

APPROVED

San Diego Miramar College Curriculum Committee Meeting Minutes

November 19, 2014, 2:30-4:30
L-107

Members: Roanna Bennie; Paula Christopher; Lisa Clarke; Shaunna Elmone; Daniel Igou; Jessica Matthews; Erica Murrietta; Larry Pink; Cheryl Reed; Mara Sanft; Wayne Sherman; Duane Short
--

Guests: Mark Hertica; Ken Reinstein; Linda Woods

1) Call to order

The meeting was called to order at 2:33pm

2) Approval of agenda

The agenda was approved with the following changes:

- Item 9b “AS in Chemistry” moved to item 6c.
- “Assignment of courses to disciplines” added to item 9.

Approved with changes. MSC W. Sherman/D. Igou

Approval of minutes from last meeting

The minutes were approved with the correction of the date listed on page 7 to November 5th.

Approved with corrections. MSC W. Sherman/M. Sanft

3) Approval of consent agenda (see attachment below)

The consent agenda was approved with no changes.

Approved. MSC W. Sherman/D. Igou

4) Course proposals

a) New courses

- i) ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English (City originating)

K. Reinstein addressed the committee about the intent and purpose of this course. He described it as an accelerated ESOL course: Students would complete ESOL 045 and its corequisite ESOL 032 and then move directly into ENGL 101 or 105 without the need to take ENGL 048 and 049. Students who do not pass the course would still be able to enroll in ESOL 040. The committee raised and discussed the following points:

- This course and the corequisite would require 36 hours of student work per week, which might be too much of one subject for many students.
- There is no limitation on enrollment listed, although the course appears to cover content that is already present in other courses.
- The stated purpose of the course is to prepare students for ENGL 101 or 105, yet no revisions have been proposed that would add this course as an alternate prerequisite to those.

APPROVED

San Diego Miramar College Curriculum Committee

- The department has not yet decided whether it supports the creation of this course at Miramar.

After discussion, L. Clarke moved to hold the course for further discussion at the next meeting after getting more information from the department and the discipline faculty originators at City College. K. Reinstein agreed to contact his colleagues at City.

Held for additional review. MSC L. Clarke/C. Reed

b) Activations

- i) MUSI 135A College Guitar I
- ii) MUSI 135B College Guitar II

MUSI 135A and 135B were reviewed as a group. M. Hertica addressed the committee about the purpose and need for the courses: These are applied music courses that are more broadly applicable to college guitar instruction than our current Classical Guitar courses.

They would support students in the following ways:

- As an applied demonstration and reinforcement of music theory.
- As a way for students to develop mastery of an instrument, both for personal reasons and to meet the audition prerequisite requirements at transfer universities.
- As a broadening experience in music performance for students enrolled in Miramar's music production and engineering program.
- As articulated major preparation courses at transfer universities.

M. Sanft reported that these courses are not currently articulated to any universities, at least in the local San Diego area. M. Hertica opined that the courses probably could be articulated and were potential more useful to transfer students than our existing articulated Classical Guitar courses. D. Short pointed out that the courses were only one or two years old, and that is probably the reason they have not yet received local campus-to-campus articulation.

Approved. MSC W. Sherman/L. Clarke

c) Deactivations – none

d) Revisions

- i) BUSE 101 Business Mathematics (held from last meeting)

D. Short reported that a meeting about expanding the discipline assignments had taken place. W. Sherman stated that he now believes the current discipline assignments are adequate and that he better understands the role of the human resources processes in assigning faculty service areas and equivalencies.

