

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

November 6, 2019, 2:30-4:30  
Room R1-108A

**Members:** Jon Alva; Matthew Cain; Isabella Feldman; MaryAnn Guevarra; Paulette Hopkins; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman (proxy for Alex Mata); Ryan Zimmerman

\* Permanent guests

- 1) **Call to order** – 2:33 P.M.
- 2) **Approval of agenda**
  - a) D. Short requested to remove MLTT 071 to 076, Medical Laboratory Scientist AS and CA, and move PARA 215 from the consent agenda to section 6.c., Deactivation within the regular agenda.
  - b) Motion to approve the agenda with the aforementioned editions by M. Sanft; seconded by I. Feldman; motion approved.
- 3) **Approval of minutes from October 2, 2019 meeting** – Motion to approve by M. Sanft; seconded by I. Feldman; motion approved.
- 4) **Approval of minutes from October 16, 2019 virtual meeting** – Motion to approve by M. Sanft; seconded J. Alva; motion approved.
- 5) **Approval of consent agenda**
  - a) D. Short requested to pull Music Technology AA (Mesa College).
  - b) Motion to approve with the exception to Music Technology AA (Mesa College) by M. Sanft; seconded by J. Alva; motion approved.
  - c) D. Short stated the Music Technology AA is a new degree and possibly a Career Technical award based on the award description and the major prep requirements. CTE programs must not be duplicated within the District unless there is a strong student demand. D. Short contacted the Curriculum Chair at Mesa College, who stated it is a transfer degree. He will communicate with Mesa regarding the wording for the award description and the articulation documentation.
  - d) The committee discussed the following points:
    - i) Lack of TOP code
    - ii) Potential competition to Miramar College’s Music program
    - iii) Differences between ADT, CTE, and local degrees
- 6) **Course proposals**
  - a) New courses
    - i) GRFX 290 Independent Study
    - ii) SUST 290 Independent Study
      - (1) Motion to approve GRFX 290 and SUST 290 by M. Sanft; seconded by I. Feldman; motion approved.

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- b) Activations
  - i) NUTR 290 Independent Study (Reactivation)
    - (1) Motion to approve by M. Sanft; seconded by J. Alva; motion approved.
  - ii) PARA 100 Legal Procedures (Reactivation; includes DE approval)
    - (1) D. Short stated the department would like to deactivate PARA 100A & B and reactivate PARA 100, which used to be the original, entry-level course for the Legal/Paralegal program.
    - (2) The committee discussed the following points:
      - (a) Limitation on enrollment/two-for-one-equivalency for those who only completed PARA 100A; possibility of retaining credit for PARA 100A
      - (b) Depending on the earned grade for PARA 100A, the student not receiving double credit through a reduction in the number of units gained for the PARA 100
    - (3) R. Zimmerman will bring forth the issue at the next evaluators meeting.
    - (4) Motion to approve by I. Feldman; seconded by M. Cain; motion approved.
- c) Deactivations
  - i) AVIA 290 Independent Study
  - ii) ARTF 290 Independent Study
  - iii) AVIM 290 Independent Study
  - iv) CISC 290 Independent Study
  - v) FIPT 290 Independent Study
    - (1) Motion to approve AVIA 290, ARTF 290, AVIM 290, CISC 290, and FIPT 290 by L. Pink; seconded by J. Alva; motion approved.
  - vi) PARA 100A Paralegalism and Ethics
  - vii) PARA 100B Introduction to Law
  - viii) PARA 215 Administrative Law
    - (1) Motion to approve PARA 100A, B, and 215 by K. Reinstein; seconded by P. Hopkins; motion approved.
- d) Revisions
  - i) FIPT 150C Introduction to Fire Suppression and Maintenance Manipulative Tasks (Advanced)
  - ii) FIPT 150T Truck Operations (change in course number from FIPT 150D)
    - (1) Motion to approve FIPT 150C and T by I. Feldman; seconded by P. Hopkins; motion approved.
  - iii) GRFX 160 Vector Art 01: Illustration (includes removal of DE approval)
  - iv) GRFX 170 Raster Art 01: Image Editing (includes removal of DE approval)
  - v) GRFX 181 Projects 01: Multi-modal Productions (includes removal of DE approval)
  - vi) PARA 270 Paralegal Internship / Work Experience (includes removal of DE approval)
    - (1) D. Short stated the originators believe it is not appropriate to offer the above GRFX courses in an online setting. GRFX 160, 170, and 181 require specialized equipment and software while PARA 270's learning is conducted through an on-the-job setting/internship format.
    - (2) Motion to approve GRFX 160, 170, 181 and PARA 270 by L. Pink; seconded by P. Hopkins; motion approved.

