

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

September 2, 2015, 2:30-4:30  
L-107

**Members:** Paula Christopher; Lisa Clarke; Paulette Hopkins; Pablo Martin; Jessica Matthews; Erica Murrietta; Larry Pink; Cheryl Reed; Margarita Sanchez; Mara Sanft; Wayne Sherman; Duane Short; Chris Silva

**Guests:** Michael Lopez; Rex Heftmann

**1) Call to order**

The meeting was called to order at 2:35 p.m.

**2) Approval of agenda**

The agenda was approved with no changes.

*Approved.* MSC W. Sherman/ L. Clarke

**3) Approval of minutes from last meeting**

*Approved.* MSC W. Sherman/ L. Pink

**4) Review of committee role and approval criteria**

D. Short reviewed the committee governance document and the “Five Criteria” used to screen course and program proposals. He also described substantive changes as changes in unit value, pre-requirements, and significant content changes. Vacant positions in the committee were reviewed. Currently there are 2 vacant positions.

**5) Approval of consent agenda (see attachment below)**

Items D (ADJU 363 –Narcotics Investigation) and L (ARTG 106 -Typography) were pulled from the consent agenda per M. Sanft and L. Clarke’s requests respectively (See below). The remaining items on the consent agenda were approved.

*Approved*

**6) Course proposals**

a) New courses

i) ADJU 392S Special Topics in Instructor Development

D. Short explained that all special topics proposals on the agenda were there to accommodate unit changes at the request of the District Instructional Services Office. L. Clarke discussed the offering of “old” classes; classes offered traditionally now being replaced by this course so students may be able to obtain their credits and not have to pay twice for credits they have already earned. P. Hopkins noted the course hours range was not consistent with other non-inservice courses. D. Short stated that many inservice courses were 40 hours in length but they varied depending on state training requirements.

*Approved.* MSC W. Sherman /J. Matthews

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b) Activations

i) FIPT 346 Intermediate Wildland Fire Behavior S-290 (Reactivation)

D. Short stated that the college is moving from State to Federal Standards. This course will begin being taught in Spring 2016 due to its sequential nature to ready students for the next courses in the sequence. The course was changed from lecture to lab (units), in addition to technical changes.

*Approved.* MSC W. Sherman/J. Matthews.

ii) PHIL 104A History Of Western Philosophy

M. Lopez expressed a need for more philosophy classes. He stated that we now have the funds to offer more courses and this course was found to be the most versatile in terms of transferability to 4 year universities. M. Sanft stated that the course is not currently articulated at San Diego State University because it has not been offered by San Diego Miramar College in the past. M. Sanft will work on articulation for this course. M. Lopez stated that the course is usually a requirement for Philosophy majors who are looking to transfer to a university. This course can be rotated with other high demand courses. M. Sanft will look into placing it in the Philosophy Associate Degree for Transfer and will also check on the utility of the Philosophy 101 course.

*Approved.* MSC W. Sherman/ L.Clarke

c) Deactivations

i) ADJU 270 Work Experience

This course is being deactivated because the college is not planning to offer it.

*Approved.* MSC W. Sherman/ J. Matthews

ii) ANTH 270 Work Experience

This course is being deactivated because the college is not planning to offer it.

*Approved.* MSC W. Sherman/ J. Matthews

iii) ARTG 148A Portfolio A

Replaced by a specific course

*Approved.* MSC W. Sherman/ J. Matthews

iv) ARTG 148B Portfolio B

Replaced by a specific course.

*Approved.* MSC W. Sherman/ J. Matthews

v) ARTG 149 Studio Practices

Replaced by a specific course.

*Approved.* MSC W. Sherman/ J. Matthews

vi) CISC 270 Work Experience

Course not offered.

