

# College of San Mateo

Curriculum Committee

April 9, 2026 (2:15 p.m.)

Building 10, Room 10-468

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
Counseling/Student Services	Leonardo Cruz, Trang Luong
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Judith Hunt
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
Creative Arts & Social Science	Michelle Mullane
Math/Science Division	Chris Smith
	Danni Redding Lapuz

### Other Attendees

Madeline Wiest (Zoom), Chris Walker (Zoom)

Chair, Malathi Iyengar, called the meeting to order at 2:18 p.m. Motion by Beth to approve the agenda, seconded by Shana, all members voting "Aye."

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

None

## **CONSENT AGENDA**

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

- **Course Modifications**

DENT	722	Dental Materials II (2.0) (DE supplement removed; 2-year update; change in description, texts)
DENT	740	Chairside Assisting I (3.0) (DE supplement removed; 2-year update; change in texts)
DENT	753	Dental Assisting Clinical Practice (5.0) (DE supplement removed; 2-year update; change in lab/field experience, SLOs, instruction, evaluation, texts)
DGME	135	Radio and Podcast Production Lab IV (2.0) (DE update; 2-year update; change in texts)
ENGL	C1001	Critical Thinking and Writing (3.0) <b>formerly ENGL 165</b> (DE update; 6-year update; change in prerequisite, content, texts)
R.E.	100	Real Estate Principles (2.0) (DE update; 2-year update; change in texts)
R.E.	110	Real Estate Practice (3.0) (DE update; 2-year update; change in content, texts)
R.E.	121	Legal Aspects of Real Estate (3.0) (DE update; 2-year update; change in texts)
SOCI	C1000	Introduction to Sociology (3.0) <b>formerly SOCI 100</b> (DE update; 6-year update;)

- **Course Deactivation**

DGME 101 Writing for Mass Media

- **Program Deactivations**

- Interdisciplinary Studies, Option 1: Intercultural Studies – AA Degree Program (18 units)
- Interdisciplinary Studies, Option 2: Contemporary Issues – AA Degree Program (18 units)
- Interdisciplinary Studies, Option 3: Science and Society – AA Degree Program (19 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 Modification**

- Physics – AS-T Associate in Science Degree for Transfer (changes in description, program learning outcomes, major requirements, total required major units, addition of MATH 270 and MATH 275 from recommended preparation to required core courses, addition of CIS 117, CIS 135, CIS 255, CIS 278 to programming courses, removal of “one course in computer programming” under recommended preparation) – **Postponed**

## OPEN AGENDA

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- **Vote on 50% Residency Rule on Certificates** – *Motion by Judith to keep CSM’s 50% Residency Rule on Certificates the same, seconded by Beth, all members voting “Aye.”*

- **Possible Policy for Deactivating Out-of-Date Courses**

Malathi introduced this open agenda item letting the committee know that it was suggested in a curriculum leadership meeting that CSM consider having a policy for inactivating courses that have not been updated. The rationale being that it's bad for students to take courses that are very out-of-date. Most colleges do not have a policy like this, but a few of them do. Skyline does not have a policy and Cañada does have a policy. Malathi shared a list of courses that were due for an update in 2024 or prior that have not been updated. In some cases, there is a specific explanation, e.g. in one case the originator is deceased. However, some of these courses do continue to be offered. Deans have discretion whether to continue to offer a course that has not been updated.

Chris spoke from the dean’s perspective, saying that deans can remind faculty that it is their personal responsibility, but the problem is that there is no consequence to them for not doing it. I don't fault faculty because they busy and their focus is on teaching their students, taking care of their students, making their actual classes in the classroom better and these kind of things can easily be pushed aside if there's no consequence for not doing it. And so, I would be strongly in favor of there being an actual policy from the curriculum committee that provides something for the dean to point to that says, if you don't get this updated on time, we're going to deactivate the course.

Judith added that deans do already have the authority and the responsibility not to allow a course that is out-of-date, whether or not they choose to exercise it. It’s not dissimilar to the policy for Distance Ed. If you haven't done the training, deans have the authority not to allow you to offer a course online.

Chris responded that the Distance Ed example is not the similar in that the course can still be offered in a different modality or in an online modality by another instructor who has done the training.

Marsha, for articulation reasons and all of the other reasons, would like to see a policy for deactivating courses that are out-of-date.

Malathi pointed out that there is a lot of labor involved in deactivating and reactivating courses that could fall on other people as a result of an instructor that has not done the initial work of updating the course. She also added, as a response to Judith’s question about who should set the policy, that Academic Senate may not be aware of the full process of updating a course through the curriculum process.

Judith inquired whether this could be taken back for the deans to discuss what kind of policy or recommendation they would need to be able to enforce deactivation of out-of-date courses.

Chris responded that he has to balance whether deactivating an out-of-date course could harm students by introducing barriers, putting them behind on their sequence of courses to finish a degree or program. However, having a clear policy would remove it from the dean’s discretion and make it automatic that the course would be removed from the schedule and the catalog. People would respond to that.

Beth asked if offering a course that is 8-10 years or more out of date is not harming students.

Chris responded that with a lot of the sciences, the course content and textbooks do not necessarily need to be updated or modernized because the concepts they are teaching are from the 1800s in some cases and absolutely nothing has changed. However, that is specific to his division of Math and Science and is definitely not the case for other departments and divisions.

Lale said she would be in favor of a policy that sends a stern warning with a last opportunity to update their courses.

Marsha offered that when we talk about what's best for students, it is the broadest articulation we can get, the greatest articulation value we can get for a course. So, in essence, keeping the courses updated is a great service to students, rather than letting them become outdated.

Malathi asked Chris what the difference would be between having a curriculum committee policy with a consequence versus the deans enforcing this on their own.

Chris responded that some people do not respond to non-written policy items with no consequences. He would prefer to have this discussion with the dean team because these are his opinions based on his division and course content. There is a Title V regulation but he would like to see it put in writing in the curriculum handbook so deans have something to point to when enforcing this policy with faculty.

Malathi will follow-up with Danni to talk to the deans. Then, the committee can draft a letter or statement to remind people of the Title V obligation that courses need to be updated and should not be considered for scheduling if they fall out-of-date. We also need more full-time faculty to make sure there is capacity to keep everything updated. Even if nothing's changed, it has to be updated.

**Meeting adjourned at 2:54 p.m.**