

San Diego Miramar College  
Curriculum Technical Review Subcommittee

Meeting Notes

December 10, 2025, 2025, 2:30pm – 4:30pm  
ZOOM: <https://sdccd-edu.zoom.us/j/2162990595>

**Members Present:** Veronica Hartmann (Chair), Mara Palma-Sanft, Sharilyn Wilson

**Members Absent:** Heather Paulson

1. Approval of Agenda – Approved by consensus
2. Approval of [November 12, 2025](#) Minutes – Approved by consensus
3. Course Proposals
  - a. ADJU 265: Law Enforcement Academy Preparation Course
    - i. New Course
      - Spell out what “POST” stands for after first use.
      - Catalog Description - Suggest breaking 3<sup>rd</sup> sentence into 2 separate sentences
      - Limitation on Enrollment question – Community College courses are supposed to be open access - past issues with Academy/In-Service curriculum when limitations are placed in the COR.
      - I.A.1 - Remove apostrophe
      - 1.B.3 - Spell out SDCCD
      - Questions on some capitalizations
      - Critical thinking assignment: seem very specific - Hartmann will work with originator to update and align more closely with our style
      - Textbooks - Hartmann will add "POST" as author
    - b. ADJU 357A: 835 PC Laws of Arrest
      - i. Two-Year review
      - ii. Change to Course Description
        - Remove (LAB) note, no other changes
    - c. ADJU 361R: Regional Officer Training
      - i. Two-Year review
      - ii. Change to Course Description
        - Textbooks - Hartmann will update authors. No ISBN.
    - d. FIPT 351A: First Responder Inspector 1A: Duties & Administration
      - i. Title change to align with State Fire Training
      - ii. Removal of ENGL C100 Advisory (?)
        - Hartmann will follow up with originator
    - e. PADM 225: Real Estate Law

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- i. Two year review
- ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
  - Hartmann will follow up with originator re: ENGL C1000 advisory (on all PARA courses where it appears)
  - No other changes
- f. PARA 220: Intellectual Property Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - Hartmann will follow up with originator re: capitalization
    - No other changes
- g. PARA 210: Immigration Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - DEIA Considerations: suggest removal of term "alien" throughout - reword/rephrase as necessary
    - Textbooks - small correction to years and versions
- h. PARA 205: Environmental Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - Periodicals: Check formatting
- i. PARA 200: Elder Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - No changes
- j. PARA 175: Estates, Trusts, and Wills
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - No changes
- k. PARA 170: Corporate Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - No changes
- l. PARA 165: Family Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - No changes
- m. PARA 160: Bankruptcy Law
  - i. Two year review
  - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
    - No changes
- n. PARA 155: Employment Law

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- i. Two year review
    - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
      - Hartmann will review textbook edition and year
  - o. PARA 150: Criminal Litigation and Procedures
    - i. Two year review
    - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
      - No changes
  - p. PARA 145: Federal Court Practices and Procedures
    - i. Two year review
    - ii. Removal of PARA 100 Prereq, additional of PARA 105 Prereq
      - No changes
- 4. Program Proposals
  - a. Legal Secretary – Certificate of Achievement
    - i. Change from CoP to CoA
    - ii. Missing Advisory Committee Meeting Minutes, will attach when received
      - Discussion: Preferred procedure here would be to deactivate the existing Certificate of Performance and launch a new award for the Certificate of Achievement (instead of trying to convert one to the other). Hartmann will follow up with the originator to suggest this approach.
      - All content looks good.
- 5. Calendar & Extra Tech Review Meetings
  - a. Do we need to add another Tech Review Meeting in spring 2026 since we cancelled April 8, 2026 to accommodate another CRC meeting?
    - i. Time for an extra meeting has tentatively been scheduled on Monday, March 23<sup>rd</sup> from 1:00-3:00pm.