

**Curriculum Committee Minutes
San Diego Miramar College
October 1, 2025, 2:30-4:30pm
Hybrid: Zoom & Building R Conference Room**

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

Members Absent: Evelyn Escalante

Guests: Lisa Brewster, Gene Choe, Maryam Tartoussia

Support Staff: Sharilyn Wilson

Vacancies: BTCWI Designee, ASG Student Designee

- I. Call to Order
 - a. Meeting called to order at 2:32pm by Chair Hartmann
- II. Approval of Agenda
 - a. Hartmann requested the following changes to the agenda
 - i. Minor edits to item IX, Policies & Procedures Discussion
 1. BP 4050 – formerly BP 5050
 2. Addition of AP 5120.7 to the recommended for deactivation list
 - ii. Guest: Gene Choe, DIES Department Chair at 2:30
 - iii. Guest: Lisa Brewster, Humanities Chair at 3:00
 - b. MSC (Mehlhoff/Ela) to approve the agenda with the above changes. [0 Nays; 0 Abstentions]
- III. Approval [of September 17, 2025 Minutes](#)
 - a. Attendance list corrected to remove Rose Marine from “Members Absent” (not a member, attends as a guest)
 - b. MSC (Palma-Sanft/Odu) to approve the minutes with the above correction. [0 Nays; 0 Abstentions]
- IV. Approval of Consent Agenda
 - a. Award Deactivations
 - i. Urban Farming Professional, CA [City]
 - ii. Organic Gardening for the Culinary Arts, CP [City]
 1. Both programs being deactivated due to low completion and consolidation of City’s Agricultural Program certificate offerings.
 2. MSC (Palma-Sanft/Ela) to approve as presented. [0 Nays; 0 Abstentions]

- V. Course Proposals
 - a. New Courses
 - i. N/A
 - b. Course Activations
 - i. N/A
 - c. Course Deactivations
 - i. CHIL 280: Environmental Rating Scale [Miramar]
 - 1. Reason for Proposed Action: Course no longer planned to be offered at Miramar.
 - 2. MSC (Ela/Mehlhoff) to approve as presented. [0 Nays; 0 Abstentions]
 - d. Course Revisions
 - i. N/A
- VI. Program (Award) Proposals
 - a. New Awards
 - i. Fire Fighter 1 Academy, CA [Miramar]
 - 1. Previously reviewed and approved at Miramar CRC on 4/9/25, but failed District Tech Review.
 - 2. Has now been fixed; will be walked in to 10/9/25 CIC meeting, with request for a catalog deadline exemption (for Fall 2026)
 - 3. MSC (Ela/Odu) to approve as presented. [0 Nays; 0 Abstentions]
 - b. Award Deactivations
 - i. Pilot Studies, AS [Miramar]
 - ii. Pilot Studies, CA [Miramar]
 - 1. Above awards no longer planned to be offered at Miramar.
 - 2. MSC (Palma-Sanft/Arabo) to approve as presented. [0 Nays; 0 Abstentions]
 - c. Award Revisions
 - i. N/A
- VII. Credit for Prior Learning
 - a. Gene Choe, Diesel Department Chair, spoke to the Committee about how the “Portfolio Review” CPL method works for DIES classes.
 - b. Choe mentioned that many students come into the DIES program having taking classes in the military or at other schools, but the schools are not always accredited. The Portfolio Review CPL method works best in this case, as it gives the Chair better ability to provide the student with credit, regardless of where they took class. Students can also be advised to go get industry certifications, which end up as part of the portfolio.
 - c. Credit by Exam is less ideal, because it doesn’t provide proof of hands-on experience or ability (as required in the Program’s SLOs).

