

San Diego Miramar College  
Curriculum Committee  
**Minutes**

**October 21, 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

**1) Call to order**

The meeting was called to order at 2:37 p.m.

**2) Approval of agenda**

The agenda was amended to include discussion of the Biology ADT to item 6) *Program Proposals*.  
*Approved.* MSC W. Sherman/ J. Matthews

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

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

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

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

**5) Course proposals**

a) New courses

b) Activations

i) BUSE 155 Managing the Small Business

ii) BUSE 157 Developing a Plan for the Small Business

D. Short shared that BUSE 155 and BUSE 157 are part of the proposed Entrepreneurship AS and CA as well as the College's agreement with Scripps Ranch High School to offer courses at the high school. D. Short stated that students interested in starting their own business have exhibited interest in these courses. W. Sherman inquired about a proposal for a BUSE 155 course for Distance Education (DE) that is currently pending. D. Short stated that it was okay to have the two BUSE course proposals pending in the case where one is for DE.

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

c) Deactivations

d) Revisions

i) FIPT 323B Hazmat Emergency Response First Responder Operational

D. Short stated the reason for the revision to FIPT 323B is a change in content to meet IFSAC standards.

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

e) Distance Education

**6) Program proposals**

a) New programs

M. Sanft shared an update of the Biology ADT that was previously sent to the State Chancellor's Office. The Biology ADT was returned for corrections to be made. The

## San Diego Miramar College

### Curriculum Committee

Biology ADT must total 60 units, but with the CSU GE pattern the ADT goes over the maximum units. The ADT can be resubmitted with just the IGETC for STEM GE pattern but this has to be reflected in the College's catalog. D. Short asked if students would still be able to take the CSU GE pattern and obtain the degree. M. Sanft answered that students are supposed to use the IGETC for STEM GE pattern. L. Clarke asked that a statement be made in the catalog to notify students to use the IGETC for STEM pattern. L. Clarke also noted that IGETC for STEM be given its own code/designation in SARS for easier identification of the pattern. M. Sanft stated that she will meet with the student services (counselors) and instruction.

- b) Deactivations
- c) Revisions

#### 7) FYIs –Reviewed with no comments.

- a) New courses
- b) Course activations
- c) Course deactivations
  - i) ANTH 125 Archaeological Faunal Remains Analysis (Mesa)
- d) Course revisions
- e) Distance Education
- f) New programs
- g) Program deactivations
- h) Program revisions
  - i) Dance CP (Mesa)
  - ii) Liberal Arts and Sciences: Dance AA (Mesa)
  - iii) Marketing CA (Mesa)
  - iv) Marketing AS (Mesa)
  - v) Real Estate AS (Mesa)

#### 8) New business

- a) CIC walk-in curriculum guidelines (handout)

D. Short stated that curriculum chairs have agreed to notify each other of walk-ins that affect the other campuses as soon as possible. M. Sanft asked for the addition of ADT approval as a walk-in guideline. Committee members opined that it was covered under the articulation guideline. W. Sherman asked for clarification of “all impacted curriculum.” D. Short stated that “impacted curriculum” means all course/program documentation that will be affected (impacted) as a result of changing a course/program.
- b) ASCCC White Paper on Ensuring Effective and Efficient Curriculum Processes (handout)

D. Short commented that the Curriculum Review Committee is unique in that it is the only participatory governance committee specifically referred to in state regulation. The ASCCC White Paper provides suggestions on improving the efficiency and effectiveness of the curriculum process. We already have many of the White Paper's suggestions in place for effective curriculum flow, at least at the district level. One suggestion from the White Paper is that multi-campus college districts have a higher degree of autonomy for individual colleges. L. Pink noted that autonomy on articulation matters allows for leverage of

## San Diego Miramar College Curriculum Committee

autonomy on non-aligned course areas. P. Hopkins stated that the White Paper notes that CID could be used to make sure courses are aligned at multi-campus districts. W. Sherman stated that partial autonomy (with consulting bodies) instead of total autonomy would be a more realistic goal. D. Short stated that aligned course work makes the three colleges in the district like one college for internal purposes which can be advantageous to students. D. Short will take the autonomy topic to CIC or a CIC subcommittee for discussion.

### 9) Old business

- a) Proposal to combine and expand District Requirements 4 and 5

D. Short stated that he and counselors looked at District Requirements 4 and 5 together and modified the requirements by adding more examples (i.e. Addition of College Success and Lifelong Learning). Some of the changes came from Academic Standards and Exercise Science. J. Matthews, L. Clarke, M. Sanft, and D. Short will attend Academic Senate to present the modifications.

### 10) Reports

- a) Vice President of Instruction

Substantive Change Report focusing on Distance Education is due in April.

- b) Articulation Officer

M. Sanft shared an informational item regarding the Chemistry ADT that was submitted to the state for approval. The Chemistry ADT has been returned to Miramar College by the State Chancellor's Office because it is over the 60 unit maximum for an ADT. The Chemistry ADT was resubmitted with an IGETC-STEM pattern but was again returned to Miramar College for going over the maximum units. The Chemistry ADT is composed of math, chemistry, and physics course sequences (all high in unit values) which takes the ADT over 60 units. M. Sanft will submit an appeal to the state for flexibility on the issue. The high unit issue is a problem within the region at other colleges. One option would be to make changes to the unit value of some of the courses but this option could have negative impacts on students, faculty, and curriculum. A second option discussed was that the ADT could not be created, but not creating the ADT would place Miramar College on a non-compliance list.

- c) Curriculum Chair

D. Short offered an opportunity for a committee member to be a proxy for him at the November 12<sup>th</sup> CIC meeting.

### 11) Roundtable –None.

### 12) Adjournment

The meeting was adjourned at 3:37 p.m.

San Diego Miramar College  
Curriculum Committee  
Attachment: Consent Agenda  
October 21, 2015

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

- A. ADJU 361R Regional Officer Training
- B. ADJU 361S Continuing Professional Training for Sheriff Deputies
- C. ADJU 381 POST Certified Regional Academy Module 1
- D. ADJU 382 POST Certified Regional Academy Module 2