

San Diego Miramar College
Curriculum Committee
Meeting Minutes

November 20, 2019, 2:30-4:30
Room R1-108A

Members: Jon Alva; Matthew Cain; Isabella Feldman; MaryAnn Guevarra; 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** – 2:33 P.M.
- 2) **Approval of agenda** – D. Short requested to remove 7.d., Removal of skill level prerequisite from ENGL 31, from the agenda and replace with the discussion of the Curriculum Committee meetings' location.
 - a) Motion to approve the agenda with the editions by M Sanft; seconded by I. Feldman; motion approved.
- 3) **Approval of minutes from last meeting**
 - a) M. Sanft requested to incorporate some minor edits.
 - b) Motion to approve the minutes with the aforementioned edits by K. Reinstein; seconded by M. Sanft; motion approved.
- 4) **Approval of consent agenda** – Motion to approve by M. Sanft; seconded by J. Alva; motion approved.
- 5) **Course proposals**
 - a) New courses
 - b) Activations
 - c) Deactivations
 - i) BUSE 205 Leadership Theory and Practice
 - (1) D. Short stated BUSE 205 was offered when it used to be under the MILS subject area. Later, it was and moved to the ADJU subject area and then the BUSE subject area but has never been offered as BUSE 205. Because it has not been offered in over two years, it is being proposed for deactivation. Leadership theory is partially covered in BUSE 201 so students still get some exposure to the course content.
 - (2) The committee discussed in which awards BUSE 205 is a restricted elective and where it should be removed.
 - (3) Motion to approve by M. Sanft; seconded by I. Feldman; motion approved.
 - d) Revisions
 - i) EDUC 100 Tutor Training (Mesa originating)
 - (1) D. Short stated a major change is to remove the restriction on enrollment (“Students must have completed a minimum of 12 units of college credit with an accumulated

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grade point average of 3.0 or better in subject area he/she will tutor”). Donnie Tran supports the EDUC 100 proposal.

- (2) Motion to approve by M. Sanft; seconded by J. Alva; motion approved.
 - ii) EXSC 126C Cardio Conditioning III (includes DE proposal)
 - iii) EXSC 126D Cardio Conditioning IV (includes DE proposal)
 - (1) D. Short stated EXSC 126C and D’s major change is to propose the distance education component. EXSC 126A and B have already been approved for distance education.
 - (2) The committee discussed the following points:
 - (a) Percentage of the course’s grade falling under participation of team sports
 - (b) Changing “sports cross training/team sports” to a general term (e.g., “sports cross training” which includes team sports)
 - (c) Motion to approve EXSC 126C and D with the suggestion to remove “team sports” from “sports cross training/team sports” in the Course Curriculum Report and the Course Outline Report in EXSC 126D by I. Feldman; seconded by M. Cain; motion approved.
 - iv) EXSC 166C Golf III (Mesa originating)
 - v) EXSC 166D Golf IV (Mesa originating)
 - vi) EXSC 182A Volleyball I (Mesa originating)
 - vii) EXSC 182B Volleyball II (Mesa originating)
 - viii) EXSC 182C Volleyball III (Mesa originating)
 - ix) EXSC 182D Volleyball IV (Mesa originating)
 - x) EXSC 214 Intercollegiate Soccer I (Mesa originating)
 - xi) EXSC 215 Intercollegiate Soccer II (Mesa originating)
 - xii) EXSC 231A Theories and Strategies of Basketball I (Mesa originating)
 - xiii) EXSC 231B Theories and Strategies of Basketball II (Mesa originating)
 - (1) Motion to approve EXSC 166C and D, 182A, B, C, and D, EXSC 214, EXSC 215, EXSC 231A and B by K. Reinstein; seconded by I. Feldman; motion approved.
 - xiv) MUSI 100 Introduction to Music (Mesa originating)
 - (1) D. Short stated Channing Booth has been coordinating with the Music faculty at Mesa College in regards to MUSI 100.
 - (2) Motion to approve by M. Sanft; seconded by M. Cain; motion approved.
 - xv) POLI 102 Introduction to American Government (Mesa originating)
 - (1) D. Short stated there is a title change recommendation from “The American Political System” to “Introduction to American Government” in order to be more aligned with the title being utilized at the other colleges and universities. Angela Romero supports the POLI 102 proposal.
 - (2) Motion to approve by J. Alva; seconded by K. Reinstein; motion approved.
- a) Distance Education
- 2) Award proposals**
- a) New awards
 - b) Deactivations
 - c) Revisions

