

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

October 7, 2020, 2:30-4:30

Zoom Meeting Room: <https://cccconfer.zoom.us/j/3977050710>

Password: NCC-1701

**Members:** Jon Alva; Matthew Cain; Isabella Feldman; Ben Gamboa; MaryAnn Guevarra; Christina Hambrick\*; Alex Mata; Max Moore\*; Kelly Morelewski\*; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman\* as proxy for MaryAnn Guevarra; Ryan Zimmerman

\* Permanent guests

- 1) **Call to order** – 2:35 P.M.
- 2) **Approval of agenda** – Motion to approve by W. Sherman; seconded by K. Reinstein; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by W. Sherman; seconded by M. Cain; motion carried.
- 4) **Approval of consent agenda** – Motion to approve by W. Sherman; seconded by I. Feldman; motion carried.
- 5) **Course proposals**
  - a) New courses
    - i) [EXSC 392A Special Topics in Sports Theory and Training I](#) (walk-in)
    - ii) [EXSC 392B Special Topics in Sports Theory and Training II](#) (walk-in)
      - (1) M. Cain stated the intercollegiate athletics program is being planned for the Spring 2021 term with the caveat that it may not pan out. Therefore, after discussions with City College, Mesa College, and D. Short, EXSC 392A and B have been created as alternate options in order to retain the teams, keep the students accountable, and maintain the intercollegiate athletics program. The courses are centered on understanding of the sports, individual training, teambuilding, and defensive strategies, and provide coaches the option of meeting with their respective teams even without the competitions.
      - (2) D. Short stated there are two proposals to address the repeatability restriction, and the variable units structure allows for flexibility.
      - (3) The committee discussed the following points:
        - (a) Students' financial aid status
        - (b) Student athletes attending college for sports first rather than academics
        - (c) Only offering the courses in emergency situations or as experimental courses
        - (d) Molding each special topics course around a specific sport (e.g., basketball)
        - (e) Open or restricted enrollment; allowing students other than intercollegiate athletes to take the courses
        - (f) Elective, transferable credit to universities

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- (4) Motion to approve EXSC 392A and EXSC 392B by W. Sherman; seconded by L. Pink; motion carried.

b) Activations

- i) [ENGL 234 Hip Hop Literature: A Poetry Class](#) – Also proposed for fully online delivery.
- (1) D. Short stated the original proposal for ENGL 234 had been previously reviewed about a year ago by Miramar, Mesa, and City. Miramar was supposed to be included in the proposal, but was not done so in error. Hence, it is now being activated for Miramar.
- (2) M. Sanft stated ENGL 234 is being proposed for fully online Distance Education in addition to CSU and UC IGETC General Education. A reading list required by the UCs had been included, and the faculty at the three colleges worked on that revision together.
- (3) Motion to approve by W. Sherman; seconded by M. Sanft; motion carried.

c) Deactivations

- i) MATH 057A Beginning Algebra and Practical Descriptive Statistics
- ii) CHEM 111L Chemistry in Society Laboratory
- (1) D. Short stated MATH 057A is paired with MATH 115, and the latter had been deactivated. Furthermore, the Chemistry department offered little to none CHEM 111L courses and believes they will not offer it in the near future.
- (2) Motion to approve MATH 057A and CHEM 111L by L. Pink; seconded by I. Feldman; motion carried.

d) Revisions

- i) [CISC 246 Discrete Mathematics for Computer Science](#) (Mesa originating) – Removal of MATH 245 prerequisite; addition of options to CISC 290 prerequisite; six-year review with textbook update.
- (1) M. Sanft stated a Districtwide meeting had been held in regards to CISC 246 as well as the courses needed for the AD-T and UCSD transferability. UCSD needs the missing topics to be addressed. Furthermore, the companion course to CISC 246 is not at the Curriculum Committee-level and ideally, both would be presented to the members at the same time for review. Lastly, language in the course description about CISC 246 being a continuation of MATH 245 needed to be revised. The proposal had moved too quickly through the process in CurriUNET. Therefore, M. Sanft and Elizabeth Norvell, City's Articulation Officer, requested the proposal be held.
- (2) The committee discussed the following points:
- (a) The companion course not being part of the AD-T for CSU transferability but required for UCs
- (b) Concern about the lack of a MATH prerequisite; possibility of adding a MATH 150 advisory
- (3) M. Sanft and A. Stiller-Shulman agreed to bring back the aforementioned points to Mesa.
- (4) D. Short stated he will reach out to Andrew Hoffman, Mesa's Curriculum Chair, stating the proposal will be sent back to level seven due to a number of edits that must be incorporated. M. Sanft and A. Stiller-Shulman will be the point of contacts. He will also

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ask the companion course be sent to the queue at the same time as the CISC 246 proposal.

