

**Curriculum Committee Minutes
San Diego Miramar College
Zoom + Building R Conference Room
August 28, 2024 • 2:30-4:30pm**

APPROVED: November 6, 2024

Members Present: Amy Alsup, Matthew Cain, Paul Chlapecka, Isabella Ela, Evelyn Escalante/Jamie Hammond (one vote), Darren Hall (Chair), Veronica Hartmann, Scott Moller, Michael Odu, Mara Sanft, Brenda Wilborn

Members Absent: Meilani Peleti, Akili Ploudre

Guests: Kiyana Kiel., Kelly Morelewski, Duane Short

Support Staff: Heath Hines, Mylene Reyes

I. CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Chair Hall.

II. APPROVAL OF AGENDA

Mara Sanft noted a correction to the agenda: Honors Global Competency Certificate Performance is not a Program Deactivation but deactivating a course within that certificate.

Matt Cain also noted three corrections:

- HEAL 103 is an activation
- HEAL 104 is an activation
- 200-Hour Yoga Teacher Certificate is a new program

MSC (Cain/Sanft) to approve meeting agenda as corrected.

III. APPROVAL OF MINUTES (APR 17, MAY 1, AND MAY 15, 2024)

It was the consensus of the committee to postpone approval of all three sets of minutes to the next meeting, September 18.

IV. APPROVAL OF CONSENT AGENDA

• **EXSC 140A & 140B Boot Camp I and Boot Camp II:**

Noted that these courses are not in CurriQunet and that this item is being presented for approval. Mara Sanft asked for clarification on the Credit for Prior Learning (CPL) approval process and will ask Shelly Hess for more info on how the CPL approval process works.

MSC (Cain/Hammond) to approve consent agenda as presented (0 Nays; 0 Abstentions)

V. COMMITTEE MEMBERS AND TECH WRITER

Darren Hall acknowledged this year's Tech Writer Veronica Hartmann. Duane Short will continue to be a resource.

VI. **ANNUAL TRAINING**

Shelley Hess from District Curriculum Services will attend the September 18 meeting to conduct annual training.

Darren Hall also explained the walk-in process. This month, because of a September 6th deadline for the 2025-2026 catalog, an inordinate number of items will be "Walk-In" at District CIC; atypical of our usual process. He also added that all items may not make it to the next CIC agenda. He will update the committee after September 6.

VII. **COURSE PROPOSALS**

NEW COURSES

- **EXSC 393A Special Topics in Exercise and Fitness Theory and Training:**

This new course is affiliated with the Yoga program and will be used for both 200- and 300-hour programs. This course is also approved for industry. Evelyn Escalante indicated that District wanted clarification on why they are special topics. Members had an extended discussion regarding repeatability as a special topic. Matt Cain will rewrite the course so that it is repeatable.

ACTION: Item postponed to next Curriculum Committee meeting.

- **FIPT Courses**

- **FIPT 354A; 354B; 354C; 354D; 354E: Fire Marshal 1A Admin & Prof Dev; 1B Comm Rel & Fire and Life Safety Ed; 1C Fire Invest Prog Mgmt; 1D Comm Risk Reduction Prog Mgmt; 1E Fire & Life Safety Educator:**

New courses requested by the Advisory Committee and San Diego County Fire Prevention Association.

- **FIPT 355A and 355B: Fire and Life Safety Education 1 and 2:**

New courses requested by the Fire Technology Advisory Board to expand the Fire In-Service Program to include Fire Prevention State Fire Training (SFT) Certification Courses.

- **FIPT 355C, Fire and Life Safety Education 3:**

New course requested by the Advisory Committee and San Diego County Fire Prevention Association.

- **FIPT 356A, Fire Investigation 1A: Basic Fire Investigation**

New course requested by the Advisory Committee and San Diego County Fire Prevention Association. This course is not equivalent to our former Fire Investigation courses because the content has changed more than 50% and because SFT (State Fire Training) will not accept previous courses for certification.

- **FIPT 356B, Fire Investigation 1B: Evidence and Documentation;**
FIPT 356C, Fire Investigation 1C: Prep for Legal Proceedings

New SFT courses as requested by Advisory Committee.

ACTION: MSC (Ela/Sanft) to approve activation of FIPT new courses as presented (0 Nays; 0 Abstentions)

REVISIONS

- **BIOL 107 General Biology – Lecture and Laboratory**

This item was presented to update Distance Education (DE) to include partially online and remove emergency-only distance education. Mara Sanft noted that this is DE for City but could have impacts on articulation for Miramar, so it should have been in the Consent Agenda section. All campuses will be aligned with this change if approved by all campuses.

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

- **EXSC 242B Care and Prevention of Injuries**

EXSC 242B is part of the Exercise Science major. Hours needed to be added for the Face-to-Face - it was added for 18 total.

ACTION: MSC (Cain/Sanft) to approve with other methods being updated (0 Nays; 0 Abstentions).