Approved. MSC W. Sherman/L. Pink

- ii) ADJU 312A Basic Supervisory Course
- iii) ADJU 313A Public Safety Dispatcher's Basic Course
- iv) ADJU 314A Officer Safety and Field Tactics
- v) ADJU 323A S.T.C. Certified Corrections Officer Core Course
- vi) ADJU 327A Advanced Patrol Strategies
- vii) ADJU 330A POST Certified Field Training Officer Course

APPROVED

San Diego Miramar College Curriculum Committee

viii) ADJU 333B POST Certified Firearms Instructors Course

ix) ADJU 351A Chemical Agents Training for Peace Officers

The ADJU courses listed above were reviewed as a group. D. Short reported that these courses all had corrections to the lecture and lab hours to reflect the actual instruction provided in the course. These corrections changed the unit values, and because the unit values changed we are required to change the course numbers. W. Sherman noted that ADJU 351A is lacking a target audience statement in the catalog description. He motioned to approve all courses with the suggestion that a target audience statement be added to ADJU 351A.

Approved with suggested changes. MSC W. Sherman/L. Clarke

x) AVIA 211 Flight Instructor Ground School

D. Short reported that this proposal changes a prerequisite to a corequisite to better facilitate student progression through the program.

Approved. MSC W. Sherman/L. Pink

xi) CHEM 200 General Chemistry I – Lecture (City originating)

xii) CHEM 200L General Chemistry I – Laboratory (City originating)

xiii) CHEM 201 General Chemistry II – Lecture (City originating)

xiv) CHEM 201L General Chemistry II – Laboratory (City originating)

The CHEM courses listed above were reviewed as a group. L. Woods reported that MATH 096 was proposed as a new prerequisite to the lab courses because students have been able to enroll in the lab courses without also enrolling in the lecture courses, apparently because corequisites are not being enforced at the district level. W. Sherman noted that CHEM 201L includes an assignment involving the use of Microsoft Excel or a similar program, yet no Microsoft Excel advisory is listed. He motioned to approve the four proposals with a suggestion to add CBTE 140 Microsoft Excel as an advisory to CHEM 201L.

Approved with suggested changes. MSC W. Sherman/J. Matthews

xv) ESOL 010 Transitional English For ESOL Students (City originating)

The committee reviewed this proposed revision of ESOL 019. Several committee members expressed concern that an additional 192 hours of student work is proposed to be added to the course, yet there seems to be no significant change in course content, student learning objectives, or assignments. K. Reinstein agreed to contact the ESOL faculty at City College to inquire about this.

Held for additional review. MSC R. Bennie/W. Sherman

xvi) FIPT 100D Fire Department Testing Procedures

D. Short reported that significant revisions are proposed for this course to better prepare students for non-physical as well as physical entry level firefighter skills. D. Igou noted that "CPAT" needs to be spelled out in the catalog course description, and also stated that the short course description is unclear. W. Sherman moved approval with a suggestion to revise the catalog description and short course description.

Approved with suggested changes. MSC W. Sherman/J. Matthews

xvii) FIPT 309B Emergency Medical Care of the Sick and Injured

APPROVED

San Diego Miramar College Curriculum Committee

xviii) FIPT 322A Auto Extrication

xix) FIPT 322B Confined Space Rescue Awareness

FIPT 309B, 322A, and 322B were reviewed as a group. D. Short reported that these courses all had corrections to the lecture and lab hours to reflect the actual instruction provided in the course. These corrections changed the unit values, and because the unit values changed we are required to change the course numbers.

Approved. MSC W. Sherman/C. Reed

e) Distance Education – none

5) Program proposals

a) New programs – none

b) Deactivations – none

c) Revisions

i) AS in Chemistry (held from last meeting)

D. Short reminded the committee that this proposal was held at the last meeting so that a representative from the department could be present to address questions about the change from an “area of emphasis” degree to a “terminal” associate degree. He stated that after that meeting the department decided to keep the degree as an “area of emphasis.” This means the title would be changed back to “Chemistry Studies” and CHEM 231 and 231L would move back to the list of restricted electives. The only change the department wants to make at this point is to add GEOL 100 to the list of restricted electives. L. Woods reported that the department would still like to make a more structured degree targeted to the needs of traditional Chemistry majors. M. Sanft noted that the forthcoming Chemistry Associate Degree for Transfer (ADT) could probably meet that need as well as serve as an admission pathway for CSU-bound students.

