College of San Mateo

Curriculum Committee

October 9, 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
ASCSM Student Representative	Finola Miqailla
Business/Technology	Hellen Pacheco, Lale Yurtseven
Counseling/Student Services	Leonardo Cruz, Trang Luong
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Michelle Mullane
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Tamara Perkins, Keira Travis
Math/Science Division	Beth LaRochelle
Non-Voting Members	Deborah Laulusa, Chris Walker (sub for Danni Redding Lapuz), Niki Castello
Absent/Excused	Lia Thomas, Jeremy Ball, Chris Smith
Other Attendees	Madeline Wiest, Natalie Alizaga

Chair, Malathi Iyengar, called the meeting to order at 2:16 p.m. Motion by Lale to approve the agenda, seconded by Shana, all members voting "Aye."

CONSENT AGENDA

Minutes were sent out with correction to the attendance list. Motion by Lale to approve the minutes, seconded by Michelle, all members voting "Aye."

- **Approval of minutes from the September 25, 2025 meeting**

Malathi requested to remove the DANC courses from the consent agenda to a future meeting to address standard writing conventions. Motion by Beth to approve the consent agenda, seconded by Lale, all members voting "Aye."

- **Course Modification(s)**

    CIS   124   Foundations of Data Science (4)
    (DE update; 2-year update; change description, SLOs, objectives, course
    content and texts.)

- **Course Deactivation**

    DANC   116.1   Waltz I

- **Program Modifications**

    - Computer Science Applications and Development – AS Degree (removal of required selective courses)
    - Computer Science Applications and Development – Certificate of Achievement (removal of required selective courses)
    - Web and Mobile Application Development – Certificate of Achievement (removal of required selective courses)
    - Web and Mobile Application Development – AS Degree (removal of required selective courses)
    - Data Science and Big Data – Certificate of Specialization (changes in outcomes, requirements)
    - Database Programming – Certificate of Specialization (removal of required selective courses)

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.

- **Memo**
    - Technical Updates to Prerequisite – **approved**. *Motion by Beth, seconded by Marsha, all members voting "Aye."*

OPEN AGENDA_____

- **Policy on credit for upper division coursework**
  In the interest of students and aligning with Skyline, we would give credit for upper division coursework towards the completion of a lower degree or for transfer. Marsha added that counselors can do course substitutions, but they cannot give units for upper division coursework because CSM is a lower division institution. She agrees it should be in the catalog, capturing the same wording that is used in Cal-GETC about approving community colleges to use upper division work, for example with the Anatomy program at San Francisco State University that is upper division. Marsha will prepare language for this new policy, based in part on Skyline's approved policy, and it will be brought for a vote at the next meeting.

- **SLOs and SIOs clarification**
  Malathi shared a page from the SLOs Faculty Toolkit Summary that states, "If the course objectives describe skills that you can measure or observe, then your course objectives and SLOs can be identical" (*Ref: Student Learning Outcomes (SLO) > Faculty Toolkit: Summary*). Natalie added that they can be identical or the course objectives can be very broad and the SLOs can be much more specific to skills. In terms of getting approved at the state level for CID or AB 1111, there is no requirement for these SLOs and SIOs to be different. There is a specific format for AB 1111 that may not intuitively look correct, but Beth works with every faculty member who submits an AB 1111 course to ensure it is in the correct format so this need not be reviewed by committee members for format correctness. Julieth suggested a revision to the SLO Faculty Handbook to include these guidelines regarding the SLOs and SIOs. Malathi volunteered to make this edit.

- **Office Hours**
  Deb will hold office hours every Tuesday from 1:30 – 3:00pm. Malathi will hold office hours every first and third Tuesday from 1:30 – 3:30pm (when Academic Senate Meetings are not happening). Malathi requested that faculty members seeking help first refer to the instructions for guidance, then to their division rep who should guide them through the instructions. They can be referred to Malathi and Beth and lastly Deb for more complicated situations.

- **Teach-outs**
  Marsha requested a future agenda item to address teach-outs, i.e. what they are, what is the process, how to apply them, how students are informed and why there aren't instructions or descriptions in the catalog. Also, how do we identify when there's a need for a teach-out? How are teach-outs triggered? How do teach-outs work with catalog rights? Are they in conflict? Why can't I find a board policy on this? Discussion continued within the committee with Chris W. giving some historical context of why teach-outs exist and informing the group that there is a global SOP for what triggers teach-outs and what process to follow for them. He explained that they are automatically triggered by changes to a program that can be as simple as a name change. The majority of teach-outs happen for closed programs. One purpose of teach-outs is to inform students of program changes because the college can not legally switch programs for them. (*Ref: College of San Mateo > Catalog 2025-2026 > Academic Policies > Program Inactivation and Teach-out*)

Meeting adjourned at 2:57 p.m.