

San Diego Miramar College
Curriculum Committee
Minutes

April 6, 2016, 2:30-4:30
S6-110

Members: Nada Adjadj; Paula Christopher; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Pablo Martin; Jessica Matthews; Larry Pink; Cheryl Reed; Margarita Sanchez; Mara Sanft; Wayne Sherman; Duane Short; Chris Silva

1) Call to order –Meeting called to order at 2:38 p.m.

2) Approval of agenda

M. Sanft proposed the removal of item 5-d-ii: MATH 119 –Elementary Statistics from the agenda. D. Short asked for the addition of FYI item 7-h-iv: Small Business Entrepreneurship Program and item 9-b: Draft Distance Education (DE) Procedure.

Approved. MSC W. Sherman/I. Feldman

3) Approval of minutes from last meeting

Approved. MSC W. Sherman/J. Matthews

4) Approval of consent agenda (see attachment below)

Approved. MSC W. Sherman/ C. Reed

5) Course proposals

- a) New courses
- b) Activations
- c) Deactivations

The following deactivations were discussed by the Curriculum Committee:

- i) ADJU 140 Patrol Procedures
- ii) ADJU 191 Control and Supervision in Corrections
- iii) ADJU 192 Correctional Interviewing and Counseling
- iv) ADJU 194 Introduction to Correctional Science
- v) ADJU 314A Officer Safety and Field Tactics
- vi) ADJU 320 Semi-Automatic Pistol Training
- vii) ADJU 327A Advanced Patrol Strategies
- viii) ADJU 334 Law Enforcement Emergency Vehicle Operation
- ix) ADJU 344 Strategies for Advanced Officers
- x) ADJU 346 Juvenile Counselor Basic Core Course
- xi) ADJU 361D Defensive Tactics Building Searches
- xii) ADJU 361T Block 20: Force Options / Internal Affairs for Correctional Deputies
- xiii) ADJU 378 Defensive Tactics Instructor
- xiv) CHIL 089 Childcare as a Business
- xv) FIPT 121 Vertical Rescue
- xvi) FIPT 362B In-service Lifeguard Training Modules

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D. Short explained that all of the above courses have not been offered in the past 3 years and currently there is no intention to offer them in the future. The departments have asked for the courses to be deactivated. L. Pink asked if there had been any move to create a “hold” or “pre-deactivation” status for courses that will not be offered for some time but that departments would like to offer eventually without having to go through the whole deactivation and reactivation process which currently takes about a year. D. Short replied that he asked the district regarding this topic and the district did not want to incorporate such a process for two reasons; the first because there should be no limbo (the college either offers the class or does not offer the class), and second because currently there is no way to track “idle” courses that would be considered part of this limbo category. D. Short further explained that the year-long wait is due to backlogging at the state level and it’s not getting shorter. L. Pink noted that the long waits involved in the process can pose a problem in keeping up with industry standards and innovations. D. Short suggested that a special topics course could be in order for courses that may be offered in cycles longer than 3 years.

Approved. MSC W. Sherman/ I. Feldman

d) Revisions

i) ADJU 190 Legal Aspects of Corrections (held from last meeting)

D. Short spoke to the department and upon inspection of their own records they confirmed that the course has never been offered and the department also has no plans to offer the course in the future. The Curriculum Committee agreed that the department should be asked to deactivate this course. The committee also agreed to hold this item for the next committee meeting.

Held for next meeting.

~~ii) MATH 119 Elementary Statistics (City originating)~~

The Curriculum Committee discussed the following courses:

iii) MATH 150 Calculus with Analytic Geometry I (Mesa originating)

iv) MATH 151 Calculus with Analytic Geometry II (Mesa originating)

v) MATH 252 Calculus with Analytic Geometry III (Mesa originating)

W. Sherman noted that the course had not been corrected in the CurricUNET system as was previously agreed upon by Mesa College’s originator. M. Sanft also commented that there is also a correction to be made so that articulation is not affected. Sherman also commented that there was a concern that MATH 141 was being waived for students who had completed the previous pre-requirement of MATH 104 and MATH 116. I. Feldman stated that previously the pre-requirements screen for the course stated that satisfaction of MATH 104 and MATH 116 was allowed and that now has changed to MATH 141. Currently we are the only district that does not offer students the MATH 104 and MATH 116 path for entering a calculus course. Counselors use their professional judgements and while there are other ways to enroll in the course without the MATH 141 pre-requirement; counselors are not letting students with only completion of MATH 104 and MATH 116 in to the MATH 2552 course.