Approved. MSC Igou

ii) AS in Earth Science Studies

D. Short reported that this proposal moves a Geology lecture and lab course from the list of restricted electives to the list of core courses so that students would be required to take at least one Geology course for the major.

Approved. W. Sherman/D. Igou

iii) CP in Flight Instructor

iv) CP in Instrument Pilot

v) AS in Professional Aeronautics

vi) CA in Professional Piloting

The four aviation-related awards listed above were reviewed as a group. D. Short reported that the proposed changes were intended to improve course sequencing and student progression through the program.

Approved. MSC D. Igou/W. Sherman

vii) CA in Graphics

viii) AS in Graphics

APPROVED

San Diego Miramar College Curriculum Committee

The AS and CA in Graphics were reviewed as a group. D. Short reported that the proposed change was to remove courses being deactivated from the list of restricted electives.

Approved. MSC D. Igou/J. Matthews

ix) CA in Personal Training

D. Short reported that the proposal includes a change to the title and the addition of an alternative course option for the capstone experience in the program.

Approved. MSC W. Sherman/E. Murrietta

x) AA in Social and Behavioral Sciences

D. Short reported that the proposed change was to remove courses being deactivated from the list of restricted electives.

Approved. MSC L. Clarke/D. Igou

xi) CA in Heavy Duty Diesel and Advanced Transportation Technology (HDDAT) (Evening Program)

xii) CA in Heavy Duty Transportation Technology (HDTT) (Day Program)

xiii) AS in Heavy Duty Transportation Technology (HDTT) (Day Program)

xiv) CA in Heavy Equipment Technology (HET) (Day Program)

xv) AS in Heavy Equipment Technology (HET) (Day Program)

The five diesel technology-related awards listed above were reviewed as a group. The committee reviewed the reason for each change and each proposed curriculum document.

D. Igou motioned to approved. Lisa Clarke seconded with a suggestion to reduce the number of recommended electives because students get confused about what they can take and have covered by Veterans Affairs (VA) and Financial Aid (FA) funding.

Approved with suggested changes. MSC D. Igou/L. Clarke

6) FYIs

a) New courses

i) GDEV 101 Introduction to Global Development Studies (City)

ii) GEOL 120 Earth Science Laboratory (Mesa)

b) Course activations

c) Course deactivations

i) COSM 091A Cosmetology Teacher Training Program I (City)

ii) COSM 091B Cosmetology Teacher Training Program II (City)

iii) COSM 50LA Fundamentals of Cosmetology I (City)

iv) COSM 50LB Fundamentals of Cosmetology II (City)

v) COSM 60LA Intermediate Cosmetology Lab IA (City)

vi) COSM 60LB Intermediate Cosmetology Lab IB (City)

vii) COSM 70LA Intermediate Cosmetology Lab IIA (City)

viii) COSM 70LB Intermediate Cosmetology Lab IIB (City)

ix) COSM 80LA Advanced Cosmetology Lab IA (City)

x) COSM 80LB Advanced Lab IB (City)

xi) COSM 90LA Advanced Lab IIA (City)

xii) COSM 90LB Advanced Lab IIB (City)

APPROVED

San Diego Miramar College Curriculum Committee

- xiii) MATH 084 Practical Geometry (Mesa)
- xiv) MATH 085 Practical Career Mathematics (Mesa)
- d) Course revisions
 - i) DANC 183 Music for Dance (City, Mesa)
- e) Distance Education
- f) New programs
 - i) AS-T in Geology (Mesa)
 - ii) CP in Global Development Studies (City)
 - iii) AA in Global Development Studies (City)
- g) Program deactivations
 - i) CP in Computer Skills in Business (City)
 - ii) AA in Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies-Communications and Journalism (Mesa)
 - iii) CA in Microcomputer Applications (Mesa)
 - iv) CA in Records Information Management (City)
 - v) AS in Records Information Management (City)
 - vi) CP in Teacher Training Program (City)
- h) Program revisions
 - i) CP in Futures Studies (City)
 - ii) AS in Interior Design (Mesa)
 - iii) CA in Interior Design (Mesa)
 - iv) AA in Museum Studies (Mesa)
 - v) CP in Peace Studies (City)
 - vi) CA in Personal Trainer (Mesa)

All FYI items were reviewed with no comments.

