

San Diego Miramar College
Curriculum Committee
Minutes

November 4, 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: Katie Ferraro; Gina Bochicchio; D. Sheean; D. Hall; R. Heftmann

1) Call to order

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

2) Approval of agenda

Approved. MSC W. Sherman/J. Matthews

3) Approval of minutes from last meeting

Approved. MSC W. Sherman/C. Reed

4) Approval of consent agenda (see attachment below)

Approved. MSC J. Matthews/C. Reed

5) Course proposals

a) New courses

- i) ARTD 150 (050) Beginning Graphics, Communicating With Computers
- ii) ARTD 190 Ethical Business Practices for Creative Services

R. Heftmann stated that the ARTD 050 course (depending on how it fits with the other courses) will be either optional or replace ARTF 150B (borrowed course from City College). City College's Graphics program is creatively oriented, while Miramar College's is more production-oriented. The ARTD 050 course will provide basic graphics job skills; ARTD 190 is a career/entry-level course. ARTD 190 will replace "portfolio courses"; the course is aimed at how locals get jobs (work-world). D. Short stated that an advisory of ARTD 150(050) should be added to the ARTD 190 course.

Approved. MSC W. Sherman/P. Martin

- iii) FIPT 340 Company Officer 2A: Human Resource Management for Company Officers
- iv) FIPT 341 Company Officer 2B: General Administration Functions for Company Officers
- v) FIPT 342 Company Officer 2C: Fire Investigation and Inspection for Company Officers
- vi) FIPT 343 Company Officer 2D: All Risk Command Operations for Company Officers
- vii) FIPT 344 Company Officer 2E: Wildland Incident Operations for Company Officers
- viii) FIPT 345 Instructor I: Instructional Methodology

There has been a change in the organization of curriculum (some old content and some new content) and FIPT courses 340-345 are replacing FIPT courses currently in place; these new courses meet the National Standards (IFSAC and ProBoard). These courses will eventually be revised to be hybrid and or DE courses.

Approved. MSC W. Sherman/ J. Matthews

- ix) FIPT 350 Chief Fire Officer 3

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This course consolidates 4 stand-alone courses which result in 4 state-level certifications into 1 college course (package). After completion of this course, students are qualified to work as a Chief Officer. Consolidation of the 4 courses/certifications allows for easier enrollment procedures for students.

Approved. MSC W. Sherman/ J. Matthews

x) FIPT 381G Firefighter I Academy Skills Review and Certification

xi) FIPT 381S San Diego City Basic Firefighter I Academy

D. Hall stated that historically Miramar College has had 1 fire academy class (FIPT 381F) in the school catalog for both San Diego and Heartland Fire Academies. The difference in rigor of the San Diego and Heartland academies and the new state standards have prompted a split into 2 academies (3 courses); 1 academy for the City of San Diego (FIPT 381S) and 1 academy for Heartland (FIPT 381F & FIPT 381G). There are potentially three different groups of students serviced by these courses; those that will complete FIPT 381S, those that will complete FIPT 381F and FIPT 381G, and those that will complete FIPT 381G only. W. Sherman asked about the similarity of the courses and possible duplication issues. D. hall stated that splitting the academies is an attempt to reduce the repeatability for students who may have to go through the academy twice. W. Sherman noted FIPT 381S included a statement regarding an open enrollment lottery and questioned whether the statement is restrictive. D. Short clarified that lottery enrollment is allowed for ADJU and FIPT courses under Title V. D. Hall stated 15% of the class enrollment is reserved for the general public.

Approved. MSC W. Sherman/ J. Matthews

b) Activations

i) DJRN 100 Mass Media in the Digital Age

P. Martin stated that DJRN is already taught at other SDCCD campuses and Miramar College would like a media course which focuses on new media taught on the Miramar campus. The result being JOUR 202: Introduction to Mass Communication is being replaced with DJRN100: Mass Media in the Digital Age. E. Murrietta inquired if DJRN 100 would be the same as JOUR 202 for transfer purposes. M. Sanft answered that she would double check transferability of the course.

Approved. MSC C. Reed/ M. Sanft

Abstained P. Martin

ii) FIPT 324A Basic Incident Command System (NIMS ICS 100 & 200) (Reactivation)

This course (previously offered online) made an in-person course due to students not retaining the information taught online. Course previously numbered FIPT 310A, now FIPT 324A.

