

College of San Mateo

Curriculum Committee

November 13, 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, Trang Luong (zoom)
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Jeremy Ball, Michelle Mullane
Kinesiology Division	Shana Young (zoom)
Language Arts Division	Tamara Perkins, Keira Travis
Math/Science Division	Beth LaRochelle (zoom), Chris Smith

Non-Voting Members

Deborah Laulusa, Danni Redding Lapuz, Niki Castello

Absent/Excused

ASCSM Student Representative	Finola Miqailla
Instructional Design	Julieth Benitez

Other Attendees

Chris Walker, Madeline Wiest, Michelle Beatty, Diana Bennett, Minu Mathur, Tamara Porras, Kathleen Diamond

Chair, Malathi Iyengar, called the meeting to order at 2:15 p.m. Motion by Jeremy to approve the agenda, seconded by Chris, all members voting "Aye."

Public Comments (2 minutes/person)

Marsha: MATH 251 and 252, the Common Course Numbers, were put in place for Phase 2B for Fall 2027. If I'm correct on that, as an articulation officer, I'm not going to do anything for those this year, but we'll do something for them next year.

Deborah: As a district, we decided that we were going to put all of Phase 2 in effect for Fall 2026.

Michele Titus: Regarding course inactivations, there's a few things on the list: 350 hasn't been offered lately, but we need to because it is for the major. And, it's just a matter of that we've been trying to rotate other

courses, but the 180 class, the religion class, is on the list, or maybe won't be transferable. So, until we know for sure about that, we certainly don't want to give up anything else, which would be the North American Indians class. So, we haven't offered that in a while. August Gonzalez, some of you might remember, used to teach that. I had taught it at Canada, and I certainly could. I'm an archaeologist that worked on North American stuff, so I'm certainly qualified, but we just haven't had room for it. But if we lose the 180 class, we'll probably need that class. So I just wanted to say there's reasons that I'll be filling out the form for the exemptions for the 350 and the 360, and then we'll have to see what happens with the 180.

Jeremy: No one but us should be able to deactivate a course.

Malathi: Agreed. People will be getting emails from me saying that your course is on the inactivation list and if you want to cancel it, fill out the exemption form, but it's not clear who makes the final decision about whether there's an extension so these are conversations we can have.

CONSENT AGENDA

Motion by Lale to approve the consent agenda, seconded by Marsha, all members voting "Aye."

- **Approval of minutes from the October 23, 2025 meeting**

- **Course Modifications**

DANC	151.1	Social Dance I (0.5 or 1.0) (6-year update; change in description, SLOs, objectives, content, texts.)
DANC	151.2	Social Dance II (0.5 or 1.0) (6-year update; change in description, SLOs, objectives, content, texts.)
DANC	151.3	Social Dance III (0.5 or 1.0) (6-year update; change in description, SLOs, objectives, content, texts.)
DANC	151.4	Social Dance IV (0.5 or 1.0) (6-year update; change in description, objectives, content, texts.)
DGME	104	Digital Media Career Pathways (3.0) (DE update; 2-year update; change in content, evaluation, texts.)
GEOG	100	Physical Geography (3.0) (DE update; 6-year update; change in SLOs, objectives, instruction, assignments, evaluation, texts.)
KINE	101	Introduction to Kinesiology (3.0) (DE update; 6-year update; change in texts.)

- **Course Deactivations**

ART	124	Old Masters' Aesthetics and Techniques
ESL	925	Writing for Multilingual Students I (Noncredit)
ESL	926	Writing for Multilingual Students II (Noncredit)
ESL	927	Writing for Multilingual Students III (Noncredit)
ESL	945	Listening and Speaking I (Noncredit)
ESL	946	Listening and Speaking II (Noncredit)
ESL	947	Listening and Speaking III (Noncredit)

ESL	955	Reading for Multilingual Students I (Noncredit)
ESL	956	Reading for Multilingual Students II (Noncredit)
ESL	957	Reading for Multilingual Students III (Noncredit)

- **Program Modifications**

- Art History – Certificate of Achievement (removal of ART 124 - deactivated)
- Art History – AA Degree (removal of ART 124 - deactivated)
- Interdisciplinary Studies: Arts and Media – AA Degree (removal of ART 124 - deactivated)

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.

- **New Course**

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| DGME | 249 | Digital Media Internship (3.0) – approved. <i>Motion by David, seconded by Lale, all members voting “Aye.”</i>
(New DE Supplement)
The author Diana confirmed that all comments were addressed, clarifying the internship component, which involves teaching students how to secure internships and providing on-campus opportunities, if needed. |
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- **Course Modifications**

