

San Diego Miramar College
Curriculum Technical Review Subcommittee

Meeting Notes

February 5, 2025

Zoom: <https://sdccd-edu.zoom.us/j/2162990595>

Members Present:

Mara Palma-Sanft, Mardi Parelman, Sharilyn Wilson, Veronica Hartmann (Technical Writer)

Members Absent:

Darren Hall (Chair)

Guest:

Matthew Jewett

1. Approval of agenda
 - Approved as presented.
2. Approval of notes from [last meeting](#)
 - Reviewed and approved notes from the [December 11, 2024 meeting](#).
3. Course proposals
 - None
4. Award proposals
 - [Fire Fighter 1 CA](#)
 - Course Equivalencies FACD and FIPT Courses
 - [FACD 170](#) Equivalent to [FIPT 150A](#), [150B](#), [150C](#), [150T](#), [322D](#), [322B](#), [322C](#), [322F](#) / Confirm if FACD is equivalent to all 8 FIPT courses combined
 - [FACD 171](#) equivalent to [FIPT 323B](#)
 - [FACD 172](#) equivalent to [FIPT 150W](#)
 - [FACD 173](#) equivalent to [FIPT 381G](#)
 - Hartmann will begin to enter deactivation proposals for FIPT course once FACD courses become active.
 - FACD courses are still in Meta with a Fall 2025 effective date; will likely need to be updated to Fall 2026. Hartmann will confirm with Hall.
 - Since FACD 171 is replacing eight separate courses, it will need to be entered as a New Credit Course proposal.
 - FACD 171 is mostly a name, subject area, and number change, so it could be created by submitting a program revision for FIPT 323B.
 - FACD 172 has a different unit value than FIPT 150W, so it will need to be submitted as a new course.
 - FACD 173 – typo on proposal, should be 88-95 lab hours. As entered, there is also currently a units discrepancy between FACD 173 and FIPT 381G.

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- Palma-Sanft mentioned that two of the courses being incorporated into FACD 170 (FIPT 150A & 150B) are listed as meeting the District's GE Exercise Science Activity requirement (p. 98 of the 2024-2025 Miramar Catalog). Since FACD 170 will incorporate both of those classes, will we need to look into updating this section once approved.
- o [Government/Nonprofit Accounting](#) - Certificate of Achievement
 - Review Program
 - Reviewed program, no major feedback.
 - CIP code will need to be updated to match TOP code (more discussion below).

5. Other business

- o Curriculum [TEAMS Folder](#)
 - Reviewed current Teams folder for the Curriculum Committee. Not all items copied over successfully; Hartmann is working on updating.
 - Committee noticed the Team has a lot of non-Miramar members.
 - Hartmann will determine if we want to continue using the existing Team, or create a new one for Miramar.
- o Review matching TOP and CIP Codes
 - Wilson mentioned that, as she has been entering program awards in the Chancellor's Office Curriculum Inventory System (COCI), she has been running into occasional issues where the TOP & CIP codes provided do not match, which prevents the award from being submitted.
 - COCI is programmed to only allow an exact TOP/CIP match, based on the [Crosswalk spreadsheet](#). (Note: this version is from 2020; Palma-Sanft indicated there might be a newer one available).
 - We can incorporate this (checking TOP/CIP codes) as part of CTRS.