

San Diego Miramar College  
Curriculum Committee

Meeting Minutes

September 5, 2018, 2:30-4:30  
M-201

**Members:** Jon Alva; Matthew Cain; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Helen Houillion; Pablo Martin; Jennifer Ock; Larry Pink; Cheryl Reed; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman\*; Ryan Zimmerman\*

\* Permanent guests

- 1) **Call to order** – 2:36 PM
- 2) **Approval of agenda** – Motion to approve by L. Pink; motion seconded by P. Martin.; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by W. Sherman; seconded by P. Martin; motion carried.
- 4) **Review of committee meeting dates** – For the 2018-2019 academic year, committee meetings will be held in M-201 from September 5, 2018 to December 5, 2018 (Fall 2018 semester) and M-108 from February 6, 2019 to May 15, 2019 (Spring 2019 semester).
- 5) **Review of committee role, approval criteria, and CurricUNET**
  - a) D. Short defined the differences between Curriculum Committee and other committees. Curriculum involves following state/federal procedures and policies. It also tries to have voting members stay on long-term and have membership be constant as well as provide a short training to them, which was provided hereafter. D. Short described the purpose of a Curriculum Committee, Title 5 (a portion of state regulation derived from the California Education Code) requirements and its various components [e.g. Academic Senate, Curriculum Committee, faculty purview over courses, CORs (Course Outline of Record), local board approvals]. The Curriculum Committee is a sub-committee of the Academic Senate with the latter delegating to the former decision-making ability about curriculum and moving those forward to the District of Board for approval. The two branches of Curriculum Committee are Curriculum Technical Review Subcommittee which reviews the technical aspects such grammar and units-to-hours ratio, and the Academic Standards Subcommittee which reviews Miramar College’s requirements that are not resonant in a major and petitions that are not major specific. The Academic Standards Subcommittee reports to the Curriculum Committee and Academic Affairs Committee.

D. Short showed a visual flow chart of the curriculum approval process. It takes about a year if local and two years if transfer-related. In the approval process, the originator, usually a contract faculty member who has control/teaches in a particular subject area, makes a proposal in the CurricUNET system. Then, the item goes to the Curriculum Tech Review Subcommittee. Afterwards, it goes under review and additional input by the respective department chair, dean, Vice President of Instruction, and depending on the circumstance, other department chairs of the other campuses. Then, the Curriculum Committee makes the first decision to approve with

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changes if necessary or disapprove. Next, the item goes to the other Curriculum Committees at the other campuses. Sometimes, certain proposals regarding CTE awards, certificates and degrees are forwarded to the Regional Career Technical Education deans. Then, the item goes to the CIC (District Curriculum Committee). The course outline is identical at all three colleges. There are 12 votes on CIC (three from each of the three colleges/Continuing Education with a tie vote being broken by the Chair of the CIC – currently Vice Chancellor of Instruction, Stephanie Bulger). Once the proposal goes to CIC, it moves to the Board. From the Board, the Chancellor's Office will screen for new items. In addition, the ACCJC, an accrediting agency, will receive new programs or fields of study. Proposals with transfer or General Education characteristics will also go to the CSU/UC systems.

D. Short handed out copies of the Curriculum Committee purpose from the Governance Handbook. D. Short, M. Palma Sanft, and P. Hopkins are the voting representatives for Miramar College at CIC. As the chair, D. Short will vote in accordance with the committee's thinking whereas M. Palma Sanft and P. Hopkins are not obligated to do so. D. Short provided a handout for the five criteria. The five criteria is generally applied to new courses and can be applied to new certificates and degrees. New courses need to follow the five criteria for approval. He also gave copies of the Program and Course Approval Handbook, 6<sup>th</sup> edition for new members. W. Sherman commented the committee asks if adequate resources are available when approving items. D. Short stated such financial matters pass through the dean's level for approval. P. Hopkins commented about a proposal for an Exercise Science Sand Volleyball program. An athletic team is a large financial commitment and the question of whether Miramar College had a sand volleyball court arose.