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- a) Distance Education

**2) Award proposals**

- a) New awards

- i) Medical Laboratory Scientist AS
- ii) Medical Laboratory Scientist CA

(1) Medical Laboratory Scientist AS and CA had been removed from the agenda

- b) Deactivations

- c) Revisions

- i) Business Management AS
- ii) Business Management CA

(1) D. Short stated that for the awards above, BUSE 150 was moved from the list of Business/Business-related courses to the courses required for the major in response to the advisory's board recommendation for a soft skills course, which would address a lack of soft skills seen in new hires. Furthermore, CBTE 180 was added as an option to the courses required for the major in response to another recommendation from the advisory board for courses in which students will be able to be familiar office computer applications.

(a) Motion to approve Business Management AS and CA by M. Sanft; seconded by I. Feldman; motion approved.

- iii) Entry Level Firefighter AS

- iv) Entry Level Firefighter CA

(1) Motion to approve Entry Level Firefighter AS and CA by M. Guevarra; seconded by I. Feldman; motion approved.

- v) Occupational/Technical Studies AS

(1) Motion to approve by M. Sanft; seconded by M. Guevarra; motion approved

- vi) Paralegal AS

- vii) Paralegal CA

(1) Motion to approve by W. Sherman; seconded by J. Alva; motion approved.

**3) New business**

- a) Removal of duplicate list of ADTs in catalog

- i) D. Short stated CIC has recommended the removal of the list of ADTs within the catalog (page 110 for the 2019 – 2020 version) since there already exists a list of degrees and certificates (pages 136 – 141) which include ADTs.

- ii) The committee agreed to the removal of the list of ADTs.

**4) Old business**

- a) Proposed new subject area: Lifeguarding (LFGD)

- i) D. Short stated the new subject area, LFGD, has been approved and entered into CurricUNET. All affected FIPT courses have started to be converted to LFGD. The first few proposals will be reviewed at the next Curriculum Technical Review Subcommittee meeting. The certificates and degree will be transferred over to a new program area.

**5) Reports**

- a) Vice President of Instruction

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- i) P. Hopkins attended the Fall 2019 California Community Colleges Chief Instructional Officers Conference. She stated the focus had been on equity and how the schedule and programs should be developed and delivered through an equity lens and deficit mindset.
- ii) With the community colleges receiving less apportionment for courses scheduled less than 16 weeks, the Chief Instructional Officers are lobbying at the state level since the community colleges are not receiving the appropriate funding despite heeding the state's findings and following their recommendations.
- b) Evaluator – None.
- c) Articulation Officer
  - i) M. Sanft stated the Articulation Officers receive reports from the universities regarding their new programs. The CSUs are looking to possibly implement an Ethnic Studies course as a graduation requirement.
  - ii) Every fall and spring term, the Articulation Officers gather at the state level to discuss current themes and emerging initiatives. At the time of the conference, there was discussion regarding auto-awarding ADTs, but it has now been vetoed.
    - (1) The committee discussed the issues that arise with auto-awarding ADTs (e.g., argument for admission into the college for a specific major, affecting financial aid status, units of separation for multiple degrees).
  - iii) A pilot for Credit for Prior Learning is currently happening at Miramar College in the Automotive department.
  - iv) It was rumored that the CSUs attempted to reduce the number of units from six to three for the American Institutions requirement but there has been no further conversation about this.
- d) Curriculum Chair
  - i) 2020-21 catalog production
    - (1) D. Short stated the District will produce a limited number of catalogs for the 2020-2021 year. However, moving forward, the District's Catalog Committee will try to migrate to an interactive, online catalog.
    - (2) The CurricUNET Steering Subcommittee is in the midst of looking for a replacement to our current curriculum management system. Ideally, this new platform would generate a catalog.
  - ii) Units of separation for multiple degrees
    - (1) D. Short stated the issue regarding the number of units of separation had been presented a second time at the Academic Senate meeting. The members voted for six units. D. Short notified Mesa and City College and stated if the issue arises once more at CIC, he will advocate for six units.
    - (2) All three colleges agreed there would zero units of separation for ADTs. However, District Student Services did not agree with the rule stating it is not equitable since those earning non-ADT awards are being held to the six units of separation. Vice Chancellor Lynn Neault and the three respective Curriculum chairs discussed the matter. District Student Services would like zero units of separation only if the degrees are the same (e.g., a student who already earned a Business Administration Associate of Science

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degree attempting to earn a Business Administration Associate of Science for Transfer degree). They compromised that there would be zero units of separation for the same or related degrees. The latter term was not defined. District Student Services will keep track of cases that fall under the related degrees category.

(a) The committee discussed the impacts of this decision.

**6) Roundtable** – P. Hopkins stated Chancellor Carroll released three frozen positions for hire at Miramar College: Aviation faculty, Medical Laboratory Technician faculty, and Chemistry Instructional Laboratory Technician.