Approved. MSC W. Sherman/J. Matthews

c) Deactivations

i) JOUR 202 Introduction to Mass Communication

See *DJRN 100* above.

Approved. MSC C. Reed/ M. Sanft

Abstained P. Martin

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d) Revisions

i) COMS 160 Argumentation

M. Sanft stated that COMS 160 was submitted for GE approval to both IGETC and CSU. IGETC approved the course for Communications; but the course was not included in the CSU pattern. M. Sanft stated that the only way for the course to be approved for IGETC is to be approved for CSU Communications. Since the course was not previously included in the CSU pattern, the revision is being made to correct that error. The course is being revised to add CSU GE Area A1. E. Murrieta asked if the course is valid for Area A1 and Area A3. M. Sanft verified that the course would be valid for both Areas 1 and 3.

Approved. MSC M. Sanft/ C. Reed

Abstained P. Martin

ii) FIPT 110A Wildland Fire Control

Course previously numbered FIPT 110, now FIPT 110A due to changes in the lecture/lab combination. Now meets the state (IFSAC and ProBoard) and national standards. Short term goal was to fill a gap for the county Fire Authority; this course fills the experience component that students need by adding an 8-hour field day. This course also helps ensure that students have learned and can successfully apply the tools needed for the job before they reach a fire station. Also, because this course counts toward a degree, it helps offset costs for students who will be able to use financial aid or the GI Bill.

Approved. MSC W. Sherman/J. Matthews

iii) FIPT 381F Heartland Fire Training Regional Firefighter I Academy

Revised title of FIPT 381F to Heartland Fire Academy (See FIPT 381G and FIPT 381S).

Approved. MSC W. Sherman/J. Matthews

iv) FIPT 321D Driver Operator - Driving

v) FIPT 321P Driver Operator – Pumping

D. Hall stated that there was a change in course number due to the lecture/lab combination change. W. Sherman asked if a driver's license was required for course FIPT 321D. D. Hall confirmed that a driver's license (California Class C FF endorsement) was necessary for the course. D. Short commented that the requirement of the driver's license should be added to restrictions for Health and Safety. W. Sherman also commented on having 1 assignment for determining whether a student passed the course or not. P. Hopkins added that in the case of a special accrediting body such as the one for these courses, we are bound to our contract with them when assessing satisfactory course completion. D. Short clarified that the current revision needed for courses FIPT 321D and FIPT 321P is a change in units due to the lecture/lab change. D. Short further stated that the courses may be brought back for revision to evaluate if the courses may be offered as hybrid or Distance Education courses.

Approved. MSC W. Sherman/J. Matthews

e) Distance Education

6) Program proposals

a) New programs

i) Audio Production and Engineering AS –Held for next meeting.

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ii) Audio Production and Engineering CA –Held for next meeting.

iii) Entrepreneurship AS

iv) Entrepreneurship CA

D. Short reminded the committee that new courses BUSE 155 and BUSE 157 have already been approved. This program is being developed in response to interest from students and Miramar College's partnership agreement with Scripps Ranch High School. M. Sanft asked if the Entrepreneurship program would consider adding additional CBTE courses that covered Microsoft Excel. D. Short responded that the course *Computers in Business* already addresses the use of Microsoft Office programs in business. P. Hopkins asked about transferability of courses if students should decide they would like to transfer to a university later on. D. Short stated that some of the courses are transferable but the student would have to take other courses from the transferable business program.

Approved. MSC M. Sanft/P. Martin

v) Geology AS-T

M. Sanft stated that this ADT is aligned to SDSU so it gives our students an advantage when transferring. We are waiting on CID for a few of the courses, but the ADT can still be approved. E. Murrietta asked if GEOL 111 will be offered and G. Bocchichio responded that Mesa College currently offers the course but Miramar College does not have student demand to offer the course; the school may need to grow more before GEOL 111 can be offered at Miramar College. D. Short inquired if GEOL 111 must be taken at Mesa College for students to receive this degree. G. Bocchichio stated that students must take GEOL 111 at Mesa College to obtain the degree.

Approved. MSC W. Sherman/J. Matthews

vi) Graphics – Visual Production CP

R. Heftmann stated that the Graphics CP is 36 units, the same as the AA degree. R. Heftmann also stated that a student who completed the courses should be competent enough to go out and seek employment in the field. M. Sanft asked if the graphics program planned on creating an ARTG Typography course in the future since there may articulation in the future.

