

**Curriculum Committee Minutes
San Diego Miramar College
Zoom + Building R Conference Room
September 18, 2024 • 2:30-4:30pm**

APPROVED: 10/16/24

Members Present: Amy Alsup by proxy Laura Pecenco; Matthew Cain, Paul Chlapecka, Isabella Ela, Evelyn Escalante, Darren Hall, Jamie Hammond, Veronica Hartmann, Scott Moller, Meilani Peleti, Mara Sanft, Brenda Wilborn

Members Absent: Michael Odu, Akili Ploudre

Guests: Shelly Hess, Kelly Morelewski, Maryam Tartoussia

Support Staff: Heath Hines, Mylene Reyes

I. CALL TO ORDER

This meeting was called to order at 2:34 p.m. by Chair Hall.

II. APPROVAL OF AGENDA

MSC (Sanft/Cain) to approve meeting Agenda as presented (0 Naves; 0 Abstentions).

III. APPROVAL OF MINUTES

- **4/17/2024 Minutes:** It was noted that Evelyn Escalante was not absent for this meeting and that Minutes will be corrected.
 - **ACTION:** MSC (Moller/Ela) to approve 4/17/2024 Minutes upon correction (0 Naves; 0 Abstentions).
- **5/1/2024 Minutes:** It was noted that Evelyn Escalante was not absent for this meeting and that Minutes will be corrected.
 - **ACTION:** MSC (Ela/Moller) to approve 5/1/2024 Minutes upon correction (0 Naves; 0 Abstentions).
- **5/15/2024 Minutes:**
 - **ACTION:** MSC (Moller/Ela) to approve 5/15/2024 Minutes (0 Naves; 0 Abstentions).
- **8/28/2024 Minutes:** Approval of minutes deferred to the next meeting (October 2).

IV. APPROVAL OF CONSENT AGENDA

There were no items for the Consent Agenda section on the Agenda for today's meeting.

[Items were moved from "Proposals from Another College (Not Active at Miramar College)" onto the Consent Agenda after-the-fact.]

V. COMMITTEE MEMBERS AND TECH WRITER

Brief introductions were made of meeting participants, including guest Shelly Hess.

VI. **ANNUAL TRAINING**

Shelly Hess presented towards the end of the meeting (noted under the section "POLICIES AND PROCEDURES").

VII. **COURSE PROPOSALS**

PROPOSALS FROM ANOTHER COLLEGE ALSO ACTIVE AT MIRAMAR COLLEGE

- **PSYC 135 Marriage and Family Relations**

Proposed by Mesa. Six-year review, including textbook updates; but it was also noted that since Miramar is not originating, we do not need to review AB 928 impact.

ACTION: MSC (Cain/Ela) to approve as presented (0 Nays; 0 Abstentions).

- **AAPI 124 Introduction to Asian American and Pacific Islander Studies**

Proposed by Mesa. Six-year review, including update to description of AA studies, and addition of grading option.

Mara Sanft noted that Mesa College's discussion regarding moving this course from Ethnic Studies to Asian American Studies was never communicated to Miramar College. Darren Hall noted that he would request Judy Patacsil to reach out to Mesa.

ACTION: MSC (Sanft/Ela) to approve, with the condition that faculty is officially informed (0 Nays; 0 Abstentions).

PROPOSALS FROM ANOTHER COLLEGE NOT ACTIVE AT MIRAMAR COLLEGE

- **Political Science - Associate in Arts for Transfer Degree: City**
- **Law, Public Policy, and Society - Associate in Arts for Transfer Degree: City**
- **ENGE 151 - Computer-Aided Design**
- **REAL 130 - Real Property Management**
- **REAL 125 - Real Estate Economics**
- **REAL 110 - Principles of Real Estate Appraisal I**
- **Computer and Information Sciences - Associate of Science Degree: Mesa**

- **ACTION:** Moved to Consent Agenda

REVISIONS TO BE WALKED IN TO NEXT C.I.C. MEETING ON SEPT. 26, 2024

The following Associate Degrees for Transfer were presented as "Walk In" items for CIC which do not require course changes:

