



**SKYLINE COLLEGE ACADEMIC SENATE
CURRICULUM COMMITTEE MINUTES
ZOOM MEETING**

DATE: November 3, 2021

PRESENT: Curriculum Committee

Tony Brunicardi, Kinesiology, Athletics & Dance
Tammy Calderon, Business, Education and Professional Programs
Jacquie Escobar, Counseling
Emilie Hein, Science, Technology, Engineering & Mathematics
Jessica Hurless, Chair, Language Arts
Alpha Lewis, Global Learning Programs & Services
Poh Kim Lim, Academic Support & Learning Technologies
Melissa Matthews, Counseling/Student Equity & Support Programs
Susanne Schubert, Science, Technology, Engineering & Mathematics
Erinn Struss, Language Arts
Sanjyot (Pia) Walawalkar, Academic Support & Learning Technologies
Christopher Watters, Kinesiology, Athletics & Dance
Ronda Wimmer, Business, Education and Professional Programs
James Wong, Social Sciences/Creative Arts

Ex Officio

Marianne Beck, Articulation Officer
Christopher Collins, Distance Education Coordinator
Shannon Hoang, Associated Students of Skyline College Representative
Adriana Johnston, Classified Senate Representative
Danni Redding Lapuz, Interim Vice President of Instruction

Maria Norris, Staff Support, Curriculum and Instructional Systems Specialist
Sherrie Prasad, Staff Support, Executive Assistant

ABSENT: Luis Escobar, William Minnich, Arthur Takayama

GUESTS: Tom Broxholm, Philipp Gleyzer, Carla Grandy, Julia Johnson, Michael Kane, Kelly Li, Mustafa Popal, Nicole Porter, Jesse Raskin, Madeline Wiest

Chair Jessica Hurless convened the meeting at 2:11 pm.

I. Brown Act Resolution for November

Chair Hurless motioned to pass the Brown Act Resolution for November 2021 to continue meetings via Zoom for the month of November while the state of emergency persists. The resolution passed unanimously.

II. Approval of Minutes: October 20, 2021

The minutes of the October 20, 2021 meeting were accepted as submitted.

III. Science, Technology, Engineering & Mathematics Division

a. Course Modifications

PHYS 210 – General Physics I

Physics Professor Emilie Hein presented the modifications to PHYS 210 explaining that Physics is currently going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless wanted to ensure that Professor Hein was comfortable with the technical review suggestion to move Student Learning Outcomes bullet #4 to Specific Instructional Objectives. Professor Hein responded that the bullet point emphasizes that students work as part of a group, and this new objective will help the students develop skills to work in a team. She added that she consulted with the Physics faculty and they are comfortable moving SLO bullet #4 to Specific Instructional Objectives.

A discussion took place regarding the difference in Math prerequisites for PHYS 210 and PHYS 211 which could confuse STEM students who may, depending on the transfer university, be required to take both courses for transfer. An additional concern was stated that it would be beneficial for students to meet with an academic counselor to discuss these requirements. It was agreed to add a note to the Catalog description regarding the Math prerequisites and meeting with an academic counselor. Professor Hein agreed to draft the note and send the language to Chair Hurless.

- Accepted the modifications to PHYS 210 pending the additional language for the Catalog description (*Catalog Description Revision, Content Review Revision, Distance Education Revision, Method of Evaluation Revision, Methods of Instruction Revision, Mode of*

Delivery Revision, Objectives Revision, Representative Assignments Revision, Student Learning Outcomes Revision, Textbooks Revision, and Transferability Revision) effective Fall 2022.

PHYS 211 – General Physics I – Calculus Supplement

Professor Hein presented the modifications to PHYS 211 explaining that Physics is currently going through Comprehensive Program Review and the course outline of record has been updated. She added that PHYS 211 is no longer being offered at Cañada College, and those students are being sent to College of San Mateo.

- Accepted the modifications to PHYS 211 (Objectives Revision and Textbooks Revision) effective Fall 2022.

PHYS 220 – General Physics II

Professor Hein presented the modifications to PHYS 220 explaining that Physics is currently going through Comprehensive Program Review and the course outline of record has been updated.

A discussion again took place regarding the difference in Math prerequisites for PHYS 220 and PHYS 221 which could confuse STEM students who may, depending on the transfer university, be required to take both courses for transfer. An additional concern was again stated that it would be beneficial for students to meet with an academic counselor to discuss these requirements. It was agreed to add a note to the Catalog description regarding the Math prerequisites and meeting with an academic counselor. Professor Hein agreed to draft the note and send the language to Chair Hurless.

- Accepted the modifications to PHYS 220 pending the additional language for the Catalog description (*Catalog Description Revision, Content Review Revision, Distance Education Revision, Lecture Content Revision, Method of Evaluation Revision, Methods of Instruction Revision, Mode of Delivery Revision, Objectives Revision, Representative Assignments Revision, Student Learning Outcomes Revision, Textbooks Revision, and Transferability Revision*) effective Fall 2022.

