

San Diego Miramar College
Curriculum Technical Review Subcommittee
Meeting Minutes

January 30, 2019, 2:30-4:30
M-108

<p>Members: Isabella Feldman; Cheryl Reed; Jennifer Ock; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman</p>
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- 1) **Call to order** - 2:35 P.M.
- 2) **Approval of agenda** – Approved.
- 3) **Approval of minutes from last meeting** – Approved.
- 4) **Course proposals**
 - a) ADJU 304A – Approved and forwarded with a question for the originator and adding Public Safety as a discipline.
 - b) ADJU 307A – Approved and forwarded with a question for the originator and adding Public Safety as a discipline.
 - c) BIOL 132 – Approved and forwarded with edits and a question for the originator.
 - d) BIOL 133 - Approved and forwarded.
 - e) BIOL 135 - Approved and forwarded with edits and a question for the originator.
 - f) ENGL 237 – Approved and forwarded with edits.
- 5) **Program proposals**
 - a) Biotechnology AS – Approved and forwarded with questions for the originator.
 - b) Biotechnology CA – Approved and forwarded with questions for the originator.
 - c) Entrepreneurship AS – Approved and forwarded.
 - d) Entrepreneurship CA – Approved and forwarded.
 - e) Independent Business Ownership CP – Approved and forwarded.
- 6) **Other business**
 - a) Updated tech review checklist
 - D. Short asked the committee members to provide suggestions for the updated technical review checklist. The checklist will be reviewed and updated as needed once a term.
 - b) Program description coordination for catalog and website
 - D. Short described that he wanted to incorporate the program description changes for the Business, Entrepreneurship, and Financial Services on Miramar College’s website, and he reached out to the Computer Services, Instructional department (Kurt Hill) to update the website. However, K. Hill would like clarification on the process of handling such edits and the representative for who will be tracking and communicating such edits.

- D. Short stated the Curriculum Technical Review Subcommittee used to screen and approve program description changes and would notify the Website Subcommittee, or the Curriculum Technical Writer or Articulation Officer would notice such changes and relay them to the Computer Services, Instructional department. However, the responsibility had been handed over to the Office of Instruction.
- The coordinator would be defined as someone who tracks the edits and organization of the curriculum, and enforce the standardization of content, look, etc. They would have to reach out to the respective department chairs, Curriculum Services Office, and the Computer Services Instructional department.
- J. Ock will provide an update at the next meeting in regards to the Office of Instruction taking on the responsibility as a coordinator for the program description changes in the catalog and website moving forward. D. Short will follow-up with K. Hill if having the Office of Instruction personnel being a liaison would be fine.

c) Requirements for multiple degrees

- D. Short stated Title V (state administrative law for community colleges' curriculum) states one must acquire 18 units for degree attainment. However, there is no language on application of acquired units towards another degree for overlap. The District has interpreted the rule to be that there should be no overlap.
- Vice Chancellor Lynne Neault presented the overlap of units at Curriculum Instructional Council and suggested following Southwestern College's rules of 6 units of overlap.
- The committee members discussed the following:
 - Incorporating an AD-T exception
 - Changing the second degree policy's unit values
 - Acquiring associate degrees in the same major as those already acquired in the higher degrees (Bachelor's, Master's, etc.)
- D. Short will share the above discussion points at the next Curriculum Committee
- M. Palma Sanft will share the above discussion points at Academic Standards Subcommittee and the Requirements for multiple degrees documents had already been shared with the aforementioned committee's members. They will create a draft in terms of what language should be in the catalog and it will be shared at the next Curriculum Committee.

7) Roundtable - None

8) Adjournment – 4:17 P.M.