Curriculum Committee – Draft Minutes

San Diego Miramar College

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

**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**](https://sdmiramar.edu/governance/committees/curriculum-committee)
	* 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**
9. New Courses
	1. 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)
	2. FIPT 352A Fire Inspector 2A Fire Prevention Administration
	3. FIPT 352B Fire Inspector 2B Fire and Life Safety Requirements
	4. FIPT 352C Fire Inspector 2C Inspecting New and Existing Fire and Life Safety Systems and Equipment
	5. 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)
10. Activations
11. Deactivations
12. Revisions
	1. FIPT 150A
	2. FIPT 150B
	3. FIPT 150C
	4. FIPT 150T
	5. FIPT 150W
	6. FIPT 322B
	7. FIPT 322C (Needs to be corrected to “1” under repeatability)
	8. FIPT 322D
	9. 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)
13. 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)
14. **Award Proposals**
15. New Awards
16. Deactivations
17. Revisions
	1. 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.
18. **Other business**
19. 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
20. Program viability process for program modifications (Hall)
	* Miramar process must be followed whenever new programs are proposed.
21. 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)
22. **Reports**
23. Vice President of Instruction – No Report
24. Evaluator – No Report
25. Articulation Officer – No Report
26. Curriculum Chair – No Report
27. **Roundtable**
28. **Adjourned**
	* Adjourned by consensus at 4:32pm

**Next Scheduled Meeting: Wednesday, October 20th, 2:30-4:30pm**