- d. At this point, the volume of students requesting Portfolio Review is manageable, even though the process can be labor-intensive and time-consuming.
- e. Counselors can advise students just to work with Gene/DIES on their portfolio needs.
- f. MSC (Ela/Palma-Sanft) to approve the following CPL list. [0 Nays; 0 Abstentions]

Credit for Prior Learning (CPL) Proposals - Miramar Only	TYPE OF CPL PROPOSED
DIES 100: Introduction to Diesel Technology	Portfolio Review
DIES 101: Heavy Duty Truck, Advanced Transportation, Equipment Preventive Maintenance and Inspections	Portfolio Review
DIES 102: Heavy Duty Truck and Heavy Equipment Heating and Air Conditioning	Portfolio Review
DIES 105: Measuring Tools and Applied Mathematics	Portfolio Review
DIES 121: Diesel Engines A	Portfolio Review
DIES 122: Diesel Engines B	Portfolio Review
DIES 123: Diesel Engines C	Portfolio Review
DIES 124: Diesel Engines D	Portfolio Review
DIES 125: Diesel Engines I	Portfolio Review
DIES 126: Diesel Engines II	Portfolio Review
DIES 128: Diesel Engines III	Portfolio Review
DIES 131: Alternative-Fueled Engine Overhaul	Portfolio Review
DIES 135: Applied Failure Analysis	Portfolio Review
DIES 137: Diesel Fuel Injection Systems	Portfolio Review
DIES 138: Electrical Systems	Portfolio Review
DIES 144: Electronics for Diesel Technology	Portfolio Review
DIES 155: Air Brake Systems	Portfolio Review
DIES 160: Heavy Duty Manual Transmissions	Portfolio Review
DIES 165: Truck Automatic Transmissions	Portfolio Review
DIES 170: Truck Drive Axles and Specifications	Portfolio Review
DIES 175: Truck Chassis R&R	Portfolio Review
DIES 180: Steering, Suspension, and Driveline Systems	Portfolio Review
DIES 200: Mobile Hydraulic Systems	Portfolio Review
DIES 210: Brakes, Final Drives and Steering Systems	Portfolio Review
DIES 220: Undercarriage	Portfolio Review
DIES 230: Heavy Equipment Transmissions	Portfolio Review
DIES 240: Equipment Chassis R&R	Portfolio Review

VIII. Other Business

- a. COMM C1000 Discussion – Lisa Brewster, Humanities Department Chair
 - i. Context: Miramar, City, and Mesa all built the COMM C1000 course outline in alignment with Phase I of Common Course Numbering.

- ii. The new version of the course requires significantly more writing from the students (6,000 words, per the COR), and consequently more time grading for the faculty.
- iii. Faculty would like these classes to be capped at 25 students.
- iv. Palma-Sanft will take for further discussion as CIC/DAC. There are questions about where the 6,000-word threshold came from, as it is not an official UC/CSU requirement. Are specific campuses requesting/enforcing this requirement? Also questions about when the cap would potentially be made effective.
- v. Odu noted that capping these courses at 25 would have significant impact on FTEF

IX. Policies & Procedures Discussion

- a. First read of the proposed changes to policies and procedures (see lists at the end of these minutes.)
- b. BP 4023
 - i. Palma-Sanft noted that more information will be coming on this BP. There are questions regarding a Title V requirement to list prices for materials.
- c. AP 4100 & 4025.2
 - i. Language needs to be synced up between these two policies

X. Reports

- a. Curriculum Chair – No Report
- b. Vice President of Instruction
 - i. Would like to get clarification on the “ask” from faculty regarding COMS C1000
- c. Articulation Officer
 - i. Legislation (AB 2057) requiring two new “2.0” ADTs - Physics 2.0 and Math 2.0 - for Fall 2027
 - ii. Physics 2.0 probably won’t work for Miramar due to too many units
 - iii. Math 2.0 is possible
 - iv. Keeping the current Physics ADT is (probably) not allowable. May need to reactivate Physics AS.

