

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

Members Present: Rita Arabo (*Proxy for Ela*), Matthew Cain, Veronica Hartmann, Kristine Huynh, David Mehlhoff, Mara Palma-Sanft, Heather Paulson, Brenda Wilborn

Members Absent: Isabella Ela, Evelyn Escalante, Jamie Hammond, Michael Odu, Meilani Peleti

Guests: Rose Marine (*proxy for Evaluators*), Jeff Orgera (*proxy for Odu*)

Support Staff: Sharilyn Wilson

Vacancies: BTCWI Designee

- I. Call to Order
 - a. Meeting called to order at 2:35 pm by Chair Hartmann.
- II. Approval of Agenda
 - a. Hartmann requested the addition of EMGM 50A (Course Revision), effective Fall 2026. This will be walked in to the November 13, 2025 CIC meeting.
 - a. MSC (Mehlhoff/Palma-Sanft) to approve the agenda with the addition. [0 Nays; 0 Abstentions]
- III. Approval of [October 15, 2025](#) Minutes
 - a. MSC (Arabo/Mehlhoff) to approve the minutes as presented. [0 Nays; 0 Abstentions]
- IV. Approval of Consent Agenda
 - a. MSC (Arabo/Mehlhoff) to approve as presented. [0 Nays; 0 Abstentions]
- V. Course Proposals
 - a. New Courses: None
 - b. Course Activations
 - i. WORK 270: Occupational Work Experience (Miramar)
 1. Reason for proposal: 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. MSC (Cain/Palma-Sanft) to approve as presented. [0 Nays; 0 Abstentions]
- c. Course Deactivations: None
- d. Course Revisions
 - i. ACCT 135: Principles of Accounting (Miramar)
 1. Reason for proposal: Two-year review, including addition of pass/no pass grading option; minor edit to target audience statement; technical, punctuation, and formatting updates; minor edits to wording in content and student learning objectives; updates of example textbooks to latest editions; and updates to distance ed language for Miramar
 2. MSC (Palma-Sanft/Mehlhoff) to approve as presented. [0 Nays; 0 Abstentions]
 - ii. AUDI 201: Sound Reinforcement Systems (Miramar)
 1. Reason for proposal: Add MUSI 190 (the existing prerequisite course) as a co-requisite course that can be taken simultaneously together at the same time with the AUDI 201 course.
 2. MSC (Mehlhoff/Arabo) to approve as presented. [0 Nays; 0 Abstentions]
 - iii. CHIL 215: Adult Supervision and Mentoring in Early Childhood Settings (Mesa)
 1. Reason for proposal: Two yr review including requisite change - 1) remove current reqs, replace with CHIL 141 or 150 options as "completion of or concurrent enrollment", 2) added CIP 13.1210 - Early Childhood Education and Teaching, and 3) texts reviewed for currency.
 2. Has been reviewed and approved by Miramar's CHIL Chair and Dean.
 3. MSC (Arabo/Orgera) to approve as presented. [0 Nays; 0 Abstentions]
 - iv. EMGM 50A: Basic Life Support CPR and AED (Miramar)
 1. Reason for proposal: Title change to align with industry standards terminology; update to textbooks, DE language, and minor technical edits throughout.
 2. Current course name is "CPR for Health Care Providers"
 3. Will be walked in to the November 13, 2025 CIC meeting.

4. MSC (Palma-Sanft/Mehlhoff) to approve as presented. [0 Nays; 0 Abstentions]
- v. MUSI 100: Introduction to Music (Mesa)
 1. Reason for proposal: Six year review including review/update of texts and distance ed. Added CIP 50.0901 to align with current TOP code.
 2. Has been reviewed and approved by Miramar's MUSI Chair and Dean.
 3. MSC (Palma-Sanft/Orgera) to approve as presented. [0 Nays; 0 Abstentions]
- vi. NUTR 150: Nutrition Sciences and Global Food Issues (Miramar)
 1. Reason for proposal: Six-year review, including update to course description, update to objectives, update to content for CalGETC area 5B, update to sample assignments, update to DE language, update to OER, update to supplies, and addition of CalGETC General Education.
 2. This proposal will be walked-in to the November 13, 2025 CIC meeting.
 3. Course is being proposed for CalGETC Area 5B
 4. MSC (Cain/Palma-Sanft) to approve as presented. [0 Nays; 0 Abstentions]
- vii. PARA 105: Legal Research (Miramar)
 1. Reason for proposal: Two-year review, including adjustments to SAM code, updates to distance ed information, updates to example textbook editions, and minor content, technical, and formatting edits.
 2. MSC (Palma-Sanft/Arabo) to approve as presented. [0 Nays; 0 Abstentions]
- viii. PARA 115: Civil Litigation – Procedures (Miramar)
 1. Reason for proposal: Two-year review, including change of prerequisite from PARA 100 to PARA 105, updates to distance ed information, and technical and formatting edits.
 2. MSC (Arabo/Palma-Sanft) to approve as presented. [0 Nays; 0 Abstentions]
- ix. PARA 290: Independent Study (Miramar)
 1. Reason for proposal: Six-year review, including proposal for fully online distance education and addition of example textbook.