*Approved.* MSC W. Sherman/ J. Matthews

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- vii) DSPS 020 Introduction to Accessible Computers  
Not offered; DSPS 021 is a comparable course currently being offered.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- viii) EMGM 351 Advanced Cardiac Life Support Inservice  
Not offered per Mary Kjartanson.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- ix) EMGM 352 Pediatric Advanced Life Support Inservice  
Not offered per Mary Kjartanson.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- x) EMGM 353 Prehospital Trauma Life Support Inservice  
Not offered per Mary Kjartanson.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xi) EXSC 287 Fitness Specialist Internship  
San Diego Miramar College is currently using EXSC 270.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xii) EXSC 289 Injury Care and Prevention for Personal Trainers  
San Diego Miramar College is currently using EXSC 242B.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xiii) FIPT 270 Work Experience  
Not offered.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xiv) PSYC 270 Work Experience  
Not offered.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xv) SOCO 270 Work Experience  
Not offered.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- xvi) SPAN 086A Spanish for Law Enforcement Officers  
Not offered.  
*Approved.* MSC W. Sherman/ J. Matthews
  
- d) Revisions
  - i) ADJU 368 Critical Incidents/Tactical Commander's Course

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This course is in 2 year review; changes to pre-requisites and unit value made.

*Approved.* MSC W. Sherman/ M. Sanft

- ii) ADJU 379 Academy Instructor Certification Course (AICC)  
Changes made to the course's catalog description, pre-requisites, and unit value (lecture to lab). Grammatical changes were also made.  
*Approved.* MSC W. Sherman/ M. Sanft
  
- iii) ADJU 392L Special Topics in Instructor Development  
Changes to unit value (lecture to lab).  
*Approved.* MSC W. Sherman/ J. Matthews
  
- iv) ADJU 393L Special Topics in Field Tactics  
Changes to unit value (lecture to lab).  
*Approved.* MSC W. Sherman/ J. Matthews
  
- v) ADJU 393S Special Topics in Field Tactics  
Changes to unit value (lecture to lab).  
*Approved.* MSC W. Sherman/ J. Matthews
  
- vi) ADJU 394L Special Topics in Law Enforcement Policy and Procedure  
Changes to unit value (lecture to lab).  
*Approved.* MSC W. Sherman/ J. Matthews
  
- vii) ADJU 394S Special Topics in Law Enforcement Policy and Procedure  
Changes to unit value (lecture to lab).  
*Approved.* MSC W. Sherman/ J. Matthews
  
- viii) AVIA 151 Helicopter Ground School  
AVIA 101 was changed from being a pre-requisite to a co-requisite. L. Pink expresses no problem with this change. W. Sherman reviewed and discussed the math advisory. Waiving by exam was discussed in regards to students who already possess a private pilot's license. L. Clarke expressed concern about students who already possess a private pilot's license not qualifying for waivers or credit by exam for AVIA 101. L. Pink stated that possession of a private pilot's license may have already met FAA requirements. Currently no working system for credit by exam exists for Aviation.  
*Approved.* MSC L. Clarke/J. Matthews
  
- ix) BIOL 205 General Microbiology (City originating)  
This proposal was originated from another campus, text was edited and the course was checked by San Diego Miramar College's Biology department.  
*Approved.* MSC P. Hopkins/L. Clarke
  
- x) ADJU 363 Narcotics Investigation (pulled from consent agenda)  
Narcotics Investigation has a different course number in the 2015-2016 Miramar College

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Catalog; the course is numbered as ADJU 347. M. Sanft will contact the District Office to investigate the discrepancy in numbering the course.

*Approved.* MSC M. Sanft/W. Sherman

xi) ARTG 106 Typography

L. Clarke advised that this course no longer fulfills a major prep requirement at SDSU. She motioned to hold the course so that an articulation review could be conducted and changes made if possible to accommodate articulation to SDSU's requirement.

*Held for next agenda.* MSC L. Clark/ P. Martin

e) Distance Education

#### 7) Program proposals

a) New programs

b) Deactivations

i) Selected Studies AA

"Design Your Own Major" degrees are no longer allowed by the state and so this program is being proposed for deactivation. L. Clarke discussed the utility of the program for students who need a very specific set of courses for example in the case of an associate's degree for job advancement.

