

**Curriculum Committee Minutes
San Diego Miramar College
October 15, 2025, 2:30-4:30pm
Hybrid: Zoom & Building R Conference Room**

Members Present: Rita Arabo (*proxy for Ela*), Matthew Cain, Evelyn Escalante, Jamie Hammond, Veronica Hartmann, Kristine Huynh, David Mehlhoff, Michael Odu, Mara Palma-Sanft, Heather Paulson,

Members Absent: Isabella Ela, Meilani Peleti, Brenda Wilborn

Guests: Lisa Brewster, Ryan Monroy, Tory Romero

Support Staff: Sharilyn Wilson

Vacancies: BTCWI Designee

- I. Call to Order
 - a. Meeting called to order at 2:32pm by Chair Hartmann.
- II. Approval of Agenda
 - a. MSC (Odu/Palma-Sanft) to approve the agenda as presented. [0 Nays; 0 Abstentions]
- III. COMM C1000 Presentation – Lisa Brewster & Tory Romero
 - a. Brewster and Romero reviewed the current COMM C1000 requirements, specifically the writing assignment requirement of at least 6,000 words.
- IV. Welcome Kristine Huynh – ASG Student Designee
- V. Approval of the [October 1, 2025 Meeting Minutes](#)
 - a. Correct COMS to COMM; correct spelling of “Gene”.
 - b. MSC (Mehlhoff/Odu) to approve the corrected minutes. [0 Nays; 0 Abstentions]
- VI. Approval of Consent Agenda
 - a. New Awards
 - i. Acting and Performance, CA [City]
 - ii. Musical Theatre, CA [City]
 - iii. Theatre, CA [City]
 - b. Award Revisions
 - i. Musical Theatre, AA [City]

- ii. Technical Theatre, CA [City]
 - iii. Theatre, AA [City]
 - c. MSC (Cain/Palma-Sanft) to approve the Consent Agenda. [0 Nays; 0 Abstentions]
- VII. Course Proposals
 - a. New Courses
 - i. N/A
 - b. Course Activations
 - i. WORK 270: Occupational Work Experience [Miramar]
 - 1. 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.
 - 2. This proposal was previously discussed and then tabled at the September 17 meeting pending Counseling Department consultation. Counseling has no issues with listing Counselors as potential instructors for this course. (Two disciplines are listed - Business & Counseling.)
 - 3. This course is a stand-alone course; not part of any program.
 - 4. Committee questioned why other disciplines were not included as eligible instructors. Chair Hartmann will take back and discuss with the originator.
 - 5. Proposal TABLED (Palma-Sanft/Paulson), pending discussion with originator.
 - c. Course Deactivations
 - i. N/A
 - d. Course Revisions
 - i. ANTH 107: Introduction to Archeology [Mesa]
 - 1. Proposal has been vetted by Miramar discipline faculty and dean; they have no concerns or opposition.
 - 2. MSC (Palma-Sanft/Cain) to approve as presented. [0 Nays; 0 Abstentions]
- VIII. Program (Award) Proposals
 - a. New Awards
 - i. N/A
 - b. Award Deactivations
 - i. N/A
 - c. Award Revisions

- i. N/A

IX. Other Business

a. Policies & Procedures

- i. Palma-Sanft will share notes and feedback from the October 9, 2025 Academic Standards Subcommittee meeting with Chair Hartmann.
- ii. After this Committee approves, these will be voted on at Academic Senate and CIC.
- iii. MSC (Paulson/Palma-Sanft) to advance these Policies and Procedures under review to the Academic Senate. [0 Nays; 0 Abstentions]

b. COMM C1000 Discussion: Regarding the 6,000 word requirement

- i. The Committee discussed whether we should vote to keep or remove the language in the existing COMM C1000 Course Outline of Record, which currently requires a minimum of 6,000 words in writing assignments for the course.
- ii. The language is not part of the COR template provided by the state.
- iii. COMM C1000 is currently our only course approved for CalGETC Area 1C (and is approved with the 6,000 word requirement). Removing the word requirement will not trigger re-submission or any change to CalGETC status.
- iv. Comparison of CalGETC standards: 1A and 1B both list minimum word count requirements, but 1C does not.
- v. At this time, we do not have any documented request from a CSU or UC to have or maintain this requirement
- vi. From an Evaluations perspective: if students bring in Communication classes from outside the state, they will not be able to receive credit if their course did not also require 6,000 words of writing. They would also not be able to request a modification of major.
- vii. Other local community colleges do not have this requirement.
- viii. This Committee will have a final vote on this at our November 5, 2025 meeting.

X. Reports

a. CRC Chair

- i. FYI: Title V Language for CORs

- 1. Recent legislation has [mandated changes to the Course Outline of Record](#). These changes must be in place by April 2026.

2. This legislation has implications for how the Curriculum Committee will review proposals – there will be new elements we need to look for/at.
3. Dean Hess' office is currently mapping out what we already do and how it compares to the Title V requirements. As a District, we do meet a lot of the requirements already, but not necessarily in the designated sections of the COR.

b. VPI

- i. No report

c. Evaluators

- i. No report

d. Articulation Officer

- i. We are currently working on Phase 2B of Common Course Numbering. Affected faculty are having District-wide meetings, and we will see these revisions come through to the Curriculum Committees in the near future.

XI. Roundtable

- a. Chair Hartmann shared that she is working on a consolidated list/calendar of all dates and deadlines relevant to curriculum.
- b. Chair Hartmann also suggested that the Committee add an additional meeting on April 8, 2026, to approve any final items before the May 2026 CIC deadline. Members will check their calendars and confirm availability at the next meeting.

XII. Adjourned by consensus at 3:37pm.