2. MSC (Palma-Sanft/Orgera) to approve as presented. [0 Nays; 0 Abstentions]
- x. PHIL 109: Issues in Social Philosophy (Mesa)
 1. Reason for proposal: Six yr review including review/update of texts and distance ed. Added CIP 38.0101.
 2. Has been reviewed and approved by Miramar's PHIL Chair and Dean.
 3. MSC (Palma-Sanft/Orgera) to approve as presented. [0 Nays; 0 Abstentions]
- xi. PHYS 181A: General Physics Laboratory I (Miramar)
- xii. PHYS 181B: General Physics Laboratory II (Miramar)
 1. Reason for Proposal: Six-year review, including updates to lab manual, minor revisions to distance ed approval, minor grammatical, formatting, and technical edits throughout.
 2. These courses were reviewed together. The initiator is requesting a Spring 2027 effective date, which would require walking-in to CIC.
 3. After discussion and review of the walk-in criteria, the committee determined these courses did not meet any of the acceptable reasons for walk-ins. The proposals will be updated with a Fall 2027 effective date.
 4. MSC (Cain/Arabo) to approve as modified. [0 Nays; 0 Abstentions]
- xiii. PHYS 197: Waves, Optics, and Modern Physics (Miramar)
 1. Reason for proposal: Conduct 6 year review. Update textbooks and Lab topics. Course description updated. CIP added.
 2. MSC (Cain/Palma-Sanft) to approve as presented. [0 Nays; 0 Abstentions]
- VI. Award Proposals
 - a. New Awards: None
 - b. Award Deactivations: None
 - c. Award Revisions: None
- VII. Other Business
 - a. COMM C1000 Discussion and Vote
 - i. The Committee continued its discussion of the 6,000-word requirement for COMM C1000, which is currently part of the approved COR for SDCCD.

- ii. Miramar's Communications faculty have stated that they are no longer in favor of keeping the 6,000-word requirement.
 - iii. Hartmann asked for a motion on this issue. The motion was to keep the 6,000-word count. A yes vote indicates support for keeping the COR as and maintaining the word count requirement. A no vote indicates support for removing the word count requirement.
 - iv. Palma-Sanft motioned, Arabo seconded.
 - v. Committee unanimously voted against the motion.
 - vi. Hartmann will communicate this decision to the District. If the other campus come to the same decision, the District will administratively update the COR to remove the word count requirement.
- b. AP 7211 - Faculty Service Areas, Minimum Qualifications, & Equivalencies
- i. Hartmann shared an update from the November 4, 2025 Academic Senate meeting.
 - ii. Miramar's Academic Senate had voted down proposed changes to this AP. Mesa has requested an update on Miramar's position and suggestions for revised language.
 - iii. The language in question has to do with Chairs serving on Faculty Discipline Expert Committees (see below; emphasis added)
 - 1. Each college will establish its own Faculty Discipline Expert Committee (FDEC) on an as needed basis. The FDEC will include at least two discipline experts with adequate academic and/or professional experience. **The Department Chair and/or Area Dean may also be part of the committee.** Upon receipt of an applicant's Application for Equivalency Determination, the FDEC shall review the submission.
 - iv. Hartmann does not have more details on the exact nature of the concerns at this point in time.
 - v. No action required currently from the Committee; being shared as an informational item.

VIII. Reports

- a. Curriculum Chair: See above re: AP 7211
- b. Vice President of Instruction: No report
- c. Evaluators: No report
- d. Articulation Officer:
 - i. Mesa is proposing a change to the local GE pattern, which would involve adding a 7th area for Lifelong Learning.

- ii. The AOs have not seen the proposal yet, but they have concerns about it from both a Title V and procedural perspective.
 - 1. Title V outlines/allows for only 6 areas, each with specific criteria)
 - 2. From a procedural perspective, anything like this must first be reviewed by the CIC's Policies and Procedures group
 - iii. If this proposal ends up in front of the Curriculum Committees without first going through CIC's Policies and Procedures group, Palma-Sanft suggests we send it back to ensure the proper review and approval flow takes place.
- IX. Roundtable
 - a. Hartmann reported she attended an ASCCC Fall Curriculum Regional Event in Long Beach on November 1, 2025. She will share out notes and materials with the Committee.
- X. Adjournment: Adjourned by consensus at 3:42pm

Next Meeting: Wednesday, November 19, 2025, 2:30-4:30pm