D. Short described there is a special approval process for distance education (fully online, partially online, hybrid). Such proposals must go through a separate review and approval process by the Curriculum Committee. Under the CR (Curriculum Report) within the curriculum documentation, one can find the list of rules pertaining to distance education. Also, nationwide regulation states such a course must have regular and substantive interaction through the listed technological methods (e.g. email, feedback on assignments, discussion boards, etc.) at least once a week. ACCJC and Title 5 mention similar requirements. D. Short handed out a CurricUNET cheat sheet for reviewing course proposals and a Course Outline of Record Reference Guide. D. Short navigated through CurricUNET as a quick tutorial. Title 5 lists the specific element needed in a COR, an official document that demonstrates the minimum standards of what is to be taught, and instructors must follow it. D. Short shared a list of rules for the committee members and others to follow during discussions (e.g. do: address the chair, don't: engage in side discussion). The committee is an approving body and therefore, must follow formal procedures when voting.

### **6) Approval of consent agenda**

- a) P. Martin requested to pull COMS 103 from the consent agenda. Motion to approve with the COMS 103 exception by W. Sherman; seconded by P. Martin; motion carried.

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- b) P. Martin stated that the student learning objectives for COMS 103 had not been updated despite review and approval by the departmental members. The number of objectives changed from 13 to 14 and for the second and sixth objectives, “ethical listening” was added. The objectives were aligned with those from the most commonly used Communication Studies textbook (Lucas, S. *The Art of Public Speaking*, 12th edition).
- c) M. Palma Sanft asked if there were major editions to the outline of topics. P. Martin stated that there were not. W. Sherman noted that the aforementioned 14 objectives are not seen on the projector screen and is willing to abstain if the vote will occur. D. Short suggested to hold the item until the next meeting and then P. Martin can input COMS 103 into CurricUNET. P. Martin agreed. D. Short will probably put the item on the consent agenda for the next meeting with no opposition.

**7) Course proposals**

- a) New courses – None
- b) Activations
  - i) ASTR 290 Independent Study
    - (1) D. Short explained ASTR 290 used to be a generic course and therefore, the originator does not need to come to the committee. A. Stiller-Shulman asked if students can decide on the number of units ranging from one to three. D. Short stated an Independent Study course is similar to a contract, and it needs approval from the Vice President of Instructional Office. P. Hopkins explained the class is based on hours required for units and approval is necessary since instructors are currently compensated whereas the FTEF used to be 0. H. Houillion brought up a concern and asked a question: 1.) In CurricUNET, there is a deactivation put forth by City College in 2015. 2.) Are there students who are interested in Independent Study for Astronomy? D. Short and P. Hopkins explained an adjunct Astronomy professor, Jae Calanog, formed a research project gathering in which the students present at competitions, and he spends the evenings and weekends with the students. ASTR 290 stems from the need to compensate Jae Calanog through the creation of a class. D. Short explained how only Mesa deactivated the course but City still offers it by showing its history.
    - (2) J. Alva asked in regards to the 5 criteria, how do we know if the school needs ASTR 290. D. Short stated that different courses have different justifications and a course needs to serve a specific purpose and align with the college’s mission. W. Sherman asked if a course is required for a degree and certificate, is it enough of a reason to approve and offer. D. Short described if the course is a legitimate degree requirement, that can serve as enough of a justification. If it does not fall under a degree or general education requirement, a reason should be formed.
    - (3) P. Hopkins asked since City College is currently offering the course, have we confirmed with them about Miramar College offering this course in addition to the editions that were incorporated. W. Sherman mentioned the original Independent Study course used boilerplate language. D. Short stated the word, ‘astronomy’, had been inserted.
    - (4) Motion to approve by P. Martin; seconded by L. Pink; motion carried.
  - ii) MATH 092 Applied Beginning and Intermediate Algebra

