

San Diego Miramar College  
Curriculum Technical Review Subcommittee

Meeting Minutes

November 13, 2024, 2:30-4:30 pm

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

**Approved December 11, 2024**

**Members Present:**

Darren Hall (Chair), Veronica Hartmann, Mara Palma-Sanft, Mardi Parelman, Duane Short

**Support Staff Present:**

Mylene Reyes (for Sharilyn Wilson)

1. Approval of agenda
  - Add Updated DE Language and Curriculum Approval Timeline to Item 6: Other Business
  - Approved
2. Approval of notes from last two meetings
  - September 4, 2024 meeting
    - Duane thinks that it is still best to have an evaluator at CTRS. Darren will ask Shelly Hess about having an evaluator at Technical Reviews.
    - Approved
  - October 10, 2024 meeting
    - Approved
3. Review of Curriculum Proposal Tracker

NOTES:

- Duane and Veronica color-coded their tasks (in 'Identifier' column of the tracker). Those in dark blue font are Duane's and those in teal font are Veronica's. What Duane is working on will roll over to Veronica next semester.
- Duane is waiting for Wai-Ling Rubic for more information regarding Child Development requests.
- For Audio Production AS and CA, we are waiting for the designator to be approved, and AUDI 204 needs the designator form to move forward.
- Biology for Allied Health AS has been stuck in Level 5 (dean level) since August. Darren will check on it.

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- COMS 99 and 290 will be deactivated by Veronica.
- GLST 101 is not a new program so remove 'waiting on viability' comment in tracker. Veronica will follow up with Laura Gonzalez.
- Changed Introduction to Heavy Truck, Advanced Transportation, and Equipment Maintenance CP's approval priority to 'In Development'
- Removed Math 141 from tracker because we are not going to deactivate it
- MLTTs need to be entered, Rebecca Bowers-Gentry said there is no rush.
- Still waiting on Modern Policing AS, they are still figuring out the courses
- Mara asked if a request is deleted from the tracker once it is approved. Duane said that the CIC approval date is entered and that the entry stays in the tracker.

4. Course proposals

- ACCT 125: Government and Not-For-Profit Accounting
  - Review of SLOBS: Do they match up to content and catalog description? Are they good enough?

NOTES:

- Veronica observed that the SLOBs are too short or not enough. Duane said SLOBs usually align with the content. It was proposed by the committee to practice reaching out to originator and suggest to align the SLOBs with the content.
- Veronica will fix formatting of '3. Methods of Instruction', under 'Other:' and use Arabic number list
- Veronica asked if she needs to bring back to Tech Review if an originator adds more to their request. Duane said to apply own judgement for it will depend on how much the change is and what it affects.

- POLI 101: Intro to Political Science
  - Review.

NOTES:

- This is a 6-year review.
- Will continue to list all General Education (GE) Area patterns because the course does not lose CSU GE and IGETC transferability even though only CalGETC will be implemented starting Fall 2026 for student use
- Mara mentioned that there will be a public hearing on Title V changes to the Course Outline of Record (COR) and the proposed changes are for the SLOs and the SLOBs to be listed on the front-facing document of the COR. This is problematic for SDCCD

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because it is a multi-college district. It will be discussed more at the CIC meeting the next day and will be shared with campuses and will ask for feedback.

- Duane shared, as an FYI, that textbooks are representative examples, not supposed to be a comprehensive list of all books that are used, you do not have to pick one of the textbooks on the list to teach the course. It helps give a better idea of what is covered in the course. As a tech writer, you may go back to the originator and ask if they would like to narrow down the number of the listed books.

- ECON 120: Principles of Macroeconomics
  - Formatting issue in Content
  - Review.

NOTES:

- This is a 6-year review.
- There is a formatting issue in Section VII, H and J. Veronica will fix it. Darren mentioned that in the past he has reached out to Angela in the District Office to help with this type of issue. Veronica will go to the training lab on Friday and will ask for guidance there.

- ECON 121: Principles of Microeconomics.
  - Review.

NOTES:

- This is a 6-year review.

- Award proposals
  - Fire Fighter 1 CA
    - Is it “Fire Fighter” or “Firefighter”? (We think “Firefighter.”)
    - Need a more complete catalog description? No longer an overall program description in catalog.
    - Formatting for career options

NOTES:

- Fire fighter or firefighter? Darren says leave it as 2 words because the source of this content is the state agency that oversees this program.
- Under Career Options, Veronica will change the numbering to bullet points and add ‘Tribal’ as the fourth item for items 1 and 2

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- Under Courses Required for the Major, Darren said to add EMGM 050A before 105A. Also change 'firefighter' to 'fire fighter'.
  - Under Master Planning, we also need to add 'Tribal', add EMGM 050A, correct capitalization. Darren will send some more robust catalog description.
  - It has to include the need for the proposal explaining that we have been teaching this but are now realigning with state requirements.
- Heavy Equipment Technology (HET) (Day Program) AS (representative example)

NOTES:

- DIES 202 – new course going through the approval process
- DIES 210 and 220 – reduced from 3 to 2 units; since the unit value changed, the course number also changed so they are now DIES 212 and 222. Because the course number changed, the program has to change because of the impact.
- Will also be removing the recommended electives section
- Master Planning page is blank because this is a revision.
- Program Requirement section is what the Tech Review Committee needs to make sure looks ok.
- In the proposal, we must include state-required documentation such as labor market information showing that this degree or certificate is useful for getting jobs, a narrative similar to what is seen on Curriquet, and Industry Advisory Committee minutes where they have approved the new degree or certificate or changes to them. In this case, we are waiting for the committee to meet. It is ok to move this proposal forward through the process but it will not go to CIC until those minutes are attached.

- Other business
  - Updated DE Language

NOTES:

- Mara shared in the chat box:  
*“An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency— Providing the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with the length of time and the*

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*amount of content in the course or competency; and  
b) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student."*

Mara suggested to incorporate this technique to ensure quality. Veronica will add to next meeting to adjust our current language to match it.

- Approving curriculum approval timeline

NOTES:

- Darren proposed that, if we want to meet the Fall 2026 catalog deadline of May 8, we should have received proposed changes by Feb. 12, 2025 so there is enough time to get them through Tech and CRC meetings and get approvals in place by then. Duane suggested to make clear that this is the date for the ones that do not have to go through GE approval because it takes about a year to get those approvals.

- Shared curriculum drive

NOTES:

- Deferred to next meeting

- Curriculum Organization Chart 2025-26 update

NOTES:

- Deferred to next meeting