Approved. W. Sherman/ E. Murrietta

vii) Nutrition and Dietetics AS-T

K. Ferraro stated that Miramar College would like to formalize the Nutrition program. A similar yet different Nutrition program is already in place at Mesa College. M/ Sanft explained that Mesa College's Nutrition program is CTE focused whereas Miramar College's program will be transfer-based and will be articulated at major CSU's. W. Sherman asked if Math 150 will be an elective and E. Murrieta also inquired if Math 119 or Biostatistics would be an option. M. Sanft stated that Math 119 is not currently an elective because the course is not CID approved (as of July 2015, all courses must be CID approved). W. Sherman elucidated the 2 issues with Math 119, the first is an issue with the pre-requirement of the Math 92 course; the second is that the Math 119 course does not currently teach ANOVA. M. Sanft stated that Math 119 will be added to the program upon CID approval.

Approved. MSC W. Sherman/J. Matthews

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viii) Pre-Engineering Studies (Revision and Reactivation)

The Physical Science program has decided to revise and reactivate the Pre-Engineering Studies degree. This degree was previously deactivated because it didn't have a "home" subject area; but has been reactivated because it allows our students to gain the basics of the field and to transfer to a UC or a CSU campus. This revised and re-activated version will focus on pre-engineering basics (previously focused on chemistry and math, now includes physics).

Approved. MSC W. Sherman/ E. Murrietta

b) Deactivations

i) Applied Biotechnology - Analytical Chemistry CP

P. Hopkins stated that the certificate of performance in Analytical Chemistry has not been awarded often (only once in the past 5 years). The deactivation of this CP is an attempt to "clean up" the Biotechnology program. E. Murrietta stated that students are not often taking the chemistry sequence to receive this CP. P. Hopkins shared that many of the students already possess a bachelor's degree and take one or two courses to learn how to use the biotechnology equipment but do not usually pursue the CP.

Approved. MSC W. Sherman/ E. Murrietta

c) Revisions

i) Audio Production and Engineering CP –Held for next Meeting.

ii) Business Administration AS

D. Short stated that this is a transfer degree that has been around for a long time; not dictated by the state so it is more flexible to accommodate differing requirement across universities, including private institutions. This degree has been approved locally but is still awaiting state approval. D. Short stated that there will be an addition of BUSE 115 to the math requirements for the degree in order to meet a major preparation requirement at CSU San Marcos.

Approved. MSC W. Sherman/ M. Sanft

iii) Business Administration AS-T

D. Short stated that BUSE 115: *Business Statistics* will be added to the ADT's list of mathematics courses for major preparation to meet CSU San Marcos' requirements. The intention is to approve this revision locally, then through CIC, and hold the AST at CIC until CID approval is acquired, then send it to the state for approval. E. Murrietta asked if the statement is changing to "either/or" (similar to Mesa College). D. short stated that the Business Administration AST in the 2015-2016 Catalog is outdated due to delayed CID approval.

Approved. MSC W. Sherman/ P. Martin

iv) Business Administration CA

D. Short stated there would be an addition of course BUSE 115 to the CA's math requirements.

Approved. MSC W. Sherman/ M. Sanft

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v) Communication Studies AA-T

D. Short stated the reason for the revision of this award was the replacement of JOUR 202 with newly activated course DJRN 100 and addition of COMS 170 to the list of restricted electives as well as editing of stamen to “select one of the following courses”.

Approved. MSC W. Sherman/J. Matthews

vi) Earth Science Studies AS

This local degree is more focused on physical science courses (chemistry and physics); there is not currently a subset of students taking just physics and geology. The AS in Earth Science has been revised to include more restricted electives and is geared toward students that want to minor in the field but will not reach the higher and more rigorous math levels. This AS has been opened up to students to take pre-requisite courses for Chemistry 200/200L and Physics 125. Gives students the opportunity to take any suite of physical science courses.

Approved. MSC W. Sherman/J. Matthews

Abstain. P. Martin

vii) Fire (Company) Officer Certification AS

viii) Fire (Company) Officer Certification CA

ix) Fire Prevention AS

x) Fire Prevention CA

xi) Fire Technology AS

xii) Fire Technology CA

D. short stated that these programs are being revised as an outcome of the implementation (updating) of the new courses per the new state standards. Fire Officer is now named Company Officer per the new state standards.

