

# College of San Mateo

## Curriculum Committee

March 12, 2026 (2:15 p.m.)

Building 10, Room 10-401

Zoom Meeting: <https://smccd.zoom.us/j/89148507277>

Meeting ID: 891 4850 7277, Passcode: 577945

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 (Zoom)
Counseling/Student Services	Leonardo Cruz, Trang Luong (Zoom)
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Judith Hunt, 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, Niki Castello

#### Absent/Excused

ASCSM Student Representative	Finola Miqailla
Math/Science Division	Chris Smith

#### Other Attendees

Madeline Wiest, Yelena Feinman, Robbie Baden

Chair, Malathi Iyengar, called the meeting to order at 2:20 p.m. Motion by Shana to approve the agenda, seconded by Beth, all members voting "Aye."

#### **Public Comments (2 minutes/person)**

None

#### **CONSENT AGENDA**

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Motion by Shana to approve the consent agenda, seconded by Hellen, all members voting "Aye."

- **Approval of minutes from the February 26, 2026 meeting**

- **Course Modifications**

BLDG	740	Mechanical Code (3.0) (DE update; 2-year update; change in texts)
BLDG	760	Energy Regulations (3.0) (DE update; 2-year update; change in texts)
DENT	721	Dental Materials I (3.0) (DE update; 2-year update; change in texts)
DENT	730	Occupational Safety and Infection Control in Dentistry (1.5) (DE update; 2-year update; change in texts)
DENT	742	Chairside Assisting II (3.0) (DE update; 2-year update; change in texts)
DENT	749	Preclinical Dental Science Laboratory (1.0) (2-year update)
DENT	751	Dental Clinic (1.5) (2-year update; change in texts)
DENT	763	Dental Radiology (2.0) (DE update; 2-year update; change in SLOs, content, texts)
DENT	770	Dental Office Procedures (2.5) (DE update; 2-year update; change in description, texts)
ENGL	C1000	Academic Reading and Writing (3.0) (DE update; 6-year update; change in content)
ENGL	C1000E	Academic Reading and Writing (5.0) (DE update; 6-year update; change in SLOs, content)
LIT.	113	The Novel (3.0) (DE update; 6-year update; change in description, content, assignments, evaluation, texts)
LIT.	813	The Novel (3.0) (6-year update; change in description, SLOs, objectives, content, instruction, assignments, evaluation, texts)

- **Program Deactivations**

- DevOps – Certificate of Achievement (17 units)
- Foundations of Computer Science – Certificate of Achievement (19 units)
- Social Science – AA Degree Program (18 units)

### **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.*

- **Program Modifications**

- Business Administration 2.0 – AS-T Associate in Science Degree for Transfer (changes in required courses, replacing ECON C2002 with ECON 100, replacing ECON C2001 with ECON 102, removing

MATH C2210, adding MATH 251, BUS 123) – **approved**. *Motion by Marsha, seconded by Beth, all members voting “Aye.”*

There were no questions or comments from the committee.

- Mathematics – AS-T Associate in Science Degree for Transfer (changes in required courses: removing MATH 270, MATH 275, MATH 268, adding CIS 117, CIS 135, CIS 255) – **approved**. *Motion by Beth to approve with a revision to the title as “Mathematics 2.0”, seconded by Leo, all members voting “Aye.”*  
There were no questions from the committee.

## **OPEN AGENDA**

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- **50% Requirements for 1) Certificates and 2) ADTs**

### **1) Certificates**

Chairperson Malathi opened this topic by starting with Board Policy 6.26, specifically point #5, and opening the question to the group of whether CSM is in compliance with board policy regarding the 50% requirement for certificates and what adjustments may be needed. For AA and AS degrees, CSM is in alignment with the District that either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one or more of the San Mateo County Community Colleges. For certificates however, CSM is not in alignment with the district and other colleges; CSM currently requires that 50% of requirements for certificates be completed at CSM.

The DCC Chair has posed that CSM’s 50% requirement is a barrier to students who are trying to earn a certificate to get a job or advance in their jobs or careers. This would apply more for Career and Technology Education (CTE) certificates but not all certificates are CTE.

Keira Travis spoke on behalf of the Creative Writing Certificate Program which offers a non-CTE certificate and is opposed to changing the 50% requirement for their certificate because there would students who could earn it without taking part in the community of people and activities that the CSM creative writing program provides.

Lale Yurtseven, speaking on behalf of the Business Management and Public Administration departments which discussed this together, shared that they are opposed to changing the 50% requirement. While their certificates are CTE and are stackable, they are not necessarily used by students to get jobs. Also, while completing their certificates, students work in groups and become part of student clubs on campus, like the Business Club or the Entrepreneurship Club, which is part of the CSM community. A student earning their certificates without having taken even one CSM class would not have had that same shared experience and should not be awarded a CSM certificate. In terms of barriers to students’ time and schedules, Lale put forth that all Business classes have an asynchronous online section offered.

Hellen Pacheco posed the question about how this would affect enrollment for CSM classes.

Judith Hunt shared an anecdote, opposing the 50% requirement on the basis that a CSM certificate guarantees a certain level of standard that could not be certified or enforced if the classes are not taken at CSM. While wanting to accommodate students and remove roadblocks, she believes we must also maintain institutional integrity about the quality of work.

