Hop Culture: A Socio-Economic & Political Perspective

- Area C2 Humanities
- Area F Ethnic Studies

ETHN 288 African American Cinema

- Area C1 Arts
- Area F Ethnic Studies

ETHN 103 Asian American Studies

- Area D Social Sciences
- Area F Ethnic Studies

ETHN 105 African American History & Culture

- Area C2 Humanities
- Area D Social Sciences
- Area F Ethnic Studies
- Area US-1 American History

3. UC Transfer Submissions

- Courses will be submitted for UC transferability in June 2021 (Cañada's UC submission month); decisions will come out in late July; approvals are effective Fall 2021.

4. UC General Education Submissions (IGETC)

- Ethnic Studies courses approved for UC transfer can be submitted for IGETC consideration in December, 2021. IGETC approvals will be effective Fall 2022.

5. Cañada General Education

- In an effort to align Cañada's GE with the CSUGE, the Curriculum Committee in the past approved a policy that any course approved for CSUGE will also be approved for Cañada's GE (in the same GE area). Therefore, approved CSUGE ETHN courses will be added to Cañada's GE pattern effective Fall 2021.

B. Changes to the AS-T Degree in Business Administration (Transfer Model Curriculum, TMC)

TMC's for the Associate Degrees for Transfer are developed by the Academic Senate for CCC and CSU faculty;

Community Colleges must follow the approved course patterns for the Transfer Degrees.

Current AS-T in Business Administration	New AS-T in Business Administration
ACTG 121 Financial Accounting	ACTG 121 Financial Accounting
ACTG 131 Managerial Accounting	ACTG 131 Managerial Accounting
BUS 201 Business Law	BUS 201 Business Law
ECON 100 Principles of Macro Economics	ECON 100 Principles of Macro Economics
ECON 102 Principles of Micro Economics	ECON 102 Principles of Micro Economics
MATH 125 or MATH 200 or MATH 241	MATH 200 Elem. Probability & Statistics
6 units—a 2nd MATH or BUS 100 or 103 or 401	MATH 125 or MATH 241 or MATH 251
	3 units – BUS 100 or BUS 401

Summary of Changes

- Students must have 2 Math classes – Statistics is required AND either Calculus or Finite Math
- BUS 103 – Introduction to Business Information Systems is removed from the major
- Students must take BUS 100 (Intro to Bus) or Bus 401 (Bus Communication)
- There are no longer a List A & B for students to choose courses within these areas.
- Increase from 26 to 27 units in the major

Jose asked if the existing degree needs to be removed and a new degree added. Gloria clarified that with catalog rights, the old degree can still be used. Jose added that it will be banked so students can still use it, but it will not be in the catalog moving forward. Soraya asked for clarification if the degree will be banked or modified. Jose stated that the degree will be banked and a new degree will be created with a new title “Business Administration 2.0.” Soraya shared that in relation to BUS 103, there are still some CSU campuses that require that course as a prerequisite to the program, but if students have an associate degree for transfer, students can be placed in the program. If students do not have an associate degree for transfer, BUS 103 is still a prerequisite course needed prior to transfer. Danielle asked what initiates a change for the AS-T. Gloria clarified that there is a regular review process every five years of the AS-Ts and a faculty review committee that reviews the degrees to ensure relevancy in terms of prerequisites that are required of the various campuses. Maria added that she can see how this may be difficult for counselors to monitor as depending on which pattern students wish to take. Maria added that she is hopeful that at the CSU level they also eventually modify their requirements and remove BUS 103 to remove confusion for our students.

c. Office of Instruction Report

- **Vice President of Instruction (VPI)- none**
- **Curriculum & Instructional Systems Specialist**
 - 2020-2021 2-year and 5-year cycle updates (Information)



2020-2021 CURRICULUM REVIEW MATRIX ••• BY SUBJECT

Updated: 2/23/2021; 12:50 p.m.