- ii) [EXSC 220 Intercollegiate Tennis I](#) (City originating) – Six-year review with textbook update.
  - (1) M. Cain stated the Exercise Science department approves of the EXSC 220 proposal. Miramar offers tennis courses but not at the intercollegiate level.
  - (2) D. Short stated that since EXSC 220 is an active course for Miramar, the Exercise Science department can consider deactivating it.
  - (3) The committee discussed the following points:
    - (a) Editing the course description language, “This course is offered in the spring semester for men and women and may be taken two times for credit...”, to clarify that there are two separate teams: men’s and women’s; Suggestion to use the same phrasing as previously recommended in a similar course proposal
    - (b) Removing the course description language, “spring semester”; if tennis tournaments are only conducted in the spring semesters
  - (4) Motion to approve with the aforementioned suggestions by W. Sherman; seconded by M. Cain; motion carried.
- iii) [NUTR 170 Nutrition and Fitness](#) (Mesa originating) – Six-year review with textbook update.
- iv) [NUTR 180 Nutrition and Diet Therapy](#) (Mesa originating) – Six-year review with textbook update.
  - (1) D. Short stated he is still waiting for the Nutrition department’s feedback regarding NUTR 170 and NUTR 180.
  - (2) Motion to approve NUTR 170 and NUTR 180 with the caveat that D. Short route the Nutrition department’s concerns, if any, to Mesa by W. Sherman; seconded by M. Cain; motion carried.

e) Distance Education

6) **Award proposals**

- a) New awards
- b) Deactivations
- c) Revisions

- i) [Law Enforcement Technologies CA](#) - Revision to accommodate change in law enforcement academy to single course ADJU 260 and addition of restricted elective options. (Held from last meeting.)
  - (1) D. Short stated the Law Enforcement Technologies CA had been held at the last meeting since the committee had recommended adding ADJU 106 and other restricted elective options. D. Short forwarded the feedback to the Administration of Justice department whom agreed to the ADJU 106 option. They also further discussed that the ENGL courses might not be appropriate since the required writing skills are more technical based.
  - (2) The committee discussed the following points:
    - (a) ADJU 361R only being open to those hired by a police agency
    - (b) State Chancellor Office’s definition of an award

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- (c) SDCCD's definition of what constitutes the earning of a CA (a minimum of six semester units of the required courses for the major completed at City, Mesa, or Miramar College and a minimum of three courses in residence)
  - (d) Adding a disclaimer about not being able to earn a CA without meeting SDCCD's requirements; faculty and/or the Admissions Office communicating the requirements to the students
  - (e) Adding an additional course requirement to the Law Enforcement Technologies CA
  - (f) Reviewing how other community colleges set up their single-module, one course CAs
  - (g) Possibly changing the residency requirement to be based on course and/or unit load
- (3) D. Short stated the proposal will be held, and he will ask the District Curriculum Services Office if a one-course CA is acceptable at the state level.

**7) Other business**

- a) Prior district-wide agreement regarding in-person component for Physical Training EXSC courses
  - i) M. Cain stated the Exercise Science departments at the three colleges agreed to offer the personal training courses in a mixture of an asynchronous and face-to-face or synchronous modality. Although it had been expected that Fall 2020 enrollment in the personal training courses would be lower than usual due to the COVID-19 pandemic, Mesa's courses had high enrollment. They had chosen to offer all their courses in an asynchronous format citing the Distance Education (DE) Blanket Addendum allows them to structure the DE modality of their courses in any format they wish. Miramar's department has reached out to Mesa in regards to this matter.
  - ii) The committee discussed the following points:
    - (1) The Distance Education Blanket Addendum's lack of language regarding types of DE and techniques
    - (2) Mesa's Blanket Addendum list being different from Miramar and City's
    - (3) Non-aligned Distance Education curriculum
    - (4) Discussing the matter at the District discipline meetings and enforcement of curriculum by the respective deans
    - (5) Importance of face-to-face components and the students' eventual preparedness for the workforce
    - (6) Proposing aligned Distance Education curriculum and the process needed to establish such a policy and procedure
- b) Instructional policies and procedures review
  - i) AP 5235 Credit for Prior Learning (new)
  - ii) BP 5235 Credit for Prior Learning
  - iii) AP 5031 Instructional Materials Fees
  - iv) AP 5140 Contract Education
  - v) AP 5152.1 Military Education
    - (1) D. Short stated the State's Title 5 mandate for the implementation of the Credit for Prior Learning Initiative by the end of 2020 requires both a policy and procedures documentation. Hence, AP 5235 had been recently drafted. Also, the aforementioned

