

San Diego Miramar College
Curriculum Committee
Meeting Minutes

March 3, 2021, 2:30-4:30

Zoom Meeting Room: <https://cccconfer.zoom.us/j/3977050710>

Password: NCC1701

Members: Jon Alva; Matthew Cain; Berta Cuaron; Isabella Feldman; MaryAnn Guevarra; Christina Hambrick*; Alex Mata; Max Moore*; Kelly Morelewski*; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman*; Ryan Zimmerman

* Permanent guests

- 1) **Call to order** – 2:31 P.M.
- 2) **Approval of agenda** – Motion to approve by W. Sherman; seconded by I. Feldman; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by W. Sherman; seconded by I. Feldman with B. Cuaron abstaining; motion carried.
- 4) **Approval of consent agenda** – Motion to approve by W. Sherman; seconded by M. Cain; motion carried.
- 5) **Course proposals**
 - a) New courses
 - b) Activations
 - c) Deactivations
 - d) Revisions
 - i) ACCT 201A Intermediate Accounting I (Mesa originating)
Two-year review, including text review & update for currency
 - ii) ACCT 201B Intermediate Accounting II (Mesa originating)
Two-year review, including text review & update for currency
 - (1) D. Short stated the Miramar Accounting department approves of ACCT 201A and 201B.
 - (2) The committee discussed the following points:
 - (a) Catalog Course Descriptions stating “advanced (...) financial accounting” despite the courses’ titles referring to an intermediate level
 - (b) Time value of money topic in ACCT 201B’s Course Outline Report requiring mathematics skills; possible MATH 46 advisory carryover from ACCT 116A due to ACCT 201A’s ACCT 116A prerequisite
 - (3) Motion to approve ACCT 201A and ACCT 201B with the suggestions to remove the word, “advanced”, in the Catalog Course Descriptions and add a MATH 38 or 46 advisory to ACCT 201B by W. Sherman; seconded by M. Sanft; motion carried.
 - iii) BIOL 277L Service Learning in Biotechnology
Modification of course from "other" to lab hours to meet compliance with state regulation; change to biotechnology content focus; addition of biotechnology discipline assignment; change in course title and number; proposal for emergency only distance education.

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- (1) D. Short stated under a faculty's direct supervision, the students will perform scheduled lab work to create projects and/or materials to be used in biotechnology classes. The course is typically offered in the summer terms.
 - (2) Motion to approve by W. Sherman; seconded by L. Pink; motion carried.
 - iv) BIOL 290 Independent Study (Mesa originating)
Six-year review including update of description and objectives for specificity and to align with other 290s in the District.
 - (1) D. Short stated BIOL 290 is undergoing a six-year review in addition to updating the description and objectives.
 - (2) The committee discussed the following points:
 - (a) Other hours format
 - (b) Adding a field trip requirement option
 - (3) Motion to approve by W. Sherman; seconded by I. Feldman; motion carried.
 - v) ENGL 220 Masterpieces of World Literature I: 1500 BCE - 1600 CE (Mesa originating)
Six-year review including review and update of texts.
 - (1) D. Short stated he routed the ENGL 220 proposal to the Miramar English department. The department did not provide any feedback.
 - (2) Motion to approve by W. Sherman; seconded by L. Pink; motion carried.
 - vi) NUTR 155 Advanced Nutrition (Mesa originating)
Two-year review including: 1) addition of CHEM 152/152L to Chemistry pre-req option, and 2) review/update of texts.
 - (1) D. Short stated NUTR 155 has a substantive revision of adding CHEM 152 and 152L to the prerequisite options. The Miramar Nutrition department approves of the proposal.
 - (2) Motion to approve by W. Sherman; seconded by M. Sanft; motion carried.
 - e) Distance Education
 - i) PERG 160 Stress Management & Well-Being in the Modern World
 - (1) D. Short stated Distance Education is being added to the recently approved PERG 160 proposal. The typical, regular Distance Education language had been incorporated.
 - (2) Motion to approve by W. Sherman; seconded by I. Feldman; motion carried.
- 6) **Award proposals**
- a) New awards
 - b) Deactivations
 - c) Revisions
- 7) **Other business**
- a) Guided Pathways Program Mapper
 - i) D. Short stated the Program Mapper item had been discussed at the last Curriculum Committee meeting.
 - ii) L. Brewster stated that the adoption of the Program Mapper and where the software will be housed (data entry and maintenance) must be a Miramar College decision. After speaking with other community colleges, the department/personnel responsible for the Program Mapper varies at each college.
 - iii) The committee discussed the following points:

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- (1) District's history of adopting software in which expectations did not meet reality
 - (2) Positive feedback from informal student survey
 - (3) Miramar Associated Student Government's unanimous vote of approval for adoption
 - (4) As of January 2021, 43 colleges' adoption of the Program Mapper
 - (5) Relative simplicity of the tool
 - (6) Ongoing labor cost
 - (7) No fees for future software upgrades
 - (8) Possible benefits for financial aid students
 - (9) Customization of career data
 - (10) Approval timeline; Guided Pathways funding sunset on June 2022
- iv) D. Short stated he will create a draft position statement for the committee to vote upon.
- b) Aligned curriculum policy
- i) D. Short stated the San Diego Community College District is the only district in California that has 100% aligned curriculum. City, Mesa and Miramar share one Course Outline of Record with the respective colleges' names listed at the top of the document. All three colleges need to come to an agreement when incorporating any proposed changes. Internally, they ensure all the courses have the same attributes. Externally (those outside of the District), each college has a separate, distinct curriculum. He showed a document outlining the advantages and disadvantages of "de-aligning" District curriculum.
 - ii) The committee provided their feedback and discussed the following points:
 - (1) State restrictions on updating curriculum (e.g., TMC degrees, C-ID, minor changes to awards requiring reapplication as if brand-new); increased workload
 - (2) Expanding innovation and creativity in curriculum development
 - (3) In practice, the same courses at the three colleges possibly having significantly different student outcomes
 - (4) District's lack of enforcement of alignment
 - (5) Reciprocity with other Region X community colleges
 - (6) Repeatability issues and limitations
 - (7) Possibly redoing external articulation (i.e. GE, C-ID, UCTA, major prep, etc.)
 - (8) Internal processes needing revisions (e.g., PeopleSoft, curriculum approval, transcripts, etc.)
 - (9) Students "shopping around" for courses between the three colleges
 - (10) Eliminating campus "checks" on proposed curriculum changes
 - iii) D. Short stated the item can continued to be discussed at the next meeting.
- c) New CSU GE ethnic studies requirement
- i) D. Short stated around 10 activation proposals have been launched to fulfill the CSU GE Ethnic Studies requirement. The goal is for the courses to receive approval by May in order to send them to the CSU and UC systems. The proposals will need to be submitted to the UC system in August in order to be able to offer them by Fall 2022.
- d) Curriculum Committee Canvas site
- i) D. Short stated the Curriculum Technical Review Subcommittee discussed creating an online repository of Curriculum Committee, Curriculum Technical Review Subcommittee, and

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Academic Standards Subcommittee agendas, minutes, and other files for all members to easily reference. An unpublished Canvas shell was created to house all the documentation. Committee members would be added as “students” or “teachers” to access the files.

- ii) The committee discussed the following points:
 - (1) Canvas layout
 - (2) Uploading additional documentation
- iii) The committee members agreed to use the Canvas shell. D. Short stated he will publish and add the members to the shell.
- e) Curriculum Chair and Curriculum Tech Writer positions
 - i) D. Short stated he will no longer be the Curriculum Chair and Curriculum Technical Writer after the 2020 – 2021 academic year. He will not run or re-apply for the positions. The process for recruitment and application most likely will follow the process outlined in the draft College Governance Handbook that will possibly be implemented by Fall 2021. The Curriculum Chair carries a 0.4 FTEF release time while the Technical Writer role is a nonclassroom, overload, and hourly position. The Dean of Curriculum Services oversees the latter.

8) Reports

- a) Vice President of Instruction - B. Cuaron stated the draft 2021 – 2022 Miramar catalog has been distributed to the college. Requested changes should be submitted to Jennifer Ock by March 12th.
- b) Evaluator – R. Zimmerman stated Shelly Hess plans to speak to Susan Topham at an upcoming meeting regarding the GE “Option 5” Foreign Degree matter. A recommendation may be available before the next Curriculum Committee meeting.
- c) Articulation Officer – None.
- d) Curriculum Chair – D. Short stated Program Description changes for the draft 2021 – 2022 Miramar catalog should be sent to the Vice President’s Office of Instruction.

9) Roundtable – None.

10) Adjournment – 4:28 P.M.

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Consent Agenda

Miramar-originated two- and six-year reviews without substantive changes

1. ACCT 102 Basic Accounting
2. ACCT 150 Computer Accounting Applications

FYIs - Proposals for courses or awards not offered at Miramar or distance education at other colleges

- a) New courses
- b) Course activations
- c) Course deactivations
- d) Distance education
- e) New awards
- f) Award deactivations
- g) Award revisions
 - i) Kinesiology AS (Mesa)

“Impacts” - Proposals with administrative changes only

1. Aviation Business Administration AS
2. Professional Aeronautics AS