- Philosophy: Associate of Arts for Transfer
- Computer Science: Associate of Science for Transfer
- Kinesiology: Associate of Arts for Transfer
- Economics: Associate of Arts for Transfer
- Administration of Justice: Associate of Science for Transfer

- Anthropology: Associate of Arts for Transfer
- Art History: Associate of Arts for Transfer
- Biology: Associate of Science for Transfer
- Business Administration 2.0: Associate of Science for Transfer
- Communication Studies 2.0: Associate of Arts for Transfer
- English: Associate of Arts for Transfer
- Geology: Associate of Science for Transfer
- History: Associate of Arts for Transfer
- Law, Public Policy, and Society: Associate of Arts for Transfer
- Mathematics: Associate of Science for Transfer
- Nutrition and Dietetics: Associate of Science for Transfer
- Physics: Associate of Science for Transfer
- Political Science: Associate of Arts for Transfer
- Psychology: Associate of Arts for Transfer
- Sociology: Associate of Arts for Transfer
- Spanish: Associate of Arts for Transfer
- Studio Arts: Associate of Arts for Transfer
- **ACTION:** MSC (Sanft/Ela) to approve all of the above as presented (0 Nays; 0 Abstentions).

- **ADMINISTRATIVE ASSISTANT: Associate of Science**
Program Revision: Add CBTE 152 Beginning Microsoft Access.

ACTION: MSC (Cain/Hall) to approve as presented (0 Nays; 0 Abstentions).

- **ENTREPRENEURSHIP: Certificate of Achievement and Associate of Science**

ACTION: Removed from CIC Walk-In list; no vote needed.

- **ANTH 270 Anthropology Internship / Work Experience**
Course Reactivation.

ACTION: MSC (Hall/Ela) to approve as presented (0 Nays; 0 Abstentions).

- **ART/VISUAL STUDIES: Associate of Arts**
Program revision: Removing GRFX 110 Introduction to Producing Computer-Aided Graphics.

ACTION: MSC (Sanft/Ela) to approve as presented and discussed (0 Nays; 0 Abstentions).

- **CISC 205 Object Oriented Programming using C++**
Course revision with Activation. Changes were displayed in CurriQunet:
 - Course Activation at Miramar including Distance Ed and UC transfer
 - Addition of Computer Science as an alternate discipline option.
 - Additional revisions to student learning objectives (at Mesa's request)

ACTION: MSC (Sanft/Ela) to approve as presented (0 Nays; 0 Abstentions).

- **COMPUTER PROGRAMMING: Associate of Science**
 Program revision was displayed: Change in title from “Computer and Information Sciences” to “Computer Programming”.

ACTION: MSC (Ela/Sanft) to approve as presented (0 Nays; 0 Abstentions).
- **COMPUTER PROGRAMMING: Certificate of Achievement**
 Program revision: Change in title from “Computer and Information Sciences” to “Computer Programming”.

ACTION: MSC (Ela/Sanft) to approve as proposed (0 Nays; 0 Abstentions).
- **ENGE 200 Statics**
 Course Activation: Mara Sanft noted that faculty need to be notified of UC transferability, and she will follow up. If not approved for UC transfer, implementation will be delayed, and it will not appear in the catalog. Shelly Hess noted that we would be able to offer it in the Spring.

ACTION: MSC (Ela/Cain) to approve as presented (0 Nays; 0 Abstentions).
- **EXSC 218 Intercollegiate Swimming I**
 Course Activation: Matt Cain noted that this will be offered in Spring 2026 and will be a “Walk In” for CIC for UC transferability.

ACTION: It was noted that no vote is needed for this proposal.
- **EXSC 219 Intercollegiate Swimming II**
 Course Activation: Matt Cain noted that this will be offered in Spring 2026 and will be a “Walk In” for CIC for UC transferability.

ACTION: It was noted that no vote is needed for this proposal.
- **EXSC 243B Theories and Strategies of Water Polo II**
 Course Activation: It was noted that we can offer the class In Spring 2026 if approved by UC.

