

San Diego Miramar College  
Curriculum Committee

Meeting Minutes

October 17, 2018, 2:30-4:30  
M-201

**Members:** Jon Alva; Matthew Cain; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Helen Houillion; Pablo Martin; Jennifer Ock; Larry Pink; Cheryl Reed; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman\*; Ryan Zimmerman\*

\* Permanent guests

- 1) **Call to order** – 2:33 PM
- 2) **Approval of agenda** - Motion to approve by W. Sherman; seconded by C. Reed; motion carried.
- 3) **Approval of minutes from last meeting**
  - a) Title changed from 'agenda' to 'minutes'
  - b) Removed section 6.c.vi.2.b. ('A. Stiller Shulman noted that the law professionals utilize Corel WordPerfect rather than Word.')
  - c) Motion to approve with edits by W. Sherman; seconded by P. Martin with M. Palma Sanft, L. Pink, and J. Alva abstaining; motion carried.
- 4) **Approval of consent agenda** – M. Cain commented on pulling Yoga CP (City) from New awards. Motion to approve with the exception of Yoga CP (City) by W. Sherman; seconded by L. Pink; motion carried.
- 5) **Course proposals**
  - a) New courses
  - b) Activations
    - i) BUSE 129 Introduction to Entrepreneurship
      - (1) Tanya Hertz stated the Entrepreneurship program had been created to support the other CTE programs and that BUSE 129 is a foundational class for those who wish to establish one's own business. She also explained the benefits of taking such a program (e.g. companies wanting employees who have both an understanding of business/entrepreneurship and the technical aspects of the job).
      - (2) Motion to approve by W. Sherman; seconded by P. Martin; motion carried.
    - ii) CBTE 221 Legal Secretary Skills and Procedure (reactivation with integration)
      - (1) Darrel Harrison stated the Legal Secretary program is the only training program available until the Riverside area and the department is in the midst of gaining endorsement by the National Association for Legal Professionals (NALS) association.
      - (2) Motion to approve by W. Sherman; seconded by P. Martin; motion carried.
  - c) Deactivations
  - d) Revisions
    - i) ARTF 155B Freehand Drawing II (Mesa originating)

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- (1) D. Short explained Miramar and City College would like to add ARTF 155A as a prerequisite to ARTF 155B while Mesa believes it should not be added due to enrollment concerns. Currently, ARTF 155A is a prerequisite to other ARTF courses but is an advisory for ARTF 155B. Mesa College forwarded the course revision without a prerequisite addition.
- (2) Motion to forward ARTF 155B, pull the item at Curriculum and Instructional Council (CIC) and recommend adding a prerequisite by W. Sherman; seconded by L. Pink; motion carried.
- ii) ASTR 101 Descriptive Astronomy (Mesa originating)
  - (1) W. Sherman commented that the target audience statement, 'This course is designed for students planning to take advanced courses in the Physical and Earth Sciences and for transfer students planning to major in Astronomy', is incorrect and should accurately reflect and encompass more students.
  - (2) D. Short will speak with the Physical Science department in regards to the listed math requisites.
  - (3) Motion to approve with recommendation to change the target audience statement to more accurately reflect that it encompasses all students, not just those in the Physical Sciences majors, by W. Sherman; seconded by P. Martin; motion carried.
- iii) BUSE 101 Business Mathematics
  - (1) The committee discussed the following points:
    - (a) The possibility of listing MATH 92 a prerequisite
    - (b) Whether or not BUSE 101 meets the AB 705 mandate
    - (c) BUSE 101's categorization as a CTE course and not a Math or English course falling under AB 705's purview
    - (d) Articulation's guideline of MATH 46 as a prerequisite if BUSE 101 is to become a CSU Math general education requirement
  - (2) Motion to approve with the addition of MATH 92 as a prerequisite; seconded by P. Martin with W. Sherman abstaining; motion carried.
- iv) FIPT 150B Introduction to Fire Suppression and Maintenance Manipulative Tasks (Intermediate)
- v) FIPT 150C Introduction to Fire Suppression and Maintenance Manipulative Tasks (Advanced)
- vi) FIPT 150D Introduction to Fire Suppression and Maintenance Manipulative Tasks (Truck Operations)
  - (1) Motion to approve FIPT 150B, C and D by W. Sherman; seconded by L. Clarke; motion carried.
- vii) FIPT 322A Vehicle Extrication
- viii) FIPT 322F Low Angle Rope Rescue Operational
- ix) FIPT 332A Confined Space Rescue Technician
- x) FIPT 332B Rescue Systems 1: Basic Rescue Skills
  - (1) Motion to approve FIPT 332A (both), 332B, and 332F by W. Sherman; seconded by P. Martin; motion carried.
- xi) MUSI 116A Piano Class I (Mesa originating)