PHYS 221 – General Physics II – Calculus Supplement

Professor Hein presented the modifications to PHYS 221 explaining that Physics is currently going through Comprehensive Program Review and the course outline of record has been updated.

- Accepted the modifications to PHYS 221 (*Method of Evaluation Revision, Methods of Instruction Revision, Objectives Revision, and Textbooks Revision*) effective Fall 2022.

IV. Social Science/Creative Arts Division

a. Course Modifications

LEGL 275 – Constitutional Law and Supreme Court Jurisprudence

Paralegal Professor Jesse Raskin presented the modifications to LEGL 275 explaining that the Paralegal Program is approved by the American Bar Association and they recently restructured to differentiate between legal specialty and non-specialty paralegal courses. He added that LEGL 275 is a legal specialty skills course.

Chair Hurless asked if there were any Open Educational Resources (OER) for LEGL 275. Professor Raskin responded that OER textbooks do not provide content on legal specialty focusing on developing paralegal skills.

Counseling Professor Jacquie Escobar noted that some of the Skyline Specific Area and General Education applicability related to CSU GE applicability was missing from the COR under the AA/AS Degree Requirements section. Curriculum and Instructional Systems Specialist Maria Norris replied that she will add the information to the CurricUNET course record.

- Accepted the revision to the recommended preparation for LEGL 275 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted the modifications to LEGL 275 (*Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Objectives Revision, Recommended Preparation Revision, Representative Assignments Revision, Textbooks Revision, and Title Revision*) effective Fall 2022.

HIST 244 – African American History

History Professor Chris Collins presented the modifications to HIST 244 explaining that History is currently going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless noted that there were some alignment issues with the District and suggested that a conversation with History faculty at College of San Mateo and Cañada College be held to discuss alignment and possibly

utilizing the same subject/course number for African American History. Professor Collins agreed that conversation is needed and added that Skyline's African American History enrollment is higher than Cañada College's, and it has been considered that Cañada College would offer African American History in the Fall semester and Skyline College would offer the course in the Spring semester.

Acting Dean of Social Sciences/Creative Arts Nicole Porter added that she would be willing to start the conversation with Cañada and CSM for the History department. Chair Hurless asked which college was first to offer African American History, and Ms. Norris replied that she would research the question and share the information with all interested parties. Interim Vice President of Instruction Danni Redding Lapuz suggested considering whether HIST 244 could be added to the Ethnic Studies courses.

- Accepted the modifications to HIST 244 (*Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Objectives Revision, Student Learning Outcomes Revision, and Textbooks Revision*) effective Fall 2022.

HIST 435 – History of the Philippines

History Professor Mustafa Popal presented the modifications to HIST 435 explaining that History is currently going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless noted that the lecture content is extensively lengthy and asked if the material can actually be covered in a semester when the class is taught by any given faculty member. Professor Popal replied that the content is covered through a combination of class sessions, videos and assignments, and the material can be taught within a semester. History Professor James Wong added that he has taught HIST 435 in the past and he was able to cover the material in the lecture content in a semester.

Chair Hurless asked if there were any OER or ZTC textbooks for HIST 435 and a discussion was held regarding how to denote eBook titles in CurricUNET. Librarian Pia Walawalkar responded that there is an eBook available at the library and the notation can be added as a URL (e.g. permalink). A discussion took place around the notation and it was decided that Professor Popal would work with Librarian Walawalkar to add the citation in CurricUNET.

Chair Hurless also asked if HIST 435 was part of the Interdisciplinary Studies degree and asked to add the information on the Degree Applicability screen in CurricUNET.

- Accepted the modifications to HIST 435 (*Method of Evaluation Revision and Student Learning Outcomes Revision*) effective Fall 2022.

HIST 436 – Filipinos in America

Professor Popal presented the modifications to HIST 436 explaining that History is currently going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless asked again for the eBook links to be added in CurricUNET, and Professor Popal agreed to do so.

- Accepted the modifications to HIST 436 (*Methods of Instruction Revision and Student Learning Outcomes Revision*) effective Fall 2022.

b. Program Modifications

Paralegal, Legal Assistant, AA Degree

Professor Raskin presented the modifications to the Paralegal, Legal Assistant AA Degree explaining that modifications were made to offer more clarity to students about the degree in the program description and to denote that this degree can now be completed fully online, but not all courses will be asynchronous.

Professor Escobar asked if the Paralegal, Legal Assistant AA Degree can only be completed online. Professor Raskin replied that currently the courses will be offered online because of on-campus enrollment issues, but as demand for face-to-face classes increases, on-campus sections will be added in the future. He said that online classes will begin in Fall 2022.

Chair Hurless noted that the title for LEGL 275 under the specialty courses was incorrect and Ms. Norris will make the correction in CurricUNET.

- Accepted the modifications to the Paralegal, Legal Assistant AA Degree, effective Fall 2022.

