

San Diego Miramar College
Curriculum Committee
Meeting Minutes

September 18, 2019, 2:30-4:30
Room R1-108A

Members: Jon Alva; Matthew Cain; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman (proxy for Alex Mata); Ryan Zimmerman

* Permanent guests

- 1) **Call to order** – 2:35 P.M.
- 2) **Approval of agenda** – Motion to approve by I. Feldman; seconded by K. Reinstein; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by L. Pink; seconded by A. Stiller-Shulman with P. Hopkins and M. Parelman abstaining; motion carried.
- 4) **Annual committee training (repeat from last meeting)**
 - a) Meeting dates
 - b) Committee role and procedures
 - c) Approval criteria
 - d) CurricUNET
 - e) CCCCCO required training
 - f) Other topics
 - i) Course outline components
 - ii) Distance ed regulation changes
 - iii) SLOs/SLOBs
 - iv) Discipline assignment

D. Short conducted the annual Curriculum Committee training for the committee members again since not all members attended the last meeting. He reviewed a PowerPoint presentation covering the aforementioned topics. The training is State mandated.
- 5) **Approval of consent agenda** – Motion to approve by L. Pink; seconded by I. Feldman; motion carried.
- 6) **Course proposals**
 - a) New courses
 - i) MATH 277D Service Learning – On Campus (walk-in)
 - (1) D. Short stated MATH 277D has a prerequisite of MATH 141 since the intention of this course is to provide tutoring services.
 - (2) Motion to approve by L. Pink; seconded by M. Sanft; motion carried.
 - b) Activations
 - i) EXSC 130C Indoor Cycling III
 - ii) EXSC 130D Indoor Cycling IV

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- (1) D. Short stated EXSC 130A and B already exist in the curriculum. EXSC 130C and D are the additional two levels.
 - (2) The committee discussed the following points:
 - (a) Proposal is for Fall 2020 but UC Transfer Articulation proposal is in August 2020; hence, effective date may not be Fall 2020; EXSC 130 C and D are offered at Mesa College, and Miramar must have the same UC Transfer Articulation as Mesa's; the District will automatically adjust the effective date; M. Parelman will report this matter to the Exercise Science department
 - (b) Differences in techniques and advanced topics (e.g., intensity) between the A through D series
 - (c) Repeatability ceiling
 - (d) Additional resources
 - (3) Motion to approve EXSC 130C and D by I. Feldman; seconded by M. Sanft; motion carried.
- c) Deactivations
- i) ENGL 290 Independent Study
 - ii) SPAN 290 Independent Study in Spanish
 - (1) Motion to approve ENGL 290 and SPAN 290 by W. Sherman; seconded by I. Feldman; motion carried.
- d) Revisions
- a) Distance Education
 - i) SUST 101 Introduction to Sustainability
 - (1) Motion to approve by I. Feldman; seconded by J. Alva; motion carried.
- 2) Award proposals**
- a) New awards
 - b) Deactivations
 - c) Revisions
- 3) New business**
- a) Implementation of new DE categories (FO, PO, OFI) in schedule and Curricunet
 - i) D. Short stated there is new, draft Distance Education language under Title V in the works, which state Distance Education courses must be presented to the students under three categories: fully online, partially online, and online with flexible, in-person component (OFI). He believes changes will need to be implemented in the class schedule and CurricUNET. He requested this item to be placed on a future Curriculum Instructional Council (CIC) agenda.
 - ii) The committee discussed the following points:
 - (1) Courses carrying special designators for hybrid, fully online, and online with meeting on campus; online with meeting on campus could potentially fall under the OFI category
 - (2) Differences between partially online and online with flexible in-person component
 - (3) Differentiating between hybrid and partially online courses for Management Information Systems (MIS) reporting purposes
 - (4) Effective date
 - b) Proposed new subject area: Lifeguarding (LGRD)

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- i) D. Short stated the Fire Protection Technology/Emergency Medical Technician department have proposed the creation of a new subject area called LGRD for Lifeguarding. The Open Water Lifeguard courses and awards fall under the FIPT subject area. Furthermore, the Student Learning Outcomes are the same for all such courses under FIPT, which do not align with the purpose and content of Open Water Lifeguard courses and awards. He will bring the request to CIC contingent upon the committee's approval.
 - ii) The committee discussed the following points:
 - (1) Mary Kjartanson overseeing the Open Water Lifeguard program; possibility of a separate department chair/program director/coordinator
 - (2) Mesa College's EXSC 118 Lifeguard Training and EXSC 119 Water Safety Instructor possibly confusing students; subject area LGRD will be available District-wide for the other colleges to re-classify courses under LGRD
 - (3) Suggestion to utilize a different subject area: LFGD
 - iii) Motion to approve with the strong recommendation to change the subject area from LGRD to LFGD by W. Sherman; seconded by I. Feldman; motion carried.
- c) CIC committee organization
- i) D. Short stated that at the previous CIC meeting, Vice Chancellor Stephanie Bulger announced that she presented to Chancellor's Cabinet about the following idea: a formation of a second major committee running in parallel to CIC. CIC oversees curriculum related matters while the second committee would oversee instructional matters (e.g., encouraging the development of credit by exams with high schools, coordination of scheduling among the three colleges, enrollment management, etc.). The Curriculum Committee chairs agreed to report the suggestion at their respective committees.
 - ii) He stated the idea stemmed from the realization that CIC only addresses a few of the listed functions for their committee. Upon reviewing the list, he believes the subcommittees under CIC can accommodate for those issues and report back to CIC. The subcommittees' mission statements may need to be adjusted.
 - iii) He will conduct a joint phone call conference with Jennifer Boots and Andrew Hoffman, the Curriculum Committee chairs for City and Mesa College respectively.
 - iv) The committee discussed the following points:
 - (1) Utilization of the current structure of the existing subcommittees which allows for easier implementation
 - (2) Lack of time for Vice Presidents of Instruction and other representatives to attend another major committee
 - (3) Lack of coordination among the Guided Pathways coordinators for Guided Pathways implementation across the District; per the previous VPI/VPSS monthly meeting, Academic Senate presidents' request to be included in the Guided Pathways discussions
 - (4) Encouraging deans under specific subject areas to meet more often regarding scheduling and programs
- d) CRC meeting structure
- i) Action / discussion items vs. old business / new business items