CTE / NON CT	Discipline	To Be Reviewed	Completed	In The Queue	Unsubmitted
CTE	ACTG	6	1	5	0
	ARCH	1			1
	BIOL	1			1
	BUS.	11	3	0	8
	CBOT	11		11	0
	CIS	13	1	0	12
	INTD	18	18	0	0
	MEDA	16	15	0	1
	MGMT	1		1	0
	RADT	20	14	0	6
	CTE Total		98	52	17
NON-CTE	ANTH	5			5
	ART	27	10	0	17
	CRER	6	1	0	5
	HUM.	1	0	0	1
	INDV	10	10	0	0
	MATH	22	11	0	11
	SOSC	1			1
NON-CTE Total		72	32	0	40
Grand Total		170	84	17	69

d. Distance Education (DE) Coordinator

John Perez reported that the campus is working diligently on fully online programs. The DE committee is working on making sure that eligible programs have all of the courses approved through Curriculum Committee. John added that the DE Committee is reviewing the necessary steps to enter the online exchange program and that a checks and balances partnership with Curriculum Committee is established to ensure the proper milestones take place. John added that the first program of focus will be the Paralegal Program, followed by other programs on campus.

Lisa asked for clarification regarding the process. John added that the process needs to be solidified, but that courses do need to be approved through Curriculum Committee. John added that on the DE side, he is assessing what steps need to be taken as a district and college before the exchange will accept our programs. John stated that his role will be to ensure no steps in the process are missed.

Gloria asked if John could explain how the exchange works. John stated that the California

exchange is the online education initiative in the state of California which allows all of the courses from the community colleges on the same level and standards for online instruction and delivery. The goal is to have many of the classes aligned to the exchange standards. The DE Committee is working to ensure all course shells match for standardization. John clarified that the exchange has been driving the DE process for several years now. Sumathi asked if synchronous classes are treated as online classes. John clarified that the program he is addressing is something that is forthcoming, not something that currently exists. Sumathi asked that when considering the rubric for course shells, if the same standards applied to synchronous classes. John clarified that as the DE Committee is understanding what will move forward online in future semesters, that standard is being applied to those courses as opposed to every course that is meeting synchronously currently due to the pandemic. John stated that the requirements are a bit different for fully online courses designated as DE in the catalog versus a high flex or asynchronous zoom session. Lezlee asked if faculty should let the DE Coordinator know if their programs or degree courses are fully online. John added that part of the process includes seeing which programs are eligible to be part of the exchange, and then returning to the divisions and deans regarding eligibility, and ensuring that instructors who wish to teach have the appropriate training to be an online instructor for a fully online course. John stated that he is checking to see which programs are moving forward to be fully online. Maria added that she appreciates that the paralegal program is a focus, as she can see the numbers increasing with this formatting.

e. Ethnic Studies Report – Lezlee Ware and David Eck

- District Academic Senate 2021-2022 Ethnic Studies Degree Requirement Resolution - (Information and Discussion)

Lezlee Ware projected the following resolution for the committee. Lezlee shared that the Districtwide Ethnic Studies Committee came together again to create another resolution being put forward by the district Academic Senate regarding ethnic studies and the local college degree requirement. The college has had an ethnic studies local degree requirement for decades, while the two sister campuses of Skyline and CSM have not. This resolution is to bring consistency among the three campuses to have the same local ethnic studies requirement. For the sister colleges, this would mean they would develop a requirement, and for our campus, the requirement would be altered. Lezlee added that the courses will come from the new Area F, Ethnic Studies discipline. Previously, if a student took a course at a sister college, they had to complete paperwork to see if the course will meet the appropriate requirements. This will eliminate this process and create consistency that has been needed for much time. Lezlee shared that this resolution will be presented at the board for approval.

Gloria asked if the sister campuses will add an Area F to their local degree, or how they are planning to include this in their degree pattern. Lezlee shared that her understanding is that it will look the same. Lezlee mentioned that Skyline has a Social Justice local degree requirement, and a decision for that campus is if the Ethnic Studies requirement will replace this so that students are not taking so many extra courses. Maria asked if this will be effective fall 21 or spring 21. Lezlee shared that it is supposed to take effect fall 2021. David Eck added that District Academic Senate is trying to recommend to local colleges for consistency on general requirements to meet concerns and to make the process smoother for students. Soraya asked how catalog rights will be impacted by this change. Lezlee clarified that she believes this is for new incoming students, and that current and past students will be able to work with the original local degree courses. Gloria clarified that she believed students who have been in the pipeline will not have to meet this requirement for CSU, but she can review this.