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- xii) MUSI 116B Piano Class II (Mesa originating)
  - (1) W. Sherman stated the course description for MUSI 116A is written in a subjective, unsubstantiated manner.
  - (2) The committee discussed the consistency of the titles for MUSI 116A and B in comparison to all the courses in the discipline of Music.
  - (3) Motion to approve MUSI 116A and 116B with the recommendation to adjust the titles to 'Class Piano', change the course description of MUSI 116A to align more with other course description language and be consistent with upper-level Classical Guitar I and II's titles by all; motion carried.
- xiii) PARA 140 Law Office Technology – Motion to approve by W. Sherman; seconded by L. Clarke; motion carried.
- xiv) PHYN 100 Survey of Physical Science (Mesa originating) – Motion to approve by W. Sherman; seconded by P. Martin; motion carried.
- xv) PSYC 166 Introduction to Social Psychology (Mesa originating)
- xvi) PSYC 245 Abnormal Psychology (Mesa originating)
  - (1) Motion to approve PSYC 166 and PSYC 245 by W. Sherman; seconded by P. Martin; motion carried.
- a) Distance Education
  - i) CHIL 166 Curriculum for Diverse Learners – Motion to approve by W. Sherman; seconded by P. Martin; motion carried.
  - ii) EXSC 292 Yoga Teacher Training Essentials (includes other nonsubstantive revisions)
  - iii) EXSC 293 Yoga Teacher Training Progressive (includes other nonsubstantive revisions)
    - (1) M. Cain stated the current, in-person yoga courses would benefit from a decrease in the amount of time spent on campus. Based on feedback from the top yoga instructor, some of the content can be taught online (e.g. history, philosophy, anatomy principles, and methodologies).
    - (2) The committee discussed the minimum number of contact hours that should be required to meet Yoga Alliance's requirement for RYT status and came to the agreement of 66 hours.
    - (3) Motion to approve EXSC 292 and 293 including the distance education approval with the change to distance education to make it hybrid only and to specify a minimum of 66 face-to-face, instructional hours by M. Palma Sanft; seconded by P. Martin; motion carried.

**2) Award proposals**

- a) New awards
  - i) Independent Business Ownership CP – Motion to approve Independent Business Ownership CP, and Entrepreneurship AS and CA by W. Sherman; seconded by M. Palma Sanft; motion carried.
  - ii) Yoga CP (City)
    - (1) The committee pulled Yoga CP (City) from the consent agenda. M. Cain stated that City College believes the CP will make them well rounded in regards to the personal training program. Miramar College's Exercise Science department does not mind having the CP

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run, but requests the language change to reflect that students cannot instruct as yoga teachers with the CP since Miramar College has its own instructional, accredited program.

- (2) The committee discussed the probability of employment with Yoga CP (City) and the similarity in title between the two programs ('Yoga Teacher' at Miramar).
- (3) Motion to pull Yoga CP (City) at CIC and explain the committee's concerns in addition to requesting that the language be changed to not state, 'instruction', by P. Martin; seconded by W. Sherman; motion carried.

### b) Deactivations

### c) Revisions

- i) Child Development AS
- ii) Child Development Assistant Teacher CA
- iii) Child Development Associate Teacher CA
- iv) Child Development Master Teacher CA
- v) Child Development Site Supervisor AS
- vi) Child Development Teacher CA
- vii) Family Child Care CP
- viii) Family and Child Relations CP
- ix) Infant/Toddler Care CP
- x) Residential Care Workers CP

(1) Motion to approve the above degrees and certificates (i – x) by P. Martin; seconded by W. Sherman; motion carried.

- xi) Entrepreneurship AS – see Independent Business Ownership CP
- xii) Entrepreneurship CA – see Independent Business Ownership CP
- xiii) Entry Level Firefighter AS
- xiv) Entry Level Firefighter CA

(1) Motion to approve Entry Level Firefighter AS and CA by W. Sherman; seconded by P. Martin; motion carried.

- xv) Paralegal AS (held from last meeting)
- xvi) Paralegal CA (held from last meeting)

(1) Motion to approve with language change from 'law related' to 'paralegal related' by W. Sherman; seconded by M. Palma Sanft; motion carried.

### 3) Old business

#### a) Repeatability for intercollegiate sports courses

- i) D. Short stated the Curriculum Technical Review Committee determined intercollegiate athletics courses are part of the exception to the rule for repeatability based on Title V. There are four exceptions to the rule of repeatability per Title 5 § 550441 Repeatable Courses: intercollegiate athletics, intercollegiate academic or vocational competition, articulation requirements to a CSU and UC, and when the student can show he/she needs to take the course again if it is required for licensing or a legal mandate.