Approved. MSC W. Sherman/J. Matthews

xiii) Honors Global Competencies CP

M. Sanft stated the reason for the revision for the CP was due to the impact of changing JOUR 202 to DJOUR 100.

Approved. MSC W. Sherman/C. Reed

xiv) Paralegal AS

xv) Paralegal CA

D. Short stated that CBTE courses would be added to the list of law-related electives due to paralegals needing administrative skills to help run a law office.

Approved. MSC W. Sherman/E. Murrietta

7) FYIs –Reviewed with no comments.

a) New courses

b) Course activations

c) Course deactivations

i) BIOL 135 Biology of Human Nutrition (City)

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- ii) ELDT 100 Electronic Assembly and Certification (City)
 - iii) ENGE 116 Computational Methods in Engineering (City)
 - iv) ENGE 198 Computer Applications in Engineering (City)
 - v) ENGN 220 Component Design (City)
 - vi) ENGN 225 Product Development (City)
 - vii) MFET 055 Metal Cutting Processes for Welding (City)
 - viii) MFET 060 Shielded Metal Arc Welding Process (SMAW) (City)
 - ix) MFET 101A Introduction to Manufacturing I (City)
 - x) MFET 101B Introduction to Manufacturing II (City)
 - xi) MFET 101C Introduction to Manufacturing III (City)
 - xii) MFET 105A Print Reading I (City)
 - xiii) MFET 105B Print Reading II (City)
 - xiv) MFET 150A Manufacturing Automation I (City)
 - xv) MFET 150B Manufacturing Automation II (City)
 - xvi) MLET 050 Basic Direct Current (City)
 - xvii) MLET 051 Working With Direct Current (City)
 - xviii) MLET 052A Basic Alternating Current I (City)
 - xix)) MLET 052B Basic Alternating Current II (City)
 - xx) MLET 053A Working With Non Resonant Alternating Current (City)
 - xxi) ET 053B Working with Resonant Alternating Current (City)
 - xxii) MLET 054A Basic Analog Circuits I (City)
 - xxiii) MLET 054B Basic Analog Circuits II (City)
 - xxiv) MLET 055A Working With Basic Analog Circuits I (City)
 - xxv) MLET 055B Working With Basic Analog Circuits II (City)
 - xxvi) MLET 056A Basic Digital Electronics I (City)
 - xxvii) MLET 056B Basic Digital Electronics II (City)
 - xxviii) MLET 057A Working With Digital Electronics (City)
 - xxix) MLET 057B Working With Digital Electronics II (City)
 - xxx) SHIP 050 Orientation to the Maritime Professions (City)
 - xxxi) SHIP 101 Introduction to Shipbuilding Technology I (City)
 - xxxii) SHIP 103 Introduction to Shipbuilding Technology II (City)
 - xxxiii) SHIP 110 Shipyard Safety and Safety Management (City)
 - xxxiv) SHIP 115 Shipbuilding Processes (City)
 - xxxv) SHIP 115L Shipbuilding Processes Lab (City)
 - xxxvi) SHIP 201 Technological Issues: Organization and Effective Leadership in Shipbuilding (City)
 - xxxvii) SHIP 205 Culminating Project (City)
- d) Course revisions
- i) ENGL 047A Accelerated Reading, Writing, and Reasoning (City, Mesa)
- e) Distance Education
- f) New programs

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- i) Business Information Worker II CA (City)
- g) Program deactivations
 - i) Military Electronics Technology AS (City)
 - ii) Shipbuilding Technology AS (City)
 - iii) Shipbuilding Technology CA (City)
- h) Program revisions
 - i) Administrative Assistant CA (City)
 - ii) Administrative Office Management CA (City)
 - iii) Advanced Electromechanical Technology CP (City)
 - iv) Advanced Mechanical Design CP (City)
 - v) Business Information Worker CP (City)
 - vi) Electromechanical Technology CP (City)

8) New business –None.

9) Old business –None.

10) Reports

- a) Vice President of Instruction –None.
- b) Articulation Officer
 - M. Sanft stated that we are anticipating new templates (released in February) for CTE and Areas of Emphasis (flexible).
- c) Curriculum Chair –None.

11) Roundtable –None.

12) Adjournment

The meeting was called to order at 4:31 p.m.

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Attachment: Consent Agenda
November 4, 2015

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

- A. ANTH 103 Introduction to Cultural Anthropology
- B. FIPT 323C Hazardous Materials Incident Commander
- C. SPAN 210 Conversation and Composition Spanish I
- D. SPAN 211 Conversation and Composition Spanish II