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APs and BP (with the exception to AP 5235) were reviewed and approved at yesterday's Academic Senate meeting. The Academic Senate reviewed AP 5235 as a first reading.

- (2) D. Short requested the committee provide feedback on AP 5235 directly to him.
- c) Voting on DE proposals at CIC
  - i) D. Short stated that since Distance Education is not aligned among the three colleges, the Curriculum Committee does not review City and Mesa's DE proposals. However, they are included on the Curriculum Instructional Council (CIC) agendas. He has requested to pull a couple of Mesa's DE proposals which features boilerplate language. Mesa's Curriculum Committee does not review these proposals since they trust their faculty. The Mesa representatives are unwilling to discuss their proposals at the CIC meetings. However, the state requires that the DE proposals list the techniques that will be used to achieve the Student Learning Outcomes, and Mesa's do not address this legal mandate. He has decided for this academic year, he will abstain from voting on such proposals.
  - ii) The committee discussed the following points:
    - (1) Certain faculty's lack of knowledge and experience to create proposals that adhere to the state mandate
    - (2) District Vice Chancellor's trust in the colleges to appropriately follow the state law
    - (3) M. Sanft and J. Parker pulling proposals due to articulation concerns at the CIC meetings
- d) Screening curriculum proposals for culturally responsive content update
  - i) A. Mata suggested the creation of a document that clarifies what entails the Curriculum Technical Review Subcommittee's role in reviewing for equitable content and practices in the curriculum proposals. The language can be presented to the Academic Senate and Miramar College and if the constituents still have questions and concerns about the item, a short Q and A session can held.
  - ii) D. Short stated he can place this item on the Curriculum Technical Review Subcommittee's agenda for the next meeting.
  - iii) Further discussion had been tabled.
- e) Multicultural / Equity Requirement update
  - i) Tabled.
- f) Credit for Prior Learning (CPL) update
  - i) Tabled.

### **8) Reports**

- a) Vice President of Instruction – None.
- b) Evaluator – None.
- c) Articulation Officer – None.
- d) Curriculum Chair – D. Short stated he will be on leave when the next Curriculum Committee meeting will be held. He asked that anyone whom is interested in being a substitute chair for that meeting and the upcoming CIC meeting to inform him. The substitute for CIC must be a faculty member. D. Short also read a letter composed by a Miramar faculty member whom thanked the Curriculum Committee for their hard work and dedication in communicating and streamlining the curriculum process when reviewing the Distance Education proposals.

### **9) Roundtable – None.**

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10) **Adjournment** – 4:33 P.M.

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Consent Agenda

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

1. ADJU 322A Basic Traffic Accident Investigation
2. ADJU 330A POST Certified Field Training Officer Course
3. ADJU 332A POST Certified Driving Under the Influence Course
4. ADJU 333B POST Certified Firearms Instructors Course
5. ADJU 345 Forensic Evidence Technician (FET)
6. ADJU 348A Essentials of Investigation
7. ADJU 351A Chemical Agents Training for Peace Officers
8. ADJU 359 Field Training Officer Update
9. ADJU 361D Defensive Tactics Building Searches
10. ADJU 361L Less-Lethal Munitions Training (LLMT)
11. ADJU 361M Less-Lethal/Taser Training
12. ADJU 361R Regional Officer Training
13. ADJU 361S Continuing Professional Training for Sheriff Deputies
14. ADJU 366 Radar-Laser Operator (LIDAR)
15. ADJU 369 Drug Influence: 11550
16. ADJU 378 Defensive Tactics Instructor
17. ADJU 379 Academy Instructor Certification Course (AICC)
18. ADJU 392L Special Topics in Instructor Development
19. ADJU 392S Special Topics in Instructor Development
20. ADJU 393L Special Topics in Field Tactics
21. ADJU 393S Special Topics in Field Tactics
22. ADJU 394L Special Topics in Law Enforcement Policy and Procedure
23. ADJU 394S Special Topics in Law Enforcement Policy and Procedure
24. CHIL 210 Supervision of Early Childhood Programs