Paralegal, Legal Assistant, Certificate of Achievement

Professor Raskin presented the modifications to the Paralegal, Legal Assistant Certificate of Achievement, explaining that modifications were made to offer more clarity for students in the program description and to denote that this certificate can now be completed fully online, but not all courses will be offered asynchronously. He added that while the Paralegal,

Legal Assistant AA Degree is offered to students who are interested in pursuing law, the Legal Assistant Certificate of Achievement is offered to students who already have a bachelor's degree. He asked Chair Hurless if the title of LEGL 275 could be updated on the certificate as well, and Chair Hurless responded yes.

- Accepted the modifications to the Paralegal, Legal Assistant Certificate of Achievement, effective Fall 2022.

V. Business, Education and Professional Programs Division

a. Course Modifications with New Distance Education

AUTO 523 – Automotive Electrical and Electronic Systems

Automotive Technology Professor Filipp Gleyzer presented the modifications to AUTO 523 explaining that the distance education mode of delivery has been added and the course outline of record has been updated.

- Accepted AUTO 523 to be offered in the distance education mode of delivery effective Spring 2022.
- Accepted the modifications to AUTO 523 (*Catalog Description Revision, Distance Education Addition, Mode of Delivery Revision, Objectives Revision, and Textbooks Revision*) effective Fall 2022.

AUTO 923 – Automotive Electrical and Electronic Systems (Apprenticeship)

Professor Gleyzer presented the modifications to AUTO 923 explaining that the distance education mode of delivery has been added and the course outline of record has been updated.

- Accepted AUTO 923 to be offered in the distance education mode of delivery effective Spring 2022.
- Accepted the modifications to AUTO 923 (*Catalog Description Revision, Distance Education Addition, Mode of Delivery Revision, and Textbooks Revision*) effective Fall 2021.

AUTO 529 – Modern Engine Design, Troubleshooting and Repair

Professor Gleyzer presented the modifications to AUTO 529 explaining that the distance education mode of delivery has been added and the course outline of record has been updated.

- Accepted AUTO 529 to be offered in the distance education mode of delivery effective Spring 2022.
- Accepted the modifications to AUTO 529 (*Catalog Description Revision, Distance Education Addition, Mode of Delivery Revision, and Objectives Revision*) effective Fall 2022.

AUTO 929 – Modern Engine Design, Troubleshooting and Repair (Apprenticeship)

Professor Gleyzer presented the modifications to AUTO 929 explaining that the distance education mode of delivery has been added and the course outline of record has been updated.

- Accepted AUTO 929 to be offered in the distance education mode of delivery effective Spring 2022.
- Accepted the modifications to AUTO 929 (*Catalog Description Revision, Distance Education Addition, and Mode of Delivery Revision*) effective Fall 2022.

b. Program Modification/Reactivation

Automotive Technician – Entry Level Career Certificate

Automotive Technology Professor Julia Johnson presented the reactivation of the Automotive Technician - Entry Level Career Certificate explaining that the certificate was successful when previously offered as part of the Career Advancement Academy and has received community and employer support. She added that AUTO 711 will provide students with job skills; AUTO 580 will provide soft career skills; and AUTO 670 will provide job placement.

She further explained that Jewish Vocational Services is providing grant funding to pay for materials such as fees and books for the students, and the program will help place students in apprenticeships for the City of San Francisco and Golden Gate and Port Authority. She also added that the department will begin to offer AUTO 710 and 711 at the South San Francisco Unified School District next Fall and Spring semesters, and the program will offer a summer boot camp through San Mateo County. She further explained that she will register students into pre-apprenticeship with the Department of Apprenticeship Standards, which will lead them to apply for the California Apprenticeship Grant as employers are ready to hire and offer city apprenticeships.

Chair Hurless noted that the first sentence under Career Opportunities is

better suited to be under the Program Description and offered to send Professors Johnson and Broxholm a draft of the revised wording for approval. Professors Johnson and Broxholm agreed to the update.

- Accepted the reactivation of the Automotive Technician - Entry Level Career Certificate pending the revisions to the Program Description and Career Opportunities sections, effective Fall 2022.

VI. Discussion Item

Draft Degree Pathway Language

Chair Hurless shared a draft of the Bachelor Degree to Associate Degree and Associate Degree to Associate Degree Pathways language with the committee.

She explained that Title 5 requires the completions of 18 units of general education and that Skyline College requires 19 units because we have added a science lab unit in keeping with our general education pattern mirroring that of CSU GE.

Professor Escobar stated that there has been an issue with students missing the lab unit or having taken the incorrect lab course to complete the requirement, so she has reconsidered her previous position and is in agreement with reducing the general education requirement for the pathways to 18 units.

Chair Hurless said that the District Curriculum Committee is in discussion on this topic and she will provide more feedback to the Curriculum Committee. She added that the Ethnic Studies requirement language will be added to the draft when Area F is approved.

VII. Other

Chair Hurless reminded committee members that there are 20 course proposals in the CurricUNET technical review queue for the November 17 meeting. She added that technical review must be completed by Monday evening, November 8.

VIII. Adjourn

Chair Hurless adjourned the meeting at 4:02 pm.