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| ANTH | C1001L | Biological Anthropology Laboratory (1.0) <i>formerly ANTH 127</i> – approved. <i>Motion by Marsha, seconded by Helen, all members voting “Aye.”</i>
(DE update; 6-year update; change in ID, corequisite, description, objectives, content, evaluation, texts.)
Beth confirmed that comments had been addressed. |
| ART | 347 | History of Photography (3.0) – approved with revisions to SLO-B. <i>Motion by Jeremy, seconded by David, all members voting “Aye.”</i>
(DE update; 6-year update; change in title, description, SLOs, objectives, content, instruction, assignments, evaluation, texts.)
Tamara, the photography representative, spoke to the group about wording around the pre-1839 origins of photography prior to its official invention in France. She will be handling the course updates and agreed to make the requested revision to the SLO-B to make it a bit more clear and concise. |
| ART | 381 | Beginning Digital Photography (3.0) – approved with revisions to wording and redundancy in the course description and genericizing the specific software referenced. <i>Motion by Jeremy, seconded by David, all members voting “Aye.”</i>
(DE update; 6-year update; change in hours, recommended preparation, description, SLOs, objectives, content, instruction, assignments, evaluation, texts.) |

- Tamara, the photography representative, will be handling the course updates and agreed to make the requested revisions.
- ART 384 Advanced Digital Photography (3.0) – **approved with revisions to wording and redundancy in the course description and removal of the sentence, “Extra supplies may be required.”** *Motion by Jeremy, seconded by David, all members voting “Aye.”*
(DE update; 6-year update; change in hours, recommended preparation, description, SLOs, objectives, content, instruction, assignments, evaluation, texts.)
Tamara explained that the supplies statement is included in all of the ART photography course descriptions. The group agreed that it should be taken out on a course by course basis as the courses are revised.
- BIOL C1000 Introduction to Biology with Lab (4.0) *formerly BIOL 110* – **approved.** *Motion by Jeremy, seconded by Chris, all members voting “Aye.”*
(DE update; 6-year update; change in ID, title, description, objectives, content, evaluation, texts.)
Kathy represented the course. She confirmed that the texts are all up-to-date. Both she and Beth confirmed that all comments had been addressed.
- SOCI C1000 Introduction to Sociology (3.0) *formerly SOCI 100* – **approved.** *Motion by Jeremy, seconded by Helen, all members voting “Aye.”*
(DE update; 6-year update; change in ID, description, SLOs, objectives, content, evaluation, texts.)
The author Minu spoke on behalf of the course. There is a missing hybrid DE supplement. The group agreed the course could be approved as is. A revision to add the hybrid DE supplement could be done for Spring with Shelly offering to help.

- **Program Modifications**

- International Business – Certificate of Achievement (changes in requirements to make the certificate more stackable) – **approved.** *Motion by Marsha, seconded by Chris, all members voting “Aye.”*
- International Business – Certificate of Specialization (changes in requirements to make the certificate more stackable) – **approved.** *Motion by Marsha, seconded by Chris, all members voting “Aye.”*

OPEN AGENDA

- **Policy for Use of Upper Division Coursework**

The group discussed the interpretation and application of Skyline College's policy regarding upper division courses for associate degree and certificate major requirements. They clarified that the policy allows for course-to-course equivalency, meaning if a UC offers an upper division course and a community college offers a lower division course with equivalent content, the upper division course can be applied to meet the requirement. The discussion also touched on the use of upper division units towards the 60-unit requirement for degrees, noting that practices vary among community colleges.

The group discussed policies regarding the acceptance and application of upper division units from four-year institutions toward associate degrees. They explored how these units would interact with residency requirements and course equivalencies, with a focus on whether they should count toward the 60-unit

requirement. The discussion also touched on the implications for students transferring from four-year institutions to community colleges, particularly in nursing programs. Marcia agreed to edit the credit policy to clarify that students receive actual course credit rather than just subject area credit, and she will send the updated version to the group. The group agreed to further develop this policy so that it could be presented to the District Curriculum Committee, with the aim of potentially aligning it with Skyline College's approach while ensuring it clearly defines how upper division units are applied.

- **Proposed SOP for Course Inactivations**

The group reviewed an SOP for course inactivations, which sparked a discussion about the challenges of reactivating courses once they are inactivated. Danni suggested focusing on offering required courses for degrees and certificates rather than focusing on inactivating them, as this would better serve students' educational goals.

Chris Walker clarified that this policy was not new, having been established several years ago, and explained the historical context and reasons behind its creation. The group reviewed the process for exemptions to the policy, which involves submitting forms and going through a review process by the District Curriculum Committee. They also discussed how deans and curriculum chairs use the policy as a guide for course offerings and scheduling.

This policy also pertains to inactivating courses that have not been offered for a significant period. The group discussed a list of courses that haven't been offered in 10 years, with some division representatives reporting that these courses are actually being taught regularly. Chris explained that the phased-in process started in 2020 with a 6-year rollout, reducing to 5 years the following year, and then 4 years after that. The discussion raised questions about the inactivation process for courses that are required for degrees, with Chris noting that if a required course isn't offered within 3 years, there might be a question about why the degree exists in the first place. The group agreed to investigate the process further, with a suggestion that they talk to Karrie Mitchell and other schools about how they're approaching the issue.

Marsha asked the group to make sure all of the AB 1111 courses to be approved in December for Fall 2026 be on the next agenda for the final meeting of the calendar year on December 4th.

Meeting adjourned at 3:47 p.m.