7) Action items

- a) Proposed new subject area in Women's Studies (WMNS)

D. Short reported that Mesa was proposing reactivation of this subject area in order to support a new Women's Studies program under development at the campus. He also stated that CIC prefers to ask for approval from each college curriculum committee prior to creating new subject areas.

Approved. MSC W. Sherman/L. Pink
- b) Additions to Consent Agenda

D. Short asked the committee if they would like any other categories of courses, such as FYIs, to appear on the consent agenda. No changes were recommended.

8) Information items

- a) CONF 110 Personal Financial Management

D. Short reported that this course was held at the last meeting to ask if the department intended to offer it in the future; and if not whether the course should be deactivated. After being contacted about this the department decided to deactivate the course, so the revision proposal was withdrawn from Curricunet.

APPROVED

San Diego Miramar College Curriculum Committee

- b) New subject area in Phlebotomy (PHLB)
 - D. Short reported that at the last CIC meeting the council voted to approve this new subject area to accommodate a new program at Mesa. The proposed subject area was not brought to the college curriculum committees first because of time constraints related to Mesa's program accreditation application.
- c) CCCCCO Units/Hours Worksheet
 - D. Short and R. Bennie reported that the CCC Chancellor's Office has distributed a new units-to-hours sheet that must be followed in all curriculum proposals. Copies of the sheet were circulated. D. Short stated that he believes Miramar's curriculum is already in compliance. L. Pink shared that Miramar's curriculum committee historically has been very careful in checking units-to-hours ratios and the accurate calculation of student coursework expectations.
- d) CIC Business Item on Waivers
 - D. Short reported that the latest version of the CIC Business Item on Waivers was approved at the last CIC meeting with the addition of a third recommendation stating that all parties would follow Education Code, Title 5 and Board policy pertaining to participatory governance and the fulfillment of degree requirements to best benefit students. The new business item also included a copy of Title 5 sections and other references related to this topic.
- e) Taskstream/catalog program alignment
 - R. Bennie reported that the Instructional Program Review/SLOAC committee is recommending aligning the college's definition of a "program" with the Title 5 definition of a series of courses leading to an educational outcome. Operationally, the organizing principle will be that each program has its own unique set of program-level student learning objectives (PSLOs). Multiple degrees and certificates may be under one program if they all lead to the same set of PSLOs. Each course subject area would also be "housed" under one and only one program. R. Bennie distributed a draft curricular organization chart showing how such an organization method might work; this chart is still in the early stages of development. The Curriculum Committee's role would be to coordinate with the district office to ensure the new curricular organization is reflected in the catalog.
- f) ACCJC requirements for SLOs to be "included on course outlines"
 - W. Sherman asked for clarification about the new accreditation requirement that course-level SLOs be included on course outlines. The committee discussed this requirement and various ways in which it might be met, including the possibility of entering each college's SLOs in the Curriculum Report (CR) portion of the course record in Curricunet. D. Short agreed to add this topic to the next meeting agenda and to send committee members a copy of the email the college received from ACCJC about this issue.
- g) Assignment of courses to disciplines
 - Held until the next meeting due to time constraints.

9) Reports

- a) Vice President of Instruction
- b) Articulation Officer
- c) Curriculum Chair

APPROVED

San Diego Miramar College
Curriculum Committee

10) Roundtable

D. Igou asked for a summary of the issue regarding DSPS accommodations and the addition of specific writing assignments to the catalog description instead of the assignments section. D. Short agreed to add this topic to the next meeting agenda.