XI. Roundtable

XII. Adjournment

- a. Adjourned by consensus at 3:41pm

Policies & Procedures ReviewGuidance: [Policy and Procedure Development Flowchart](#)

Definitions:

- Category 1 Policies: New and/or major revisions to policies and/or procedures that are not required by law or regulation but are recommended by the respective offices of responsibility. This category has the most extensive review process.
- Category 2 Policies: New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.
- Category 3 Policies: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

Red text: Changes made to follow legislative updates

Blue text: Changes made at the local level

Board Policies for Campus Review

Policy Number and Title	Category	Change
BP 4100 Graduation Requirements for Degrees and Certificates	2	Revised policy: Align with current legal and regulatory requirements. Procedural information moved to a new AP 4100 Graduation Requirements for Degrees and Certificates
BP 4010 Academic Calendar	2	New legally mandated policy. Supersedes BP 5070 Attendance Accounting
BP 4023 (Formerly BP 3306) Course Materials Adoption and Procurement	2	Revised policy: Align with current legal and regulatory requirements. Minor technical changes.
BP 4025 Philosophy and Criteria for Associate Degree and General Education	3	Change number to align with CCLC numbering system.
BP 4060 (Formerly BP 5060) Delineation of Functions Agreements	3	Change number to align with CCLC numbering system.
BP 4107 Health Occupation Instruction—Use of Clinical Facilities	3	Minor technical changes and change number to align with CCLC numbering system.
BP 4050 (Formerly 4050) Articulation	3	Renumbered

Administrative Procedures for Campus Review

Procedure Number and Title	Category	Change
AP 4025.2 Philosophy and Criteria for Baccalaureate Degrees and General Education	2	Revised procedure: Add legally required language to align with ACCJC and Title 5. Define minimum requirements including upper division residency, credit for prior learning, and lower division and upper division general education requirements.
AP 4100 Graduation Requirements for Degrees and Credit Certificates	2	New Procedure: Includes legally required language, aligned with ACCJC and Title 5.
AP 4102 Career Technical Education Programs	2	Revised procedure: Update number to align with CCLC. Includes

AP recommended for deactivation

Procedure Number and Title	Reasoning
AP 6100.2 Vocational Education Customer Service	A separate procedure for vocational education customer service is not required or maintained by CCLC
AP 5140.1 Contracted Services Provided by District	A separate procedure for contracted services is not required. AP 4104 Contract Education is legally required and maintained by CCLC.
AP 5140.5 Contract Classes	A separate procedure for contracted services is not required. AP 4104 Contract Education is legally required and maintained by CCLC.
AP 5500.1 Curriculum and Program Review Process	Separate procedures aligned with CCLC have been developed including AP 4260 Prerequisites, Corequisites, Limitation on Enrollment and Advisories; AP 4019 Instructional Program Review; and AP 4021 Instructional Program Discontinuance.

AP 5500.2 Student Challenge Procedures—
Prerequisites, Corequisites, and Limitation
on Enrollment

The information in this procedure is
incorporated into AP 4260 Prerequisites,
Corequisites, Limitation on Enrollment and
Advisories.

AP 5120.3 Development of Projects and
Grants and Contracts

A separate procedure for the development of
projects and grants and contracts is not
required or maintained by CCLC.

AP 5120.5 Writing Proposals for Grants and
Contracts

A separate procedure for the submission of
proposals for grants and contracts is not
required or maintained by CCLC.

AP 5120.7 *(Title Needed)*

(Reason needed)

AP 5120.9 Evaluation of Proposals not
Funded

A separate procedure for the evaluation of
proposals not funded is not required or
maintained by CCLC.

AP 5300.2 Courses of Instruction

Separate procedures aligned with CCLC have
been developed including AP 4020 Curriculum
Development, AP 4022 Course Approval, AP
4025 Philosophy and Criteria for Associate
Degrees and General Education, AP 4105
Distance Education, AP 4050 Articulation, and
AP 4235 Credit for Prior Learning.