

# Curriculum Committee –Minutes

## San Diego Miramar College

September 6, 2023 • Zoom + Building R Conference Room • 2:30-4:30pm

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APPROVED: September 20, 2023

**Members Present:** Matthew Cain, Paul Chlapecka, \*Evelyn Escalante, Darren Hall (Chair), \*Jamie Hammond, Scott Moller, Michael Odu, Mara Palma-Sanft, \*Meilani Peleti, Kirk Webley

\*District Evaluators share one vote

**Members Absent:** Najah Abdelkader

**Vacancies:** Student Designee

**Guests:** Adrian Acain, Shelly Hess, Desi Klaar, Brenda Wilborn, David Wilhelm

**Support Staff:** Sharilyn Wilson

### 1. Call to Order

- Meeting called to order at 2:33pm by Chair Hall

### 2. Approval of Agenda

- All ADJU items removed from the agenda per email from Professor Omens. Agenda items may be taken out of order to accommodate guest presenter. MSC (Feldman/Cain) to approve the meeting agenda with changes. (0-Nayes, 0-Abstentions)

### 3. Approval of Minutes

- MSC (Escalante/Palma-Sanft) to approve the May 17, 2023 minutes as presented. (0-Nayes, 0-Abstentions)

### 4. Membership Update – Roster, fill vacancies, term limitations (Carmen Jay)

- Members who know they are terming out at the end of the academic year should let Chair Hall know, so we can plan to fill spots.
- Confirmation needed on the membership status for Brenda W. She volunteered to join committee, but has not received confirmation yet. **Sharilyn W. will follow up with Academic Senate to verify.**

### 5. Annual Committee Training (Shelly Hess)

- Brown Act Decision
- Presentation

### 6. Review [Purpose and Charge](#)

- Review Chair & Member Roles
- Voting Members & Proxies
- Ex-Officio “Resource”

### 7. Approval of Consent Agenda

- MSC (Odu/Palma-Sanft) to approve the Consent Agenda as presented. (0-Nayes, 0-Abstentions)

### 8. Course Proposals

- a) New Courses

- i. BANK 200 Principles of Insurance
    - Committee heard a presentation from Professor David Wilhelm regarding this course and its connection to the Financial Services A.S. award. See item 9.c.i for more information.
    - MSC (Cain/Feldman) to approve BANK 200 as presented. (0-Nayes, 0-Abstentions)
  - ii. FIPT 352A Fire Inspector 2A Fire Prevention Administration
  - iii. FIPT 352B Fire Inspector 2B Fire and Life Safety Requirements
  - iv. FIPT 352C Fire Inspector 2C Inspecting New and Existing Fire and Life Safety Systems and Equipment
  - v. FIPT 352D Fire Inspector 2D Hazardous Materials, Operations, and Processes
    - FIPT 352A-D were reviewed as a bundle. All four courses are directly built upon the State Fire Inspector curriculum. Once students complete this training, they can receive an industry/professional certification.
    - Private companies also offer this training, but very few public universities do.
    - County-wide Fire Prevention Administration will assist with promotion/marketing of these, in addition to Miramar's normal methods.
    - Typically scheduled Th/F/Sat (15 hrs)
    - Distance Education modality was written into these proposals, but department only plans to offer F2F at this time.
    - No pre/co-requisites, only advisories
    - Potential for a certificate in the future, which is why proposal is written to allow credit by certificate.
    - As an FYI, Shelly H. mentioned that courses <2 units no longer need special approval from the Board
    - MSC (Feldman/Cain) to approve FIPT 352A-D as presented. (0-Nayes, 0-Abstentions)
- b) Activations
- c) Deactivations
- d) Revisions
- i. FIPT 150A
  - ii. FIPT 150B
  - iii. FIPT 150C
  - iv. FIPT 150T
  - v. FIPT 150W
  - vi. FIPT 322B
  - vii. FIPT 322C (Needs to be corrected to "1" under repeatability)
  - viii. FIPT 322D
  - ix. FIPT 323B
    - All the above were reviewed as a bundle. Reason for change is to change TOP code to Fire Academy
    - Intent of these changes is re-align budget – placing all Fire Academy courses under same TOP code and same budget
    - MSC (Feldman/Escalante) to approve as presented. (0-Nayes, 0-Abstentions)
- e) Distance Education
- EMGM 296 Individualized Instruction in Emergency Medical Technology

- Currently emergency only DE, request partially online.
- Provides support for those in EMT course.
- MSC (Palma-Sanft/Feldman) to approve as presented. (0-Nayes, 0-Abstentions)

## 9. Award Proposals

- a) New Awards
- b) Deactivations
- c) Revisions
  - i. Financial Services A.S.
    - Committee heard a presentation from Professor David Wilhelm on this topic. BANK 200 to be added as an additional restricted elective in the Financial Services A.S. degree (see item 8.a.i)
    - SDSU also has a Financial Services four-year degree, so this is in alignment with regional transfer partners. SDSU version of course is upper division, so this will only transfer as an elective.
    - Labor market analysis – starting salary potential of up to \$77k. Most insurance companies offer their own proprietary training as well. Over next 10yrs, 43% of the existing insurance workforce is expected to retire.
    - Currently no stand-alone course on insurance in the SDCCD.
    - Professor Wilhelm has already built a base Canvas shell, including case studies.
    - Next steps: recruit instructor and deploy in Fall 2024, fully online initially
    - Future of this program will be based on reception/student interest. Demand will dictate future scheduling and modality.

## 10. Other business

- a) New CSU GE ethnic studies requirement (Palma-Sanft)
  - CSU & IGETC, will be part of local transfer pattern as well. (Fall 24 – will be a competency)
  - In future, will likely be a GE requirement
  - Ideally will line up with CalGETC
- b) Program viability process for program modifications (Hall)
  - Miramar process must be followed whenever new programs are proposed.
- c) Aligned Curriculum Policy
  - AB 1111 Common Course Numbering (Palma-Sanft)
    - So far, GE only – not required for CTE courses
    - This effort does have some funding attached to it
    - Supposed to adopt by July 2024, but 2027 implementation now seems more likely
    - Changes will have to go through the curriculum process
    - Common course # does not necessarily equal equivalency. (Identical vs equivalent)
  - AB 928 Associate Degree for Transfer Intersegmental Implementation (Palma-Sanft)
    - 928 is common transfer pathway (CalGETC - 2025)
    - Default to ADT path, unless opt out (2024)

## 11. Reports

- a) Vice President of Instruction – No Report
- b) Evaluator – No Report
- c) Articulation Officer – No Report
- d) Curriculum Chair – No Report

**12. Roundtable**

**13. Adjourned**

- Adjourned by consensus at 4:32pm

**Next Scheduled Meeting: Wednesday, October 20<sup>th</sup>, 2:30-4:30pm**