**7) Adjournment** – 4:08 P.M.

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

1. BIOL 100 Natural History - Environmental Biology
2. CBTE 221 Legal Secretary Skills and Procedure
3. COMS 290 Independent Study
4. DIES 090 Forklift Operation
5. DIES 100 Introduction to Diesel Technology
6. DIES 101 Heavy Duty Truck, Advanced Transportation, Equipment Preventive Maintenance and Inspections
7. DIES 102 Heavy Duty Truck and Heavy Equipment Heating and Air Conditioning
8. DIES 105 Measuring Tools and Applied
9. DIES 121 Diesel Engines A
10. DIES 122 Diesel Engines B
11. DIES 123 Diesel Engines C
12. DIES 124 Diesel Engines D
13. DIES 125 Diesel Engines I
14. DIES 126 Diesel Engines II
15. DIES 128 Diesel Engines III
16. DIES 131 Alternative-Fueled Engine Overhaul
17. DIES 135 Applied Failure Analysis
18. DIES 137 Diesel Fuel Injection Systems
19. DIES 138 Electrical Systems
20. DIES 155 Air Brake Systems
21. DIES 180 Steering, Suspension, and Driveline Systems
22. EXSC 290 Independent Study
23. HEAL 290 Independent Study
24. JOUR 290 Independent Study
25. PARA 105 Legal Research
26. PARA 115 Civil Litigation - Procedures
27. PARA 120 Tort Law
28. PARA 140 Law Office Technology
29. PARA 145 Federal Court Practices and Procedures
30. PARA 150 Criminal Litigation and Procedure
31. PARA 155 Employment Law
32. PARA 160 Bankruptcy Law
33. PARA 165 Family Law
34. PARA 170 Corporate Law
35. PARA 175 Estates, Trusts, and Wills

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36. PARA 180 Contract Law
37. PARA 200 Elder Law
38. PARA 205 Environmental Law
39. PARA 210 Immigration Law
40. PARA 215 Administrative Law
41. PARA 220 Intellectual Property Law
42. PARA 225 Real Estate Law
43. PHYS 195 Mechanics
44. PSYC 290 Independent Study

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

- a) New courses
- b) Course activations
  - i) MUSI 230A Jazz Improvisation I (Reactivation; Mesa)
  - ii) MUSI 230B Jazz Improvisation II (Reactivation; Mesa)
  - iii) MUSI 230C Jazz Improvisation III (Reactivation; Mesa)
  - iv) MUSI 230D Jazz Improvisation IV (Reactivation; Mesa)
- c) Course revisions
- d) Distance ed
  - i) COMS 103 Oral Communication – partially online only (City)
- e) Course deactivations
  - i) ANTH 270 Work Experience (Mesa)
  - ii) LATI 101 First Course in Latin (Mesa)
  - iii) LATI 102 Second Course in Latin (Mesa)
  - iv) LATI 201 Third Course in Latin (Mesa)
  - v) PLBG 160A Introduction To Plumbing I (City)
  - vi) PLBG 160B Introduction To Plumbing II (City)
  - vii) PLBG 165A Intermediate Plumbing I (City)
  - viii) TAGA 044 Supervised Tutoring in Tagalog (Mesa)
  - ix) TAGA 101 First Course in Tagalog (Mesa)
  - x) TAGA 102 Second Course in Tagalog (Mesa)
  - xi) TAGA 201 Third Course in Tagalog (Mesa)
- b) New awards
  - i) Music Studies AA (Mesa)
  - ii) Music Technology AA (Mesa)
- c) Award deactivations
  - i) Archaeology CP (City)
  - ii) School Age Child Care CP (City)
  - iii) Site Supervisor AS (City)
- d) Award revisions
  - i) Anthropology AA (Mesa)

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- ii) Computer Numerical Control (CNC) Operator Option CP (City)
- iii) Economics AA-T (Mesa)
- iv) Fine Art: Art History AA (Mesa)
- v) Fine Art: Ceramics AA (Mesa)
- vi) Fine Art: Photography and New Genres AA (Mesa)
- vii) Fine Art: Three-Dimensional AA (Mesa)
- viii) Fine Art: Two-Dimensional AA (Mesa)
- ix) Liberal Arts and Sciences: Language Arts & Humanities-Chinese AA (Mesa)
- x) Liberal Arts and Sciences: Language Arts & Humanities-French AA (Mesa)
- xi) Liberal Arts and Sciences: Language Arts & Humanities-German AA (Mesa)
- xii) Liberal Arts and Sciences: Language Arts & Humanities-Italian AA (Mesa)
- xiii) Liberal Arts and Sciences: Language Arts & Humanities-Japanese AA (Mesa)
- xiv) Liberal Arts and Sciences: Language Arts & Humanities-Russian AA (Mesa)
- xv) Liberal Arts and Sciences: Language Arts & Humanities-Spanish AA (Mesa)
- xvi) Liberal Arts and Sciences: Language Arts & Humanities-Vietnamese AA (Mesa)
- xvii) Spanish AA-T (Mesa)

**“Impacts” - Proposals with administrative changes only**

[None]