

San Diego Miramar College
Curriculum Technical Review Subcommittee
4/10/24
2:30-4:30 pm

APPROVED: August 28, 2024

Members Present:

Darren Hall (chair), Duane Short, Mara Palma-Sanft, Mardi Parelman

Support Staff: Marcus Benniefield

1. Approval of agenda

ACTION: Approved by Subcommittee Members' consensus

2. CurriQunet Meta and Mac use

- 2.1. As of the time of meeting, subcommittee members are not able to access CurriQunet Meta functionalities using a Mac (that are able to be done on a PC). This includes work done on a Mac and not saving in CurriQunet Meta, thus work is lost.

Darren shared a process of printing work that was done in CurriQunet Meta using a Mac and then reviewing the printout to ensure work has been saved.

3. Approval of notes from last meeting (March 6, 2024)

ACTION: Approved by Subcommittee Members' consensus

4. Review of Curriculum Proposal Tracker

- 4.1. Curriculum Proposal Tracker is for subcommittee use. Office personnel, such as VPI, are welcome to use the Curriculum Proposal Tracker, if helpful.
- 4.2. Subcommittee Members explained how they used the Curriculum Proposal Tracker to communicate changes concerning curriculum amongst members

5. Course proposals

5.1. FIPT 311A - Representative Sample

- 5.1.1. Duane led a discussion of subcommittee members of what Duane looks for when screening course proposals. He used FIPT 344 to illustrate how a course is successfully screened.
- 5.1.2. Darren is leading and guiding the work shared by Mara and other members on moving the course to a CSU transfer level
- 5.1.3. The two-year review is still in progress by All
- 5.1.4. Darren confirmed textbooks/manuals are valid.

ACTION: Forwarded with technical edits

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5.2.NUTR 150

- 5.2.1. Mara reviewed content against CalGETC Biological Sciences criteria
- 5.2.2. Mardi reviewed the new catalog description, SLOs, and outline of topics for alignment and consistency.

ACTION: Sending to colleagues at City and Mesa for review and concurrence.

5.3.PARA 221

- 5.3.1. Darren/Mara - Changing subject area from CBTE to PARA

ACTION: Forwarded with technical edits

5.4.PSMA 401 - All please review; first time doing an upper division course

- 5.4.1. Reviewing catalog description for wording.
- 5.4.2. Considering TOP code Public Administration.
- 5.4.3. SAM Codes are used to show a course's place in a CTE program sequence. "Advanced Occupational" means the final "capstone" course the student takes at the program's completion.
 - 5.4.3.1. "D - Occupational" a course at the beginning of a CTE program sequence.
- 5.4.4. Reviewing discipline assignment.
- 5.4.5. Reviewing content and considering how to make it more detailed/robust for upper division coursework.
- 5.4.6. Reviewing student learning objectives and considering the level of Bloom's taxonomy and appropriateness to upper division coursework.
- 5.4.7. Reviewing critical thinking assignments, including references to healthcare and records.
- 5.4.8. Reviewing writing assignments for appropriateness to upper division coursework.

ACTION: Forwarded with technical edits

6. Award proposals

ACTION: None

7. Other business

- 7.1.Bachelor's degree program update

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7.1.1. Work done on the program's page has led to the Program page being satisfactory.

7.1.1.1. Committed to a May 15 task delegation completion for the degree. Tasks specifically were shared between Chair Hall and Duane.

ACTION: Forwarded with technical edits

7.2. Catalog production with CurriQunet Meta and Programs vs. Awards

ACTION: Hold for next meeting

7.3. Program level SLOs in CurriQunet Meta

ACTION: Hold for next meeting

7.4. COMS 170 revision for CalGETC

ACTION: Hold for next meeting

Meeting adjourned at 4:30 pm.

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