**Miramar-originated distance education proposals already reviewed by Curriculum Tech Review Subcommittee**

1. ADJU 230 Constitutional Law I
2. ADJU 270 Work Experience
3. ADJU 300A First Aid
4. ANTH 290 Independent Study
5. ARTF 270 Work Experience
6. ASTR 290 Independent Study
7. AUTO 051T Honda/Toyota Quick Service Lube, Pre-Delivery Inspection Technician
8. AUTO 053 Introduction to Automotive Technology
9. AUTO 056 Engine and Related Systems

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10. AUTO 056T Honda/Toyota Engine and Related Systems
11. AUTO 061 Basic Electricity and Electrical Systems Fundamentals
12. AUTO 061T Honda/Toyota Basic Electricity and Electrical Systems Fundamentals
13. AUTO 062 Advanced Electrical
14. AUTO 062T Honda/Toyota Advanced Electrical
15. AUTO 065 Engine Performance
16. AUTO 065T Honda/Toyota Engine Performance
17. AUTO 067 Advanced Engine Performance
18. AUTO 067T Honda/Toyota Advanced Engine Performance
19. AUTO 069 Climate Control Systems
20. AUTO 069T Honda/Toyota Climate Control Systems
21. AUTO 072 Manual Drive Train and Axles
22. AUTO 072T Honda/Toyota Manual Drive Train and Axles
23. AUTO 074 Automatic Transmissions/Axles
24. AUTO 074T Honda/Toyota Automatic Transmissions/Axles
25. AUTO 076 Automotive Brake Systems
26. AUTO 076T Honda/Toyota Automotive Brake Systems
27. AUTO 078 Suspension, Steering and Handling
28. AUTO 078T Honda/Toyota Suspension, Steering and Handling
29. AUTO 086 BAR Specified Diagnostic, Repair, and Level 2 Inspection Training
30. AVIA 270 Aviation Operations Internship / Work Experience
31. AVIM 101G General Aviation Technology Theory I
32. AVIM 101H General Aviation Technology Theory II
33. AVIM 102G General Aviation Maintenance Technology Practices I
34. AVIM 102H General Aviation Maintenance Technology Practices II
35. AVIM 103A Aircraft Wood, Fabric, Finishing and Composite Structures
36. AVIM 103B Aircraft Welding and Sheet Metal Structures
37. AVIM 103C Aircraft Hydraulic Systems
38. AVIM 103D Aircraft Landing Gear Systems
39. AVIM 104A Applied Aircraft Wood, Fabric, Finishing and Composite Structures
40. AVIM 104B Applied Aircraft Welding and Sheet Metal Structures
41. AVIM 104C Applied Aircraft Hydraulic Systems
42. AVIM 104D Applied Aircraft Landing Gear Systems
43. AVIM 105A Aircraft Cabin Atmosphere Control
44. AVIM 105B Aircraft Assembly, Rigging and Inspection
45. AVIM 106A Aircraft Cabin Atmosphere Control
46. AVIM 106B Applied Aircraft Assembly, Rigging and Inspection
47. AVIM 107B Turbine Engines
48. AVIM 108B Applied Turbine Engines
49. AVIM 109A Airframe Electrical Systems
50. AVIM 109B Powerplant Ignition Systems
51. AVIM 109C Powerplant Electrical Systems



