

San Diego Miramar College
Curriculum Committee
Minutes

October 7, 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 Sánchez; Mara Sanft; Wayne Sherman; Duane Short;
Chris Silva

Guests: Mary Kjartanson

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/ J. Matthews

3) Approval of minutes from last meeting

Approved. MSC L. Pink/ J. Matthews

4) Approval of consent agenda (see attachment below)

Approved. MSC W. Sherman/ L. Pink

5) Course proposals

a) New courses

i) BUSE 120 Personal Financial Management (Mesa originating)

This course is being proposed by Mesa College to replace our existing CONF 110 *Personal Financial Management*. A new course is being proposed because we are currently unable to change subject areas from CONF to BUSE. L. Pink inquired regarding the course subject number and a possible change from BUSE 120 to BUSE 110 if no course with that subject number is already in existence. W. Sherman suggested a revision to the Math Advisory for the course. M. Sanft commented on the modification of transfer applicability.

Approved. MSC W. Sherman/ E. Murrietta

b) Activations

i) COMS 170 Small Group Communication

M. Sanft commented that the course is already taught at Mesa and City colleges. The course would be offered in rotation with other Communications courses to offer our students more variety. There is utility in offering the course at Miramar College because it helps our students transfer to universities.

Approved. MSC W. Sherman/ J. Matthews

c) Deactivations

i) CONF 110 Personal Financial Management (walk in)

CONF 110 is being proposed for deactivation as a result of the creation of BUSE 120 (see item a-i above). D. Short commented that ideally a subject change would have taken place but due to technical issues the subject was not carried out. Instead Miramar College has agreed to deactivate CONF 110 and activate BUSE 120. It is the college's intent to overlap the two courses by offering them at the same time for one year.

Approved. MSC W. Sherman/ E. Murrieta

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- d) Revisions
- e) Distance Education
 - i) CHIL 210 Supervision of Early Childhood Programs (walk in)
W. Sherman inquired regarding the criteria used when offering Distance Education (DE) courses. D. Short reviewed the distance ed information fields and suggested that the committee review these to ensure that distance ed delivery is appropriate for the content of the course. He also commented that the advantage of offering CHIL 210 as a DE course is for working students who may not be able to attend regularly scheduled courses on campus due to employment commitments.
Approved. MSC W. Sherman/ J. Matthews
 - ii) MUSI 109 World Music (walk in)
P. Hopkins asked about revising other items in the course outline. D. Short commented that distance ed proposals do not allow changes to any other aspects of the course.
Approved. MSC W. Sherman/ E. Murrietta

6) Program proposals

- a) New programs
 - i) Emergency Medical Technician CP
M. Kjartanson noted that EMT has never been its own program before and now that it has the opportunity to be its own program they would like to create a Certificate of Performance to offer their students. M. Kjartanson stated that she would be reaching out to faculty in the science disciplines to determine if other courses like anatomy that could also benefit EMT students could be added to create a Certificate of Achievement in the future. M. Kjartanson also commented that the addition of the *EMGM 050 –CPR for Health Care Providers* course was a possibility in the future. E. Murrietta noted that there could be a waiver issue and will follow up with M. Kjartanson individually at a later date.
Approved. MSC W. Sherman/ J. Matthews
- b) Deactivations
- c) Revisions

7) FYIs –Reviewed with no comments.

- a) New courses
- b) Course activations
- c) Course deactivations
- d) Course revisions
- e) Distance Education
- f) New programs
 - i) Creative Writing CA (Mesa)
 - ii) Dance AA (Mesa)
 - iii) Mobile Game Development CA (Mesa)
- g) Program deactivations
- h) Program revisions

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- i) Associate Teacher CA (Mesa)
- ii) Child Development AS (Mesa)
- iii) Kinesiology AS (Mesa)
- iv) Master Teacher CA (Mesa)
- v) Teacher CA (Mesa)

8) New business

a) Revisions to families

D. Short stated that the district defines families are a group of related courses in an activity field. It was also mentioned that with a small number of exceptions there are no longer any repeatable courses, courses can only be taken once, and only four courses are allowed to be taken within a family. D. Short also commented that if there is a need to revise a family the District Office will work with the discipline dean and faculty on the revision. Shelly Hess is the contact point for revisions.

b) Instructional program organization and catalog descriptions

Last year the college's programs were reorganized and redefined as *One or more awards that have the same set of program-level Student Learning Outcomes (SLOs)*. The committee reviewed the revised program organization chart and the update for the 2016-17 catalog. D. Short reported that all programs are being asked to review their catalog program descriptions. W. Sherman asked which program basic skills courses were assigned to. D. Short replied that the new program organization chart will link courses to departments and not programs as was done in the past. All catalog input forms will be routed to the Vice President of Instruction and are due on November 1st, 2015.

9) Old business

a) Noncredit and basic skills

D. Short reported that the possibility of moving some basic skills courses to noncredit is still being discussed, but the discussion is being coordinated through the academic senates rather than the curriculum committees.

10) Reports

a) Vice President of Instruction

P. Hopkins discussed a letter she received from the state regarding the relationship between hours and units the possible raising of units on lab courses that require student work outside of class. W. Sherman commented on the need to educate faculty on the curriculum definition of lab (definition: 0 hours of work outside of the class time).

b) Articulation Officer

M. Sanft provided an update on the curriculum process moving slowly through the state chancellor's office. The slow process at the state level also slows down transferability and currently there is a 2-year span between a proposal and offering the course.

c) Curriculum Chair

D. Short is seeking a proxy to attend the CIC meeting on November 12th, 2015 from 2:00 to 4:00 p.m.

11) Roundtable –None.

12) Adjournment – The meeting was adjourned at 3:40 p.m.

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Attachment: Consent Agenda
October 7, 2015

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

- A. DIES 270 Work Experience
- B. WORK 270 Occupational Work Experience