11) Adjournment

The meeting was adjourned at 4:31pm.

APPROVED

San Diego Miramar College
Curriculum Committee
Attachment: Consent Agenda
November 19, 2014

Two- and six-year reviews without substantive changes

- A. AUTO 074T Honda/Toyota Automatic Transmissions/Axles
- B. AVIM 103D Aircraft Landing Gear Systems
- C. AVIM 104A Applied Aircraft Wood, Fabric, Finishing and Composite Structures
- D. AVIM 104C Applied Aircraft Hydraulic Systems
- E. AVIM 104D Applied Aircraft Landing Gear Systems
- F. AVIM 105A Aircraft Cabin Atmosphere Control
- G. AVIM 105B Aircraft Assembly, Rigging and Inspection
- H. AVIM 106A Aircraft Cabin Atmosphere Control
- I. AVIM 106B Applied Aircraft Assembly, Rigging and Inspection
- J. AVIM 107B Turbine Engines
- K. AVIM 108B Applied Turbine Engines
- L. AVIM 109A Airframe Electrical Systems
- M. AVIM 109B Powerplant Ignition Systems
- N. AVIM 109C Powerplant Electrical Systems
- O. AVIM 109D Aircraft Fire Protection and Digital Logic
- P. AVIM 110A Applied Airframe Electrical Systems
- Q. AVIM 110B Applied Powerplant Ignition Systems
- R. AVIM 110C Applied Powerplant Electrical Systems
- S. AVIM 111C Reciprocating Engines I
- T. AVIM 111D Reciprocating Engines II
- U. AVIM 112C Applied Reciprocating Engines I
- V. AVIM 112D Applied Reciprocating Engines II
- W. AVIM 241 Aircraft Propeller Systems
- X. AVIM 242 Applied Aircraft Propeller Systems
- Y. AVIM 249 Induction and Fuel Metering
- Z. AVIM 250 Applied Induction and Fuel Metering
- AA. AVIM 253 Lubrication, Cooling, and Exhaust
- BB. CHIL 133 Language and Literature
- CC. DIES 137 Diesel Fuel Injection Systems
- DD. DIES 138 Electrical Systems
- EE. DIES 144 Electronics for Diesel Technology
- FF. DIES 155 Air Brake Systems
- GG. DIES 160 Heavy Duty Manual Transmissions
- HH. DIES 165 Truck Automatic Transmissions
- II. DIES 170 Truck Drive Axles and Specifications

APPROVED

San Diego Miramar College Curriculum Committee

- JJ. DIES 175 Truck Chassis R&R
- KK. DIES 180 Steering, Suspension, and Driveline Systems
- LL. DIES 200 Mobile Hydraulic Systems
- MM. DIES 210 Brakes, Final Drives and Steering Systems
- NN. DIES 220 Undercarriage
- OO. DIES 230 Heavy Equipment Transmissions
- PP. DIES 240 Equipment Chassis R&R
- QQ. HSEC 100 Introduction to Homeland Security
- RR. HSEC 110 Intelligence Analysis and Security Management
- SS. HSEC 120 Transportation and Border Security
- TT. MLTT 051 Directed Clinical Practice in Clinical Chemistry
- UU. MLTT 052 Directed Clinical Practice in Clinical Hematology, Urinalysis and Coagulation
- VV. MLTT 053 Directed Clinical Practice in Clinical Immunology and Immunohematology
- WW. MLTT 054 Directed Clinical Practice in Clinical Microbiology
- XX. MLTT 201 Clinical Chemistry and Urinalysis
- YY. MLTT 202 Clinical Hematology and Immunology
- ZZ. MLTT 203 Clinical Microbiology
- AAA. MUSI 268B Beginning Ear Training Laboratory II