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- (1) W. Sherman described the District Math faculty's plan to align with AB 705 by possibly eliminating MATH 092. This course does not carry any prerequisites and prepares one for MATH 119 and 118 (which Miramar College does not offer). The current, tentative plan entails offering MATH 119x which will be modeled after MATH 96x, a learning community offered with a support class. The deadline to implement AB 705 is Fall 2019. Therefore, instead of creating new curriculum, it would be a viable option to use a current one. The Math department believes based on their understanding of their student's motivation, MATH 092 course will be eliminated and MATH 96x with MATH 15 (a refresher course) will give the students the background knowledge and support. MATH 96x and MATH 092 may attract the same types of students and most will want to skip prerequisites, especially if there is an option to take a support course.
- (2) P. Hopkins stated she understands MATH 092 is a non-stem path course but questioned then, the need for Statway (MATH 115) classes. W. Sherman responded that the department has reached a general consensus as they currently understand it that MATH 115 will also probably go away. M. Palma Sanft explained that the articulation has broadened meaning certain CSUs and UCs will accept MATH 115 but not as many as for MATH 119. This information is not displayed since the system that had been originally utilized is down, and key personnel such as counselors do not know it is another option; therein, lies part of the problem with advertising. W. Sherman believed that from a student's point of view they will weigh the pros and cons of MATH 115 (accepted by a limited number of universities; 2 semester course) versus MATH 119 (accepted by more universities; 1 semester course).
- (3) Mara asked if the MATH 119x course will come with a support course and if so, what are the number of units it will be. W. Sherman responded it will tentatively be a 1 unit support course, and the plan involves utilizing MATH 15, a one unit course, since it has the benefit of being set up already. P. Martin asked the need for MATH 092 since he commented the course seems unnecessary. W. Sherman explained the course is a backup, viable choice due to the District's shifting focus and in case, student demand has been misread. It provides the Math department the chance to offer this in the future. L. Pink agreed with W. Sherman.
- (4) Motion to approve by W. Sherman; seconded by M. Palma Sanft; motion carried. \*L. Pink left at 4:01 PM.

c) Deactivations

- i) ADJU 305A Advanced Traffic Accident Investigation
- ii) ADJU 343A Peace Officer's Guide to Internal Affairs
- iii) ADJU 365A Assessment Tools Used on Adult Offender Populations

- (1) D. Short described ADJU 305A, ADJU 343A, and ADJU 365A no longer have a strong demand to offer at the state level. The department believes if they are asked to offer them, they can through special topics. Motion to approve by W. Sherman; seconded by P. Martin; motion carried.

d) Revisions

- i) ADJU 300A First Aid

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- (1) H. Houillion stated in the catalog the changes have already been made (from 300 to 300A for the course number, and from 0.5 units to 0.2 units) and there are discrepancies in the active and launch report; D. Short stated ADJU 300A will be put on hold with no opposition.
- ii) CHIL 121 Curriculum: Art
- iii) CHIL 280 Environmental Rating Scale
  - (1) D. Short emailed department chair and did not receive reply regarding CHIL 121 and CHIL 280. Motion to approve both courses by W. Sherman; seconded by M. Palma Sanft. H. Houillion commented on the title changes (from Creative Art to Curriculum: Art to Creative Art); M. Palma Sanft and W. Sherman withdrew motions to approve. Motion to hold CHIL 121 by W. Sherman; seconded by P. Martin; motion carried. D. Short stated the course will be put back on the next agenda. Motion to approve CHIL 280 by W. Sherman; seconded by C. Reed; motion carried.
- iv) EMGM 050A CPR for Health Care Providers
  - (1) D. Short described EMGM 050A is changing the course number because of the reduction in units and how the course had been entered as a lecture despite the fact that it was a lab. If the units change, the course number changes. The course was originally approved as a lecture. P. Hopkins asked why it has both lecture and lab hours. D. Short explained it is an 8-hour lab (0.1 unit) with 7 hours for lab and 1 hour for lecture, but the District does not permit a 0.1 unit course. Therefore, the college has two options: it can refuse to carry out the course for the agency or the course can adjusted as close as possible to what it should be. W. Sherman stated he is uncomfortable voting for a proposal, which violate the rules.
  - (2) H. Houillion inquired about lecture's requirement. D. Short explained, in terms of curricular definitions, for every hour of lab, there is little or no expectation for outside work; for every two hours of lecture, there should be some amount of outside work. P. Martin commented this does seem unrealistic and unethical, and questioned why the District mandates a minimum of 0.2 unit. Duane stated that there is a standard District policy of a minimum of 0.5 unit but since the District wishes to keep in place the arrangements made with the agencies for in-service training, 0.2 unit courses will be allowed. Also, 0.2 unit courses must go to the Chancellor's Cabinet as an additional step in the approval process.
  - (3) D. Short suggested two courses of action: the committee can refuse to stop offering this course but it will cause inter-college dissonance between the committee and school or, in the other information field under CurricUNET where the units are stated, the committee can incorporate the language, 'students are required to review material before class.' P. Hopkins commented a course should have positive attendance if offered for less than 5 days. D. Short was not sure about the positive attendance matter, but explained that there needs to be a minimum and maximum range for hours in case it can address later issues. W. Sherman suggested approving the language and applying to other courses as needed.

