

**Curriculum Committee Minutes**  
**San Diego Miramar College**  
**September 17, 2025, 2:30-4:30pm**  
**Hybrid: Zoom & Building R Conference Room**

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**Approved October 1, 2025**

**Members Present:** Rita Arabo, Matthew Cain, Isabella Ela, Jamie Hammond, Veronica Hartmann, David Mehlhoff, Michael Odu, Mara Palma-Sanft, Heather Paulson, Brenda Wilborn

**Members Absent:** Evelyn Escalante, Meilani Peleti

**Guests:**

**Support Staff:** Sharilyn Wilson

**Vacancies:** BTCWI Designee, ASG Student Designee

- I. Call to Order
  - a. Meeting called to order at 2:33pm by Chair Hartmann.
- II. Welcome and Introductions
- III. Approval of Agenda
  - a. MSC (Odu/Hammond) to approve the agenda as presented. [0 Nays; 0 Abstentions]
- IV. Approval of September 3, 2025 Minutes
  - a. MSC (Palma-Sanft/Cain) to approve the minutes as presented. [0 Nays; 0 Abstentions]
- V. Approval of the Consent Agenda
  - a. No items
- VI. Course Proposals
  - a. New Courses
    - i. N/A
  - b. Course Activations
    - i. CHEM 160: Introductory Biochemistry [City]
      - Reason for Proposed Action: Activate at City. Propose for UCTCA, Cal-GETC Area 5A; District GE Area 5 for City. Propose

for Partially Online Distance Ed at City. We are getting ready to add our new chemistry certificates in chem tech and CHEM 160 would be a good course to add to our curriculum. There is student demand for this course.

- Discussion: Needs a recent textbook (published within the last five years) added to proposal
- MSC (Mehlhoff/Cain) to approve with the above recommendation. [0 Nays; 0 Abstentions]

ii. WORK 270: Occupational Work Experience [Miramar]

- Reason for Proposed Action: Reactivation at Miramar to support students in internships not related to a subject-specific work experience course at the request of Counseling. Includes fully online DE proposal.
- Discussion: Several questions came up about this proposal, specifically around minimum qualifications, how it can be offered fully online, and what the purpose is of this course as a “catch-all” in relation to our other 270 courses. The committee determined there was a need to discuss further with the Counseling Department, and to loop in the Associate Dean of CTE and the Dean of BTCWI.
- Proposal tabled, pending further discussion.

c. Course Deactivations

- i. N/A

d. Course Revisions

- i. N/A

e. Credit for Prior Learning (CPL) Proposals [Miramar Only]

- DIES 100: Introduction to Diesel Technology
- DIES 101: Heavy Duty Truck, Advanced Transportation, Equipment Preventive Maintenance and Inspections
- DIES 102: Heavy Duty Truck and Heavy Equipment Heating and Air Conditioning
- DIES 105: Measuring Tools and Applied Mathematics
- DIES 121: Diesel Engines A
- DIES 122: Diesel Engines B
- DIES 123: Diesel Engines C
- DIES 124: Diesel Engines D
- DIES 125: Diesel Engines I

- x. DIES 126: Diesel Engines II
- xi. DIES 128: Diesel Engines III
- xii. DIES 131: Alternative-Fueled Engine Overhaul
- xiii. DIES 135: Applied Failure Analysis
- xiv. DIES 137: Diesel Fuel Injection Systems
- xv. DIES 138: Electrical Systems
- xvi. DIES 144: Electronics for Diesel Technology
- xvii. DIES 155: Air Brake Systems
- xviii. DIES 160: Heavy Duty Manual Transmissions
- xix. DIES 165: Truck Automatic Transmissions
- xx. DIES 170: Truck Drive Axles and Specifications
- xxi. DIES 175: Truck Chassis R&R
- xxii. DIES 180: Steering, Suspension, and Driveline Systems
- xxiii. DIES 200: Mobile Hydraulic Systems
- xxiv. DIES 210: Brakes, Final Drives and Steering Systems
- xxv. DIES 220: Undercarriage
- xxvi. DIES 230: Heavy Equipment Transmissions
- xxvii. DIES 240: Equipment Chassis R&R
  - All above proposed with “Portfolio Review” CPL type.
  - Discussion around how the Portfolio Review process works
  - Tabled; will review at next meeting

#### VII. Program Proposals

- a. New Awards
  - i. N/A
- b. Award Deactivations
  - i. N/A
- c. Award Revisions
  - i. N/A

#### VIII. Other Business

- a. College Governance Handbook – Review of Curriculum Committee Voting Members
  - i. Confirmed that District Evaluators get two votes total.
  - ii. Discussion around making membership terms longer &/or allowing members to serve more consecutive terms, due to the learning curve associated with this committee and curriculum work in general. Will discuss further at next meeting; could process in Spring and make effective in Fall 2026.
- b. Brown Act Compliance

- i. Chair Hartmann reminded members to submit their remote locations if they will be attending virtually.
- c. Policies & Procedures
  - i. [Chapter 4 Instructional Services Board Policies Campus Review](#)
  - ii. The ask right now is to review, share with departments/constituent groups, and provide feedback
- d. COMM C1000 – Introduction to Public Speaking (Course Revision) [Miramar]
  - i. Reason for Proposed Action: Update to Distance Ed to offer course fully online. Update to textbooks and minor technical and grammatical edits throughout.
  - ii. Discussion: For communications/public speaking classes, universities typically require at least one speech to be given in front of an audience. This requirement is not currently reflected in the COR for this course.
  - iii. Hartmann will work with the originator to get this added and will connect with Palma-Sanft to help ensure course language meets the requirement before this proposal moves forward to CIC.
  - iv. MSC (Palma-Sanft/Cain) to approve, with the above change. [0 Nays; Evaluators abstain]

#### IX. Program Proposals

- a. Audio Production and Engineering, AS (Program Revision) [Miramar]
- b. Audio Production and Engineering, CA (Program Revision) [Miramar]
  - i. Both proposals were previously reviewed at the May 14, 2025 CRC meeting, but were not moved forward in the process due to the summer break and Curriculum Chair transition. As such, they are being re-reviewed today.
  - ii. Proposed effective date is Fall 2026; may need to be changed to Fall 2027 (2026 deadline has passed). Hess recommended the proposals be walked into CIC in September 2025, if possible, to increase the chance of them getting approved for 2026.
  - iii. Proposals tabled. Hartmann will connect with originator to make sure the proposal version in Meta is accurate and up to date.

#### X. Other Business

- a. N/A

#### XI. Reports

- a. Curriculum Chair – No report
- b. Vice President of Instruction – No report
- c. Evaluators – No report

d. Articulation Officer

- i. Palma-Sanft provided an update on a potential change to Ethnic Studies minimum qualifications (MQs). Since 2021, Miramar has had a FILI course as an approved Ethnic Studies/Area 6 course. The same exact course was denied for Area 6 at a sister college. Palma-Sanft and others have drafted a Disciplines List revision application to the Statewide Academic Senate, requesting recognition for Filipino Studies (and FILI) as a subgroup and unique population under Asian American studies. This proposal will be reviewed in detail at the next Academic Senate meeting, so this is just an informational item for CRC at this time.

XII. Roundtable

XIII. Adjournment

- a. Adjourned by consensus at 4:45pm