Beth LaRochelle, speaking on behalf of the Dental CTE certificates, opposes changing the 50% requirement for CSM also on the basis of the integrity and accountability of their programs.

Malathi clarified for the group that this would affect programs like creative writing possibly more so because all three colleges offer creative writing classes but only CSM offers a creative writing certificate.

Marsha Ramezane offered that changing the 50% requirement to include district-wide courses could pose a big issue with course substitutions across certificates; she mentioned computer science courses specifically.

Leo Cruz offered insight from the Counseling and student perspective that counselors are seeing a lot more movement of students between campuses. While some of this is intentional, some of it is not intentional as students are not always aware of which campus their course is offered at when signing up in the new Webschedule. Also, with common course numbering, as a whole the California Community College system is moving towards standardizing courses so that wherever you take a course, it should satisfy the requirement.

Malathi let the group know that this question and debate was brought up in last year's Curriculum Committee but there was no vote.

Judith Hunt recalled the personal experience that Chris Walker, as former Chairperson, had shared in past curriculum committee discussions in favor of changing the 50% requirement at CSM. He was not subject to this requirement, but if he had been, it would have caused significant barriers to his educational goals at that time, resulting in much duplication of work and major delays in earning his academic achievements.

Madeline Wiest (TES) shared that transcript evaluation queue went down this semester from 2,000 transcripts to 500, which was a huge accomplishment and to keep it in mind that the district received a lot of external coursework requests. It's really important to honor students' time and everything it's taken them to pursue their academic goals. Also, every single day they see students that transferred between the three campuses and also lots of Degree Works change requests, asking why a class at another campus is not appearing in this student's program of study? They have to investigate and explain that maybe it is because the class is differentiated, or it doesn't meet those requirements.

Marsha asked why this issue was coming forth. Malathi offered that it is because there is a desire from the district for alignment with the other colleges. Marsha said she likes the idea of alignment, but first we should align our courses and then align our certificates.

Malathi asked the committee to let her know when they would like to take a vote.

Robbie Baden spoke on behalf of the Creative Writing Program and the department, opposing a change to the 50% requirement at CSM. He explained their certificate is a local certificate of achievement which differs from a CTE which is typically related to a job, whereas a certificate of achievement can also be related to general education and other goals for experience, mastery, etc. He believes that changing this requirement could cause classes to be cancelled which would affect their program and its community and all of the activities they offer students, like fieldtrips, conferences, guest speakers, workshops, networking with other writers, competitions and performances and student clubs.

## 2) ADTs

Marsha explained that CSM's current document is in line with state regulations and Title V of having at least 12 units from CSM. The ADT does not have a 50% requirement; it is designed for students who are traveling and moving around between campuses. But according to our legal advice, for the ADTs, we could adjust the 12 units of CSM to be 12 units in the district.

Malathi explained that there is no law requiring the committee to change this, but there is a board policy with regard to reciprocity that requires that courses taken at any college in the district has to be honored at any other college:

“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 will be required to complete only those courses applicable toward their major for the associate degree or certificate program.”

Marsha believes from this standpoint it seems appropriate that the ADTs would have this same flexibility and our legal advice has indicated that also.

*Motion by Marsha to modify the ADT residency requirement to include 12 units of coursework completed within the District instead of 12 units completed in residency at CSM, seconded by Leo, 11 members voting “Aye”, 1 abstention (Judith).*

- **Upper Division Policy Language**

Marsha explained that this is how the college and articulation officers have operated for years and the only difference at CSM is that we didn't use those units because we didn't think you could, but now we're able to.

*Motion by Marsha to approve, seconded by Keira, all members voting “Aye.”*

- **Timeline for New Courses per the Curriculum Committee Handbook**

Malathi reviewed the timeline for new course approvals, noting that it typically takes two years for courses to complete the full approval process (as referenced in the curriculum committee handbook, pages 10-11). She went through the major three steps outlined in the handbook in which the deadline for submission of new courses is in the Fall, then they go through tech review, then

come to the committee and assuming their passed locally by the end of Spring, then Marsha submits them for articulation in June. She emphasized that the danger of offering a course after it's been approved by the local committee and has not been articulated is that students take the course thinking they're going to get the transfer credit, and that is not always the case.

She asked that everyone educate the faculty in their division meetings about the two-year timeline for new courses and the critical deadlines for course submissions, technical review and articulation. Missing these deadlines could delay course approval beyond two years.

Marsha added that the articulation process for CalGETC is two years, but other courses it could take longer. Judith pointed out the curriculum schedule of deadlines by discipline and how important it is to follow that to get your changes approved.

- [Min Quals/Disciplines Handbook](#)

Malathi asked the committee to read and review a handout from the ASCCC handbook outlining how to assign courses to disciplines. The discussion explained how assigning a course to multiple disciplines can affect who is qualified to teach the course, the course preparation and the faculty selection, particularly in situations involving seniority, reductions, bumping rights, etc. Malathi highlighted several examples from the Min Quals Handbook to illustrate how broad the discipline assignments can be and showing various qualifications that could meet requirements for specific subjects like agriculture, child development, communications, and health.

The conversation ended with an update on CCN, noting that it may be paused due to some challenges at the state level with courses being approved and with course template development.

**Meeting adjourned at 3:42 p.m.**