

San Diego Miramar College
Curriculum Technical Review Subcommittee

May 8, 2024, 2:30-4:30

Zoom Meeting Room: <https://sdccd-edu.zoom.us/j/3977050710>

APPROVED: August 28, 2024

Members:

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

Admin Support: Adrian Acain, Marcus Benniefield

Guest: Heath Hines

1. Approval of agenda
 - 1.1. Approved
2. Approval of notes from last meeting (April 10, 2024)
 - 2.1. Delayed to next meeting
3. Review of [Curriculum Proposal Tracker](#)
 - 3.1. Duane led a discussion on the importance of Curriculum Proposal Tracker and how it relates to documenting and approving changes concerning curriculum development and the need for a systematic approach to curriculum management.
 - 3.2. Removed a Launch column through consensus of Subcommittee Members
4. Course proposals
 - 4.1. CHIL 176 - Representative Sample
 - 4.1.1. Revised to meet CAP-8 standards
 - 4.1.1.1. Duane reviewed the technical changes that were made to curriculum– including in the content areas of CHIL 176
 - 4.1.1.2. Duane explained how changes met and aligned with CAP-8 standards
5. Award proposals
 - 5.1. Infant/Toddler Care CP - Representative Sample
 - 5.1.1. Deactivation - for discussion only (no need to review)
 - 5.1.1.1. Discussed deactivations – including Child and Family and Child Relations, Family Childcare, Infant Toddler Care and Residential Care Workers.
 - 5.1.1.2. Did not review deactivations, per agenda.
 - 5.2. [Career and Professional Advancement Studies AS](#)
 - 5.2.1. Duane led a discussion amongst Subcommittee members- on the Tech Review Subcommittee's involvement with history of associate's degrees at community colleges, emphasizing transfer studies program.
 - 5.2.1.1. Subcommittee members explained that a Transfer studies program helps students take courses required by universities, while earning a useful degree before transferring.

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- 5.2.1.2. Subcommittee members discussed how transfer studies were outlawed and replaced with "area of emphasis" degrees
- 5.2.2. Subcommittee Members discussed technical edits - to modernize an award to better serve returning adult learners.
- 5.2.3. The Subcommittee evidenced how their work in collaboration with the Curriculum Review Committee members provides students with workforce-ready skills through a successful revised degree process.
- 5.3. [Collaboration in the Workforce CP](#)
 - 5.3.1. Subcommittee Members discussed updating certificates through technical revisions. Duane and Mardi led a discussion on how certificates of performance are for career preparation. Explained that the certificates require labor market research to demonstrate demand.
 - 5.3.2. Subcommittee Members explained concerns how allowing non-industry skills courses in certificates would lead to "creativity training" or "computational skills" certificates without career preparation.
- 5.4. [Professionalism in the Workforce CP](#)
 - 5.4.1. Subcommittee Members discussed upgrading workforce skills for employment
 - 5.4.2. Subcommittee Members discussed potential for alternative certification paths through labor market data.
 - 5.4.3. Mara led a discussion on how the REACH Initiative aims to help returning adult learners upgrade their skills to meet workforce needs.
 - 5.4.3.1. Subcommittee Members discussed why students would and have in the past taken individual courses to upgrade their skills, such as interpersonal communication.
- 5.5. [Social and Cultural Competence in the Workplace CP](#)
 - 5.5.1. Subcommittee Members shared their thoughts on how certificates of performance are required for CTE TOP codes while certificates of achievement do not need CTE TOP codes.
 - 5.5.2. Subcommittee Members commented on how Industry advisory committees are needed for certificates of achievement to ensure they meet employer needs
 - 5.5.3. Subcommittee Members discussed the inclusion of letters, from employers, to support their argument for a new course. Darren shared some of his recent experience securing and evidencing letters from employers on the work successfully done for the PSMA program.
 - 5.5.4. Subcommittee Members shared their opinions on how their work will successfully meet CPS timeline and approval process.
- 5.6. [Technology in the Workforce CP](#)

6. Other business

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- 6.1. Forwarding proposals after revision (ex: ADJU 361E)
 - 6.1.1. Duane led a discussion amongst Subcommittee Members on the usefulness of double-checking, through having other members review work, proposals in the system – ensuring accuracy in approval stage and positions – including, checking for proposals that were reset.
- 6.2. Catalog production with CurriQunet Meta and Programs vs. Awards
 - 6.2.1. Subcommittee Members discussed production with CurriQunet Meta and Programs vs. Awards. Mardi led and made a request for a sample of what to expect from future catalogs
- 6.3. [Possible COMS 170 revision for CalGETC](#)
 - 6.3.1. Mara led a discussion amongst Subcommittee Members on the revisions made to COMS 170 revision for CalGETC - including to the spreadsheet for critical thinking which was submitted by Mara
- 6.4. Tech Writer position in 2024-25
 - 6.4.1. Subcommittee members discussed an upcoming vacancy in the Tech Writer position in 2024-2025
 - 6.4.2. Subcommittee members explained the usefulness in recruiting a Tech Writer, in 2024-2025, that has experience with and has made contributions to curriculum review and tech writing (i.e, a Curriculum Review Committee Member)
7. Meeting adjourned at 4:30 pm