- **PARA 100 Legal Procedures**

Discussed:

- Title change from "Legal Procedures"
- Updates to distance ed language
- Updates to example textbook editions
- Non-substantive revision to course content
- Catalog description
- Student learning objectives, and
- Example assignments
- Requisite content review

ACTION: MSC (Cain/Odu) motion to approve change as presented (0 Nays; 0 Abstentions)

- **PARA 221 Legal Secretary Skills and Procedure (currently CBTE 221 Legal Secretary Skills and Procedure)**

Discussed:

- Change from CBTE to PARA. Duane Short mentioned that the American Bar Association previously did not allow usage of the term "paralegal"
- Correction of TOP code
- Revision to example textbooks

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

- **CISC (Computer and Information Science) Awards:** Associate of Science/Transfer; Associate of Science; Certificate of Achievement

The original CISC degree was a Business degree with a Computer Science class

included. The new Computer Programming Lead recommends transitioning to a Computer Programming degree. Changes discussed:

- Degree/Program Title from “Computer and Information Sciences” to “Computer Programming”;
- Major requirements;
- Program Description;
- Student Learning Outcomes.

It was mentioned that there are three courses as part of this program which have been previously approved (CISC 205, CISC 217, and CISC 290). Also noted was a typo in the proposed term (Fall 22) in CurriQunet which will be corrected.

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

- **WORK 272 General Work Experience**

It was mentioned that this item was already approved in April.

- **HUMAN DEVELOPMENT STUDIES:** Associate of Arts/Child Development

ACTION: Wai-Ling Rubic asked for postponement. Duane Short will add to next Curriculum Tech Review agenda.

- **PERSONAL TRAINING:** Certificate of Achievement/Exercise Science

The department is recommending removal of EXSC 242B (Care and Prevention of Injuries) from the Certificate of Achievement (CoA).

ACTION: MSC (Ela/Sanft) to approve removal of EXSC 242B (0 Nays; 0 Abstentions)

- **APPROVAL TO ADD THREE PARALEGAL ITEMS TO AGENDA**

- **ACTION:** MSC (Ela/Cain) to approve addition of Paralegal program agenda items as follows: (0 Nays; 0 Abstentions)
 - i. Paralegal Associate of Science (AS)
 - ii. Paralegal Certificate of Achievement
 - iii. Computer Business Technology (CBTE) and Paralegal (PARA) Certificates of Performance

For the AS and CoA

- Move PARA 140 from paralegal elective courses to required courses.
- Move CBTE 221 (now PARA 221) from paralegal-related courses to paralegal elective courses.
- Reduce paralegal related course substitution maximum to 3 units
- Remove CBTE course options. Units go from 18 to 21.

- **ACTION:** MSC (Sanft; Cain) to approve all three program changes: change in units; moving from CBTE to PARA; and TOP Codes (0 Nays; 0 Abstentions).

- **BIOLOGY:** Associate of Science for Transfer

Revision for AB 928 requirements. Fixed formatting and corrected total units during

meeting.

ACTION: No other action taken; will be discussed at next Curriculum Meeting (Sept. 18, 2024).

- **KINESIOLOGY:** Associate of Arts for Transfer
Revision for AB 928 requirements.

ACTION: No action taken; will be discussed at next Curriculum Meeting (Sept. 18, 2024).

- **MUSIC STUDIES:** Associate of Arts

ACTION: MSC (Cain/Sanft) to approve as presented (0 Nays; 0 abstentions).

ACTIVATIONS & DEACTIVATIONS

- **CISC 217 Intermediate Python Programming:**

Discussed changes listed in CurriQunet: Activation at Miramar to support revision to Career Technical Education Associate of Science and Certificate of Achievement as well as university transfer requirements. Proposal includes Distance Ed approval. Activation of this class will support the Computer Programming degree.

ACTION: Approved by consensus as presented (0 Abstentions; 0 Nays).

- **HEAL 103 & HEAL 104 Introduction to Public Health; Public Health and Social Justice**

Courses are being proposed for activation to expand Health (HEAL) and General Ed (GE) options.

ACTION: MSC (Ela/Cain) to approve activation of HEAL 103 and HEAL 104. (0 Nays; 0 Abstentions)

- **EXSC 218 & 219 Intercollegiate Swimming I and II:**

Courses are active at another college and are being proposed for activation. It was noted that these classes cannot be offered until Spring 2026.

ACTION: MSC (Ela/Alsup) approved course activation (0 Nays; 0 Abstentions)

- **MATH 141 Precalculus**

Discussed deactivation of Math 141 per State mandate (AB 1705). Math 148 (Innovated Path to STEM Calculus) is the course which has been approved to replace Math 141 but cannot be offered until Fall 2025. It was mentioned during discussion that once a course is deactivated, can no longer offer it. Sanft will seek consult from Shelly Hess/District office to determine deactivation timeline.

ACTION: Item postponed pending information received from District Office.

- **WALK-INS List for CIC Meeting (Informational Only)**

None.

- VIII. **OTHER BUSINESS**: None
- IX. **CIC UPDATE**: None
- X. **POLICIES AND PROCEDURES**: None
- XI. **GUIDED PATHWAYS UPDATE**: None
- XII. **VPI UPDATE**: None
- XIII. **ARTICULATION UPDATE**: None
- XIV. **CRC CHAIR UPDATE**: None
- XV. **NEXT MEETING**: September 18, 2024.

Meeting adjourned by consensus at 4:30 p.m.