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- (4) D. Short described that since there is no motion, the item will be withdrawn and put on hold.
- v) EMGM 106 Perilaryngeal Airway Adjuncts/Defibrillation Training
  - (1) D. Short mentioned EMGM 106 added a prerequisite addition of EMGM 105A. Motion to approve by P. Martin; seconded by M. Palma Sanft; motion carried.
- vi) MUSI 111 Jazz History
  - (1) D. Short emailed the department chair of City College and did not hear back. The course is undergoing a title change. Motion to approve by W. Sherman; seconded by M. Palma Sanft; motion carried.

**1) Award proposals**

- a) New awards - None
- b) Deactivations - None
- c) Revisions
  - i) Medical Laboratory Technology AS
    - (1) D. Short described the revision is adding MLTT 204 to the major's program requirements. P. Hopkins explained the California Clinical Laboratory Sciences program did not require this course but the national certification one did. Motion to approve the AS and CA degree revisions by W. Sherman; seconded by P. Martin.; motion carried.
  - ii) Medical Laboratory Technology CA
    - (1) D. Short described the change as being adding MUSI 216B to the restricted electives as a fourth semester. Motion to approve by W. Sherman; seconded by M. Palma Sanft; motion carried.
  - iii) Music Studies AA
    - (1) D. Short described the change as being adding MUSI 216B to the restricted electives as a fourth semester. Motion to approve by W. Sherman; seconded by M. Palma Sanft; motion carried.
  - iv) Philosophy AA-T
    - (1) M. Palma Sanft stated Miramar College's department wished to align more with City and Mesa and a particular course received CID approval, which was added to this degree. Due to a question, D. Short suggested holding the item with no opposition.

**2) Old business - None**

**3) New business**

- a) D. Short stated City College proposed to activate a Banking course and create a new Certificate in Financial Management. However, for CTE specializations, the colleges try not to duplicate at the different colleges. He emailed the department chair and originator at City College to ask them to stop, and they took it off the consent agenda. He also mentioned this matter appeared on the CIC agenda.

**4) Reports**

- a) Vice President of Instruction - None
- b) Evaluator - None
- c) Articulation Officer
  - i) M. Palma Sanft explained the Assist database, a statewide database that shows articulation for courses, has not been updated in two years due to the current creation of a new system. However, the new system has been delayed. Inquiries about such courses can be directed to her.

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- d) Curriculum Chair - None
- 5) **Roundtable** - None
- 6) **Adjournment** - 4:33 PM

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Attachment: Consent Agenda  
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**Miramar-originated two- and six-year reviews without substantive changes**

- A. BUSE 150 Human Relations in Business
- B. COMS 103 Oral Communication
- C. FIPT 101 Fire Protection Organization
- D. MLTT 051 Directed Clinical Practice in Clinical Chemistry
- E. MLTT 052 Directed Clinical Practice in Clinical Hematology, Urinalysis and Coagulation
- F. MLTT 053 Directed Clinical Practice in Clinical Immunology and Immunohematology
- G. MLTT 054 Directed Clinical Practice in Clinical Microbiology
- H. MLTT 201 Clinical Chemistry and Urinalysis
- I. MLTT 202 Clinical Hematology and Immunology
- J. MLTT 203 Clinical Microbiology
- K. MLTT 204 Principles of Blood Banking
- L. PSYC 133 Psychology of Women
- M. SOCO 223 Globalization and Social Change

**FYIs - Proposals for courses or awards not offered at Miramar**

- a) Course revisions
  - i) DRAM 105 Introduction to Dramatic Arts (City, Mesa)
- b) New awards
- c) Award deactivations
  - i) Office Technology CA (City)
- d) Award revisions
  - i) Fashion Merchandising AS (Mesa)