- b) BP 5020 change (second reading) – Motion to approve and move to Academic Senate by M. Palma Sanft; seconded by P. Martin; motion carried.

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- c) AB 705 implementation
  - i) D. Short stated the prerequisites and advisories spreadsheets were sent to the department chairs, and they are due by November 9th at the District. M. Palma Sanft stated Districtwide meetings have been occurring once a month and that at the most recent one, there had been a continued discussion about communication to students in terms of placement and how students will be informed about support course options. Faculty are still working on a plan, but it has not been finalized. P. Hopkins stated they would like to utilize CCCApply for self-placement, but it will not be available until Summer 2019.

**4) New business**

**5) Reports**

- a) Vice President of Instruction – P. Hopkins stated that since she will be attending the California Community Colleges Chief Instructional Officers (CCCCIO) conference, which will be held on October 24th to 26th, Lou Ascione will be proxy for P. Hopkins at CIC.
- b) Evaluator – None
- c) Articulation Officer – M. Palma Sanft stated the ASSIST position paper and resolution had been presented at the last Academic Senate Area D meeting. The executive committee unanimously supported it and therefore, it will go on the plenary in November.
- d) Curriculum Chair – D. Short stated the distance education section’s language change (‘contact among students, either synchronously or asynchronously’) within Title V will be presented at the next Academic Affairs meeting. Furthermore, CurricUNET’s language, ‘may include, but is not limited to’, had been brought up at CIC and sent to the CurricUNET Steering Committee, a subcommittee of CIC. The committee will be tasked to correct the issue and most likely will create two sections: one describing student-to-instructor contact and another for student-to-student contact. This matter will also be brought to the next Academic Affairs meeting.

**6) Roundtable**

- a) W. Sherman stated his concerns that since the catalog deadline of late November and the next Districtwide Assessment Committee meeting is November 30, there will be decisions made without the consultation of the Curriculum Committee. D. Short stated the catalog deadline is a curriculum proposal deadline and made to accommodate the Instructional Services Office’s workload. The decisions made for AB 705 will be allowed even after the catalog deadline, and the hard deadline for the catalog is in April 2019.
- b) M. Cain stated the Careers in Exercise Science event will be held on October 25th from 9:30AM to 11:30AM.

**7) Adjournment – 4:26 PM**

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Attachment: Consent Agenda  
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**Miramar-originated two- and six-year reviews without substantive changes**

- A. ARTF 113 Arts of Africa, Oceania, and the Americas
- B. BIOL 135 Biology of Human Nutrition
- C. CBTE 165 Webpage Creation with Dreamweaver
- D. COMS 135 Interpersonal Communication
- E. ECON 120 Principles of Macroeconomics
- F. ECON 121 Principles of Microeconomics
- G. ENGL 208 Introduction to Literature
- H. ENGL 209 Literary Approaches to Film
- I. POLI 101 Introduction to Political Science
- J. POLI 102 The American Political System

**FYIs - Proposals for courses or awards not offered at Miramar**

- a) New courses
  - i) BUSE 052 Introduction to Online Learning (City)
  - ii) BUSE 145 Business of Cannabis (City)
- b) Course revisions
  - i) JOUR 210C Newspaper Production 3 (City, Mesa)
- c) Course deactivations
  - i) JOUR 215A Magazine Writing and Production I (Mesa)
  - ii) NUTR 050 Introduction to Dietetic Services in Healthcare (Mesa)
  - iii) NUTR 055 Principles of Cooking in Healthcare Food Service (Mesa)
  - iv) NUTR 060 Food Operations in Healthcare Management (Mesa)
  - v) NUTR 092 Directed Clinical Practice (Mesa)
- d) New awards
  - i) Yoga CP (City)
- e) Award deactivations
  - i) Dietary Manager CA (Mesa)
  - ii) Information Management Technology CA (Mesa)
  - iii) Microcomputer Applications AS (Mesa)
- f) Award revisions
  - i) Dance AA (City)
  - ii) Dramatic Arts AA (Mesa)
  - iii) Interior Design AS (Mesa)
  - iv) Interior Design CA (Mesa)
  - v) Journalism AA (Mesa)
  - vi) Journalism CA (Mesa)
  - vii) Liberal Arts and Sciences: Social and Behavioral Sciences-Anthropology AA (Mesa)

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viii) Liberal Arts and Sciences: Social and Behavioral Sciences-Sociology AA (Mesa)

ix) Nutrition and Dietetics AS-T (Mesa)