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- (1) D. Short suggested the option to change the template for the agendas and minutes (action/discussion items versus old business/new business items).
- (2) The committee discussed the following points:
 - (a) Discussion from the Collegiality in Action meetings regarding utilization of the same template for agendas and minutes for all college-wide committees/subcommittees
 - (b) Continue using the same template until college-wide rule is established
- ii) Structuring CIC discussions by the five criteria
 - (1) D. Short suggested the option to structure the committee discussion by the five criteria when originators attend the meetings. Currently, the committee discusses in a free-for-all format.
 - (2) The committee discussed the following points:
 - (a) The free-for-all style allowing for more understanding of the course and award proposals; provides a more holistic context
 - (b) A few originators having asked why the committee asked specific questions which do not fall under the five criteria (e.g., scheduling)
 - (3) D. Short stated he will keep the discussion structure as is but if he continues receiving feedback from the originators, he can bring up the matter in the future

4) Reports

- a) Vice President of Instruction – None.
- b) Evaluator – None.
- c) Articulation Officer – M. Sanft stated there was a recent announcement regarding ASSIST, which stated the function for publishing major preparatory agreements has been fixed. UC San Diego has published a 2019 – 2020 course-to-course list for articulation.
- d) Curriculum Chair
 - i) Enforcement of discipline assignments – D. Short reported that Human Resources will attend the next CIC meeting.
 - ii) New subject area Veterinary Technology (VTAH) – Per the previous CIC meeting, under Mesa College all Animal Health Technology courses (ANHL) will be moving to the new subject area, VTAH (Veterinary Technology).
 - iii) Last year for printed catalog – Per the previous CIC meeting, the catalog will no longer be printed moving forward.
 - iv) Curriculum management systems review – D. Short stated he is on a subcommittee at the District level, which is looking into replacing CurriUNET due to technical issues and since the system is no longer being supported at the State Chancellor's Office. The subcommittee will review other curriculum management systems.

5) Roundtable – None.

6) Adjournment – 4:15 P.M.

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Attachment: Consent Agenda
September 18, 2019

Miramar-originated two- and six-year reviews without substantive changes

[None]

FYIs - Proposals for courses or awards not offered at Miramar

- a) New courses
 - i) EXSC 110A Surfing I (Mesa)
 - ii) EXSC 110B Surfing II (Mesa)
 - iii) EXSC 110C Surfing III (Mesa)
 - iv) EXSC 110D Surfing IV (Mesa)
 - v) EXSC 116A Stand Up Paddle Boarding (Mesa)
 - vi) EXSC 116B Kayaking (Mesa)
 - vii) EXSC 236A Theories and Strategies of Intercollegiate Beach Volleyball I (Mesa)
 - viii) EXSC 236B Theories and Strategies of Intercollegiate Beach Volleyball II (Mesa)
 - ix) EXSC 298 Advanced Health and Wellness Coaching (Mesa)
- a) Course revisions
- b) Course deactivations
 - i) MATH 034A Basic Mathematics and Study Skills (City)
- c) New awards
 - i) Music Theory CA (Mesa)
- d) Award deactivations
 - i) Liberal Arts and Sciences: Art Studies-Music AA (Mesa)
 - ii) Music Composition CP (Mesa)
 - iii) Music Technology CP (Mesa)
- e) Award revisions
 - i) Chemistry AS (Mesa)
 - ii) Dance CP (Mesa)
 - iii) Digital Art AA (Mesa)
 - iv) English AA-T (Mesa)
 - v) Geographic Information Systems AS (Mesa)
 - vi) History AA-T (Mesa)
 - vii) Liberal Arts and Sciences: Social and Behavioral Sciences-History (Mesa)
 - viii) Philosophy AA-T (Mesa)
 - ix) Sustainable Urban Agriculture AS (City)
 - x) Urban Gardening CA (City)
 - xi) Veterinary Technology AS (Mesa)
 - xii) Web Development CA (Mesa)
 - xiii) Web Development AS (Mesa)

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“Impacts” - Proposals with administrative changes only

1. ENGL 265C Accelerated English (administrative deactivation)