*Approved.* MSC W. Sherman/P. Hopkins. Opposed L. Clarke.

c) Revisions

i) Art/Visual Studies AA

Remove ARTG 125 because of deactivation.

*Approved.* MSC W. Sherman/ M. Sanft

ii) Business Management AS and CA

Broadened course options to better meet industry needs.

*Approved.* MSC M. Sanft/ J. Matthews

iii) Business Management CA

Broadened course options to better meet industry needs.

*Approved.* MSC M. Sanft/ J. Matthews

iv) Correctional Technologies AS

Change in units requires a change in course number.

*Approved.* MSC W. Sherman/ L. Clarke

v) Correctional Technologies CA

Change in units requires a change in course number.

*Approved.* MSC W. Sherman/ L. Clarke

vi) Graphics AA and CA

R. Heftmann explained that San Diego Miramar College's Graphics AA is production

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oriented where San Diego City College's Graphics AA is creativity oriented. Course options have been changed to match our program more closely (ARTD 150). ARTD150B and ARTF 150 will be interchangeable. Additional adjustment to course requirements and addition of ARTD 190 and ARTD 192 in place of deactivated courses. R. Heftmann stated that Graphic Design is not sufficiently differentiated from Fine Art and that a new subject heading would be beneficial for students interested in enrolling in graphics courses. The committee discussed ways of accomplishing this differentiation.

*Approved.* MSC W. Sherman/ L. Clarke

vii) Law Enforcement Supervision CA

Course number change.

*Approved.* MSC W. Sherman/ M. Sanft

viii) Personal Training CA

EXSC 289 removed from the program.

*Approved.* MSC W. Sherman/ M. Sanft

ix) Technical Achievement for Field Training Officers CA

Course number change.

*Approved.* MSC W. Sherman/ M. Sanft

#### 8) FYIs

- a) New courses -None
- b) Course activations -None
- c) Course deactivations -None
- d) Course revisions -None
- e) Distance Education -None
- f) New programs -None
- g) Program deactivations -None
- h) Program revisions -None

#### 9) New business

a) Psychology ADT

M. Sanft provided an update on the status of the degree proposal. The Psychology ADT was approved last semester but has been returned from the CCCCCO due to an issue with MATH 119 (Stats) which is not approved by CID. MATH 119 will be removed so that PSYC 258 is the only stats option in the program. P. Hopkins expressed the need for an increase in sections of PSYC 258 (Behavioral Science Statistics) due to demand. M. Sanft noted that substitutions may be allowed if other campuses offer the ADT with MATH 119.

b) Committee membership

D. Short discussed the current vacancies (Student and Public Safety representatives) and the need to fill them.

#### 10) Old business –None

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**11) Reports**

- a) Vice President of Instruction -None
- b) Articulation Officer -None
- c) Curriculum Chair –None

**12) Roundtable –None**

**13) Adjournment**

Meeting adjourned at 4:29 p.m.

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Attachment: Consent Agenda  
September 2, 2015

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

- A. ADJU 320 Semi-Automatic Pistol Training
- B. ADJU 361L Less-Lethal Munitions Training (LLMT)
- C. ADJU 361T Block 20: Force Options / Internal Affairs for Correctional Deputies
- D. ADJU 366 Radar-Laser Operator (LIDAR)
- E. ADJU 367 Traffic Collision Computer Aided Diagramming
- F. ADJU 369 Drug Influence: 11550
- G. ADJU 378 Defensive Tactics Instructor
- H. ARTD 158 Survey of Graphics Technology
- I. ARTD 181 Projects 01: Multi-modal Productions
- J. ARTF 270 Work Experience
- K. ARTG 118 Graphic Design History
- L. AVIA 125 Aviation and Airport Management
- M. CBTE 270 Work Experience
- N. DSPS 021 Accessible Computing Lab
- O. EXSC 270 Personal Trainer Internship / Work Experience