ACTION: MSC (Cain/Sanft) to approve activation (0 Nays; 0 Abstentions).
- **EXSC 393A Special Topics in exercise and Fitness Theory and Training**
 New Course.

ACTION: MSC (Cain/Sanft) to approve (0 Nays; 0 Abstentions).
- **FAMILY AND CHILD RELATIONS: Certificate of Performance**
 Program Deactivation.

ACTION: MSC (Cain/Sanft) to approve deactivation (0 Nays; 0 Abstentions).

- **FAMILY CHILD CARE: Certificate of Performance:**
Program Deactivation.

ACTION: MSC (Cain/Sanft) to approve deactivation (0 Nays; 0 Abstentions).
- **FIPT 355A Fire and Life Safety Educator 1**
New Course.

ACTION: MSC (Cain/Sanft) to approve (0 Nays; 0 Abstentions).
- **FIPT 355B Fire and Life Safety Educator 2:**
New Course.

ACTION: MSC (Cain/Sanft) to approve (0 Nays; 0 Abstentions).
- **FIPT 355C Fire and Life Safety Educator 3:**
New Course.

ACTION: MSC (Cain/Sanft) to approve (0 Nays; 0 Abstentions).
- **HONORS GLOBAL COMPETENCIES: Certificate of Achievement:**
Program Revision: Technical correction to remove AMSL (American Sign Language) courses. Mara Sanft noted that there is also a Certificate of Performance that will be a “Walk In” for CIC with this Certificate of Achievement.

ACTION: MSC (Ela/Cain) to approve as discussed (0 Nays; 0 Abstentions).
- **LEGAL SECRETARY: Certificate of Performance**
Program Revision: This item was approved at the August 28, 2024 Curriculum Review Committee meeting as presented.

ACTION: MSC (Moller/Sanft) to approve as presented for walk-in to CIC (0 Nays; 0 Abstentions).
- **MUSIC STUDIES: Associate of Arts**
Program Revision.

ACTION: MSC (Ela/Sanft) to approve as proposed (0 Nays; 0 Abstentions).
- **PARA 221 Legal Secretary Skills and Procedures**
Course Revision (with activation).

ACTION: MSC (Cain/Sanft) to approve as presented for walk-in to CIC (0 Nays; 0 Abstentions).
- **PERSONAL TRAINING: Certificate of Achievement**
Program Revision.
 - Remove EXSC 242B Care and Prevention of Injuries
 - Per CurriQunet, add course options
 - EXSC 280/BIOL 235 Applied Exercise Physiology / Human

- Physiology
- EXSC 281/BIOL230 Applied Kinesiology / Human Anatomy
- EXSC 284/NUTR170) Fitness and Sports Nutrition / Nutrition and Fitness

ACTION: MSC (Ela/Sanft) to approve as discussed (0 Nays; 0 Abstentions).

- **PHIL 205 Critical Thinking and Writing in Philosophy**
Course Revision.

ACTION: MSC (Ela/Sanft) to approve as proposed (0 Nays; 0 Abstentions).

- **RESIDENTIAL CARE WORKERS: Certificate of Performance**
Program Deactivation. This will be a “Walk In” to CIC.

ACTION: MSC (Ela/Sanft) to approve as presented (0 Nays; 0 Abstentions).

- **YOGA 200-HOUR REGISTERED YOGA TEACHER: Certificate of Achievement**
Program Revision: Change from Certificate of Performance to Certificate of Achievement.

ACTION: MSC (Sanft/Ela) to approve as presented (0 Nays; 0 Abstentions).

- **YOGA 300- HOUR REGISTERED YOGA TEACHER: Certificate of Achievement**
Program Revision: Change from Certificate of Performance to Certificate of Achievement.

ACTION: MSC (Sanft/Ela) to approve as presented (0 Nays; 0 Abstentions).

