San Diego Miramar College
Curriculum Technical Review Subcommittee

Meeting Minutes

October 9, 2024, 9:00am-11:00am
Fire Technology Conference Room

**Members Present:** Darren Hall (chair), Duane Short, Mara Palma-Sanft, Veronica Hartmann

**Members Absent:** Mardi Parelman

**Support Staff:** Sharilyn Wilson

1. Approval of agenda
   - Request to add "Changes in Subject Indicators for AB 1111" to Item 9, *Other Business*.
   - Request to add "Check Walk-In List" to Item 3, *Review of Curriculum Proposal Tracker*.
   - Agenda approved, with revisions, by consensus.
2. Approval of notes from last meeting
   - Tabled until next meeting
3. Review of [Curriculum Proposal Tracker](#)
   - Filtering and sorting functions
     - Short reviewed the functionality of the tracker, and emphasized that committee members can apply specific filters and sorting based on their position (Articulation, Tech Writer, Chair, etc.) and workflow preference.
   - "Default" view
     - Default should be: sorted alphabetically by the "Identifier" column, and then filtered on the "CIC" column to only show "Blanks" and "Held".
     - Chair Hall added column A for notes/action items.
     - Best practice is to reset sheet to default view when you are done working with it.
   - Determining agenda category
     - The "Agenda Category" column is completed by the Technical Writer. This column helps determine where the item will be placed on the Curriculum Committee agenda.
     - Revision vs. Consent

- Consent is generally used for routine items that don't need to be closely reviewed. Consent items are further divided into two classes:
    - Impacts: An item in being impacted by another change (e.g., when a prerequisite or class list for an award is changed, so we need to update the award accordingly).
    - Non-substantive: A routine update that doesn't impact the critical features of the course/award in any way (e.g., 2- or 6-year reviews with no major changes, textbook updates, etc.)
  - Proposals from another college that are also active here are not consent items – we should include on our regular agenda.
  - Proposals from another college that are not active here do not even need to be on the consent agenda – they can just be listed as informational items (FYIs)
  - Though the Technical Writer will choose the categories on the spreadsheet, the Chair should still review when creating the agenda (especially for consent items).
- Check Walk-in List
  - Compared tracker against 9/26 & 10/10 Walk-in Lists; updated tracker as needed
  - CHIL courses – effective dates will need to be updated by tech writers; won't make Fall 2025 deadline.
  - Earth Sciences AS & Exercise & Nutritional Sciences AS – may be removed from Duane's tracker & proposals deleted, since we are not proceeding with the MATH 141A/B implementation.
4. Fire Fighter 1 Academy CA project
- Review list of necessary proposals (from Veronica)
  - Because of deactivations & new courses, we will need to modify seven programs.
  - Need for a crosswalk (how do new courses correspond to old ones?)
  - Catalog deadline for 2026-2027 will be in May 2025 – May 8th is the last CIC meeting for this catalog.
- Review list of needed documentation
- Discuss timeline
5. DIES project
- Review list of necessary proposals (from Duane)

- Review impacts
- Discussion timeline
6. Child Development curriculum update (from Duane)
   - Courses being tech reviewed
     - Veronica & Duane are tech reviewing several courses; Veronica needs to follow up with Rubic.
     - Hold until originator provides input
     - All three campuses are supposed to be aligned (Mesa & City recently got theirs approved).
     - There was a disparity in units among the three campus; District expressed concerns.
   - Awards awaiting originator input
7. Course proposals
   - HEAL 277C - New service learning course; screen for accuracy and completeness
     - Subcommittee made minor grammatical and technical changes (including adding "Lab" to Methods of Instruction).
8. Award proposals [NONE]
9. Other business
   - "Take Action on a Proposal" Info Sheet - for chairs and deans
   - Curriculum Organization Chart - update for District Curriculum Services
     - Every subject area & every program is owned by one and only one department
     - Every award (certificate/degree) is owned by one and only one program
     - Reflect new AB 1111 format?
   - Changes in Subject Indicators for AB 1111
     - POLI will now be POLS
     - COMS to COMM
     - Different numbering scheme


Meeting adjourned by consensus at 10:51am