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3) New business

- a) Electronic catalog selection
 - i) D. Short stated the Chancellor's Cabinet has decided to continue to produce a limited number of printed catalogs. Per a document shown at the previous Curriculum Instructional Council (CIC) meeting, D. Short displayed said document detailing the 2020-2021 catalog production timeline and future catalog production plans. The 2020-2021 timeline only has one online draft proofing as opposed to two physical ones in previous years. The printed and PDF catalog will be produced through 2022. In 2023 – 2024, the District will launch a full interactive online catalog. The District Catalog Subcommittee is charged with researching and recommending to CIC three to five designs by December 2021. The CurricUNET Steering Subcommittee is currently looking for a new curriculum management system and possibly, the new system might also be utilized for the creation of the catalog or be compatible with the catalog's upcoming software.
 - ii) The committee discussed the following points:
 - (1) The number of printed catalogs sent to the other locations (Distribution Center, various universities, high schools, etc.) and the reasons for sending them
 - (2) Miramar College members who sit on the District Catalog Subcommittee
 - (3) The Vice President's Office of Instruction creating a plan for reviewing the 2020 – 2021 online draft proofing
 - (4) GE decisions being approved past the final proofing date which only allows for them to be added to the addenda
 - (5) The production timeline being driven by the class schedule and Curriculum proposal process
- b) Requisites enforcement in Peoplesoft
 - i) M. Sanft stated at the previous CIC meeting, the three Articulation Officers discussed requisites not being enforced in certain situations due to Campus Solutions. They are enforced in the following situations:
 - (1) Prerequisites completed before the start date of the term
 - (2) Parent and co-requisite courses placed in the shopping cart at the same time
 - (3) Courses that have already been artificially coupled/linked in the system
 - ii) Vice Chancellor Lynn Neault recognizes the issues. The long-term solution is to recode within Campus Solutions, which takes a minimum of one year. The short-term solution is for staff to compile a list of occurrences in order for faculty to be aware and students will be manually dropped.
 - iii) The committee discussed the enrollment issues for co-requisite courses with different start dates (e.g., 8-week one and 8-week two formats).
- c) "Decoupling" of prerequisites and skill levels
 - i) D. Short stated one issue that exists is students are able to enroll into a course since he/she passed a milestone level but did not clear the pre-requisite. It has been asked if it would be possible to decouple the pre-requisite from the milestone level. The District stated it is possible to program within Campus Solutions as long as the curriculum has been appropriately revised.

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- ii) The committee discussed the following points:
 - (1) The decoupling option requiring the originators and Curriculum Technical Review Subcommittee's inspection
 - (2) Certain CTE fields having their own set of standards (e.g., Federal Aviation Administration requiring certain level of math skillset).
- d) Curriculum Committee meetings' location
 - i) D. Short requested the committee to vote on staying in R1-108A or moving to L-107 for the remainder of the Fall 2019 term and all of the Spring 2020 term.
 - ii) The committee voted to stay in R1-108A.
 - iii) J. Ock will request to remove the L-107 reservations.
- 4) Old business**
 - a) Catalog production plan
 - i) See 7.a., Electronic catalog selection.
 - b) Course discipline assignment enforcement
 - i) D. Short stated PeopleSoft has been coded as if every course in a single subject area has one and only one discipline, which is not accurate. At the previous CIC meeting, Human Resources has acknowledged the difference between a subject area and a discipline and that faculty assignments should be based on minimum qualification. For the PeopleSoft issue, the plan is to approve faculty member to teach all courses in a subject area as long as they meet the minimum quals of at least one course in that subject area. HR will also produce a chart showing which faculty members meet the minimum qualifications for each individual course in the subject area. Utilizing the chart, the schedulers will need to verify the faculty are qualified to teach a specific course before scheduling it.
 - ii) The committee discussed the following points:
 - (1) The department chairs providing faculty assignment recommendations to the deans whom direct the schedulers to input into Campus Solutions
 - (2) Allowing faculty to review and vet the draft chart
 - iii) HR is in the midst of creating the chart and will attend the next CIC meeting.
- 5) Reports**
 - a) Vice President of Instruction – None.
 - b) Evaluator – R. Zimmerman stated Grossmont – Cuyamaca Community College District announced today that the college has selected Vice Chancellor Lynn Neault as their new Chancellor. She will begin her new position in January 2020.
 - c) Articulation Officer – None.
 - d) Curriculum Chair – D. Short stated that the December 4th meeting might be a virtual consent agenda only.
- 6) Roundtable**
 - a) The members expressed their appreciation for D. Short and M. Sanft's commitment and efforts to the Curriculum Committee.
 - b) The members discussed the length of committee membership in terms of the minimum and maximum time allotted.
- 7) Adjournment** – 4:00 P.M.

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Attachment: Consent Agenda
November 20, 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
- b) Course activations
 - i) VTAH 044 Supervised Tutoring in Animal Health Technology (reactivation; Mesa)
- c) Course revisions
- d) Distance ed
- e) Course deactivations
 - i) RADT 241L Sectional Anatomy Lab (Mesa)
 - ii) INWT 113 Designing and Deploying Microsoft Exchange Server (City)
- a) New awards
 - i) Archaeology CA (City)
 - ii) Sustainability CA (Mesa)
- b) Award deactivations
 - i) Honors Global Competencies Certificate CP (Mesa)
- c) Award revisions
 - i) Kinesiology AS (Mesa)
 - ii) Phlebotomy Training Program CP (Mesa)
 - iii) Political Science AA (Mesa)
 - iv) Political Science AA-T (Mesa)
 - v) Radiologic Technology AS (Mesa)
 - vi) Radiologic Technology CA (Mesa)
 - vii) Sustainability AA (Mesa)
 - viii) Veterinary Technology AS (Mesa)

“Impacts” - Proposals with administrative changes only

[None]