Academic Senate
Spring 2021
Resolution 9.01 SP21
Ethnic Studies Degree Requirement

Whereas, the San Mateo County Community College District Board of Trustees, in their “Affirmation of Commitment to Social Justice” attested, “We believe that social justice is practiced when we openly challenge injustice and value diversity. It exists because all people share a common humanity and therefore have a right to equitable treatment and support for their human rights, and are entitled to a fair allocation of community resources. When the tenets of social justice are fairly applied, people do not experience discrimination or prejudice nor is their welfare/well-being constrained in any manner”;

Whereas, the academic discipline of Ethnic Studies is a revolutionary project that emerged from the 1968 Third World Liberation Front Student Strikes;

Whereas, Ethnic Studies is a scholarly field within the academy and an intellectual tradition outside and beyond the academy;

Whereas, all SMCCCD graduates should have the analytical tools and perspectives with which to historicize and deconstruct the socially co-constructed and intersecting categories of race, ethnicity, gender, sexual identity, nationality and (non)citizenship;

Whereas, all SMCCCD graduates should have the opportunity to study these socially constructed and intersectional categories of difference in a course that draws upon a range of methods (historical and archival, ethnographic, sociological, and cultural studies) and examines a variety of materials (from literary and musical works to historical texts and activist discourses) in order to deeply examine the processes whereby these categories of identity and difference are produced, resisted, inhabited, embraced, and transformed across historical time and geographic space;

Whereas, Ethnic Studies is a recognized discipline in the 2019 Minimum Qualifications for Faculty and Administration in California Community Colleges handbook that involves specific substantive content and exposes students to specific theoretical frameworks;

Whereas, both students of color and white students benefit academically as well as socially from taking Ethnic Studies courses (Dee & Penner, 2017);

Whereas, Cañada College has an existing Ethnic Studies degree requirement, Skyline College has its own Ethnic and Cultural Diversity degree requirement, and College of San Mateo has neither;

Whereas, SMCCCD students move between the three campuses and aligning degree requirements eliminates confusion and obstacles, including lengthy and complicated paperwork processes, for earning a local Associate's Degree;

Whereas, SMCCCD students from all three campuses, identifying and recognizing the value and import of the Ethnic Studies discipline in their personal and educational learning, have repeatedly requested an Ethnic Studies graduation requirement for all local Associate's Degrees in the district;

Whereas, the Academic Senate of the California Community Colleges (ASCCC) adopted Resolutions 9.03 and 9.04, which urge the California Community Colleges Chancellor and the Board of Governors to add Ethnic Studies to the list of core competencies in California Title V 55063; and,

Whereas, the California Assembly passed AB1460 in 2020, which requires all CSU students to take an Ethnic Studies course before graduation, and in response, the CSU created a new Ethnic Studies transfer requirement for community colleges (Area F);

Resolved, the SMCCCD Academic Senate recommends that the three colleges adopt an Ethnic Studies degree requirement for local Associate's Degrees by Fall 2021 for new incoming students; and,

Resolved, the SMCCCD Academic Senate recommends that local Ethnic Studies degree requirements should only include courses that have the ETHN course prefix with an ethnic studies discipline assignment.

Passed unanimously on February 8, 2021

4) **Division Reports**

-Danielle mentioned that she will be the new HSS representative for DE

-Maureen shared that at the last HSS meeting, there was much excitement and enthusiasm for the Ethnic Studies degree.

-Sumathi shared that she will send another reminder to her division regarding outstanding submissions.

-Gloria shared that Counseling is moving into the CRM system with Salesforce effective early April, and students will be able to schedule their own appointments. Gloria added that there will be a learning curve for everyone as this is a new system.

-Soraya shared that at the Transfer Center, they are working on finalizing AD-Ts to verify them with CSU campuses how many students are receiving AD-Ts and individually verify them. Additionally, in collaboration with financial aid and STEM program tutoring services, the end of year party for student achievements is being planned. Soraya hopes that all faculty will attend to celebrate students, and this is tentatively scheduled for May 14.

5) **Adjournment**

Motion – To adjourn the meeting: M/S: Danielle Pelletier, Maureen Wiley

Discussion—none

Abstentions – none

Approval – approved unanimously

- a. Meeting adjourned at 10:26 am