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52. AVIM 109D Aircraft Fire Protection and Digital Logic
53. AVIM 110A Applied Airframe Electrical Systems
54. AVIM 110B Applied Powerplant Ignition Systems
55. AVIM 110C Applied Powerplant Electrical Systems
56. AVIM 111C Reciprocating Engines I
57. AVIM 111D Reciprocating Engines II
58. AVIM 112C Applied Reciprocating Engines I
59. AVIM 112D Applied Reciprocating Engines II
60. AVIM 120 Basic D.C. Electronics Theory
61. AVIM 121A Applied Basic D.C. Electronics
62. AVIM 203 Advanced Composites
63. AVIM 204 Advanced Composites Laboratory
64. AVIM 205 Advanced Aircraft Metal Forming and Welding Lecture
65. AVIM 206 Advanced Aircraft Metal Forming and Welding Laboratory
66. AVIM 241 Aircraft Propeller Systems
67. AVIM 242 Applied Aircraft Propeller Systems
68. AVIM 249 Induction and Fuel Metering
69. AVIM 250 Applied Induction and Fuel Metering
70. AVIM 253 Lubrication, Cooling, and Exhaust
71. AVIM 254 Applied Lubrication, Cooling, and Exhaust
72. AVIM 270 Aviation Maintenance Technology Internship / Work Experience
73. AVIM 290 Independent Study
74. BIOL 132 Applied Biotechnology I
75. BIOL 133 Applied Biotechnology II
76. BIOL 290 Independent Study
77. BUSE 270 Business Internship / Work Experience
78. BUSE 290 Independent Study
79. CHEM 100 Fundamentals of Chemistry
80. CHEM 103 General, Organic, and Biological Chemistry
81. CHEM 160 Introductory Biochemistry
82. CHEM 201 General Chemistry II - Lecture
83. CHEM 231 Organic Chemistry I - Lecture
84. CHEM 233 Organic Chemistry II - Lecture
85. CHEM 290 Independent Study
86. CHIL 270 Work Experience
87. COMS 290 Independent Study
88. DIES 270 Work Experience
89. EXSC 124A Aerobic and Core Conditioning I
90. EXSC 124B Aerobic and Core Conditioning II
91. EXSC 124C Aerobic and Core Conditioning III
92. EXSC 124D Aerobic and Core Conditioning IV
93. EXSC 135A Individual Conditioning I - Fundamentals

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94. EXSC 135B Individual Conditioning II - Beginning
95. EXSC 135C Individual Conditioning III - Intermediate
96. EXSC 135D Individual Conditioning IV - Advanced
97. EXSC 139A Weight Training I
98. EXSC 139B Weight Training II
99. EXSC 139C Weight Training III
100. EXSC 139D Weight Training IV
101. EXSC 140A Boot Camp I
102. EXSC 140B Boot Camp II
103. EXSC 140C Boot Camp III
104. EXSC 140D Boot Camp IV
105. EXSC 270 Exercise Science Internship / Work Experience
106. EXSC 290 Independent Study
107. FIPT 160 Introduction to Open Water Lifeguarding
108. FIPT 270 Work Experience
109. FIPT 309B Emergency Medical Care of the Sick and Injured
110. FIPT 321D Driver Operator – Driving
111. GEOL 290 Independent Study
112. GRFX 270 Graphics Internship / Work Experience
113. GRFX 290 Independent Study
114. HEAL 290 Independent Study
115. HIST 290 Independent Study
116. JOUR 290 Independent Study
117. MARK 270 Marketing Internship / Work Experience
118. MUSI 290 Independent Study
119. NUTR 290 Independent Study
120. PADM 270 Public Administration Internship / Work Experience
121. PARA 270 Paralegal Internship / Work Experience
122. PARA 290 Independent Study
123. PHYN 290 Independent Study
124. PSYC 31 Social and Behavioral Sciences Statistics Support
125. PSYC 123 Adolescent Psychology
126. PSYC 135 Marriage and Family Relations
127. PSYC 137 Human Sexual Behavior
128. PSYC 155 Introduction to Personality
129. PSYC 161 Introduction to Counseling
130. PSYC 166 Introduction to Social Psychology
131. PSYC 201 Academic and Career Opportunities in Psychology
132. PSYC 211 Learning
133. PSYC 255 Introduction to Psychological Research
134. PSYC 258 Behavioral Science Statistics
135. PSYC 283 Introduction to Cognitive Psychology

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- 136. SOCO 201 Advanced Principles of Sociology
- 137. SOCO 290 Independent Study
- 138. SUST 290 Independent Study
- 139. WORK 270 Occupational Work Experience

**FYIs - Proposals for courses or awards not offered at Miramar or distance education at other colleges**

- a) New courses
- b) Course activations
- c) Course deactivations
- d) Distance education
- e) New awards
- f) Award deactivations
  - i) Honors Global Competencies Certificate CP (City)
  - ii) Musical Theatre Dance CP (City)
- g) Award revisions

**“Impacts” - Proposals with administrative changes only**

[None]