

San Diego Miramar College  
Curriculum Technical Review Subcommittee  
Meeting Minutes

November 13, 2019, 2:30-4:30  
Room R1-108A

<b>Members:</b> Isabella Feldman; Jennifer Ock; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman
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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) LFGD 101 – Tabled.
  - b) LFGD 301 – Approved and forwarded with edits and a question for the originator.
  - c) LFGD 330 – Approved and forwarded with edits and a question for the District regarding the Student Advisory Statement in the Outline of Topics.
  - d) LFGD 335 – Approved and forwarded with edits.
  - e) PADM 200 – Approved and forwarded with edits.
  - f) PADM 270 – Approved with forwarded with an edit.
- 5) **Award proposals**
  - a) Open Water Lifeguard CA – Approved and forwarded.
  - b) Open water Lifeguard AS – Approved and forwarded.
  - c) Seasonal Ocean Lifeguard CP – Approved and forwarded.
- 6) **Other business**
  - a) Substitution guides for AA-T and AS-T degrees
    - i) M. Sanft stated the District Articulation Council and the evaluators suggested creating a standardized, course substitution guide for the ADTs. Currently, District evaluators oversee any substitutions for the ADTs and gather input from the Articulation Officers and faculty when needed. The evaluators also track past, approved substitutions. However, determining the appropriate substitutions is difficult due to prescribed templates and the Course Identification Numbering System (C-ID). The creation of the guide would require coordination among the three colleges since they have aligned curriculum but not aligned degrees.
    - ii) The subcommittee discussed the following points:
      - (1) Which departments would provide input
      - (2) Bringing the matter to the subject area meetings

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- (3) Creating an initial draft and providing general guidelines for the substitutions and the needs/purpose of an ADT
  - (4) Updating curriculum to address issues found in ADTs
  - (5) Suggestions for the spreadsheet that will be disseminated (e.g., columns for the prescribed template and C-ID requirements, notes, number of petitions received for course substitutions, person reviewing/approving)
- iii) The item will be kept on the next meeting's agenda for the subcommittee to review the spreadsheet and offer suggestions.
- b) 2020-21 Curriculum and Instructional Program Org Chart
- i) D. Short requested the subcommittee to review the 2020 – 2021 organizational chart and review for any appropriate changes. The members provided their input, and D. Short will incorporate the edits.
- 7) Roundtable** – None.
- 8) Adjournment** – 4:20 P.M.

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