VIII. **OTHER BUSINESS:** None

IX. **CIC UPDATE:**

- **PROGRAM VIABILITY:** Darren Hall noted that this will be discussed by the Curriculum Technical Review Subcommittee and would like to develop a document to guide faculty when bringing in a new program. Darren also noted that there will be language changes coming soon, and the committee will reconvene to review these changes.
- **AB 928 implementation ADT Compliance with Assembly Bill 928 and CalGETC Curriculum Submission Guidance—CCCCO ESS 23-44:**

It was noted that CalGETC will be in effect Fall 2025, and that certificates and degrees have been assigned to ACPs (Academic and Career Pathways).

- **GAINFUL EMPLOYMENT UPDATE:** Darren Hall displayed the Gainful Employment Reporting Status Update: [Gainful Employment Update](#).

It was noted that this update will affect Financial Aid and the metrics that we report to the student.

- **AB 1111 COMMON COURSE NUMBERING:**
Shelly Hess noted that there are six courses which need to be implemented as part of Common Course Numbering:
 - **MATH 119**
 - **COMS 103**
 - **POLI 102**
 - **ENGL 101**
 - **ENGL 205**
 - **PSYC 101**

Isabella Ela asked if new courses could start being built, and Shelly affirmed yes, but that there is a new template that should be used for the Course Description. Hess also mentioned that there are parts that need to be identical as the previous course outline/record but also a section where it should be identified as, “Formerly [Previous Course]” or “See [Previous Course]”.

Curriculum Committees will be asked to approve all the courses which will be impacted by this legislation, including programs. This first year is these six courses to be implemented, followed by 20-something more (Fall 2026 implementation), then 50-something (Fall 2027). She asked that faculty be involved in the discussions; funding is available to facilitate.

- **META TRAINING / OPEN LABS (FRIDAYS)**
Training labs are available on Fridays by Zoom from 10:30 am - 11:30 am for CurriQunet Meta: [Open Lab Zoom Link](#).

x. **POLICIES AND PROCEDURES:**

- **CONSTITUENT REVIEW:**
Darren Hall noted that we have Board Policies and Administrative Procedures to review and bring to Academic Senate; he displayed the following list of items:
 - BP 4020 Program, Curriculum, and Course Development
 - BP 4025 Philosophy and Criteria for Associate Degree and General Education
 - BP 4100 Graduation Requirements for Degrees and Certificates
 - BP 6100 Web Policy (deactivate)

- BP 5102 Career and Technical Education Programs (deactivate)
- BP5021 Career Technical Education (CTE) Programs Provisions of Services (Deactivate)
- AP 4020 Program and Curriculum Development (Changes incorporated and complete)
- AP 4021 Program Discontinuance
- AP 4025 Philosophy and Criteria for Associate Degree and General Education - (Changes incorporated and complete)
- AP 4030 Academic Freedom
- AP 4040 Library and Learning Support Services
- AP 4050 Articulation
- AP 4100 Graduation Requirements for Degrees and Certificates
- AP 4102 Career and Technical Education Programs
- AP 4105 Distance and Correspondence Education
- AP 4222 Remedial Coursework

Shelly Hess gave an overview of the Board Policies and Procedures Approval Flowchart included on the agenda: [Board Policies and Procedures Approval Flowchart](#).

She also reviewed a PowerPoint presentation which highlighted accomplishments for 2023-2024. Some key highlights of the presentation:

- 80 Course Proposals were approved
- 1 Program Proposal
- 5 Credit for Prior Learning Proposals were approved
- 5 Additional Courses for Ethnic Studies were approved
- Annual calendar alignment was implemented
- Pre-Transfer level MATH courses and all Basic Skills courses were deactivated
- The innovative MATH 148 was developed

xI. **GUIDED PATHWAYS UPDATE:** None

xII. **VPI UPDATE:** None

xIII. **ARTICULATION UPDATE:**

Mara inquired if we can add “Certificate of Achievement for GE Patterns” to the CIC Walk-In List. The certificate belongs to Interdisciplinary Studies to replace two that are being deactivated

ACTION: MSC (Sanft/Ela) to approve as a Walk-In to CIC.

xIV. **CRC CHAIR UPDATE:** None

xV. **NEXT MEETING:** October 2, 2024.

Meeting adjourned by consensus at 4:35 p.m.