Approved with pending changes agreed upon at Curriculum Instructional Council (CIC). MSC W. Sherman/ M. Sanft

vi) MATH 255 Differential Equations

W. Sherman explained that this is a class about ordinary differential equations (not partial differential equations) but the title and catalog description might not make that clear. Sherman shared his concern that institutions would think that the college is saying that we

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are teaching topics that we are not in fact teaching. W. Sherman also recommended that the description be edited to state that the course covers “first order and higher order ordinary differential equations”. I. Feldman asked if more research could be done regarding what the commonly accepted title of the course to ensure consistency and avoid student confusion.

Approved with change to course description.

MSC W. Sherman/ L. Pink

e) Distance Education

6) Program proposals

a) New programs

b) Deactivations

c) Revisions

i) Accountancy AS

D. Short stated that the course is being revised to account for removal of recommended electives ACCT 201B and ACCT 270.

Approved. MSC M. Sanft/P. Martin

The following were discussed by the Curriculum Committee:

ii) Open Water Lifeguard AS

iii) Open Water Lifeguard CA

D. Short stated that the courses are being revised to account for removal of FIPT 121, FIPT 366, FIPT 367A and FIPT 367B that are no longer offered. The committee discussed course prerequisites vs. program admission requirements. D. Short and P. Hopkins confirmed that this program has no special admission requirements.

Approved. MSC M. Sanft/P. Martin

7) FYIs –Reviewed with no comments.

a) New courses

b) Course activations

c) Course deactivations

d) Course revisions

e) Distance Education

f) New programs

g) Program deactivations

h) Program revisions

i) Liberal Arts and Sciences in Scientific Studies Biological Science Specialization AA

ii) Liberal Arts and Sciences in Scientific Studies Mathematics and Pre-Engineering AA

iii) Liberal Arts and Sciences in Scientific Studies Physical and Earth Sciences Specialization AA

iv) Small Business Entrepreneurship Program

8) New business

a) Committee chair nominations

D. Short asked for nominations for Curriculum Committee Chair. D. Short also explained his opinion that the committee chair election should be aligned with Department Chair elections

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because of the effects of switching between positions that include release time. W. Sherman asked how long the Curriculum Chair would serve for. D. Short answered that chairs serve for 2 years and that he would be willing to serve for another year. P. Hopkins stated that the current state of being off-cycle might be okay to have a year overlap between chairs. She also expressed concern that holding a one-year election might conflict with the committee's approved governance document. After further discussion D. Short agreed to ask the President of the Academic Senate (the parent committee) for clarification on the governance document guidance and the possibility of switching election cycles to sync with the Department Chair election cycle. P. Martin expressed interest in the Curriculum Chair position.

9) Old business

a) Active But Not Offered Report

D. Short reported that about 80% of those contacted have addressed the report. There are only a few more that we are waiting on.

b) Draft Distance Education (DE) Procedure

D. Short reported that the procedure was taken to the Academic Senate for a first reading and will be sent back once more for a second reading. However, the Academic Senate asked the Curriculum Committee to consider if we should propose a change in the definitions for distance education categories. D. Short noted that there is a reporting requirement from the district regarding which courses are less than 50% online or more than 50% online. D. Short further commented that the current definitions are inconsistent with what students see on the class schedule. Students now see a small computer icon that is confusing. L. Pink asked if there could be a removal of the *Hybrid* designation since the students don't see it and should we instead replace it with a comment to inform students of web-enhanced classes. P. Hopkins stated that eliminating the hybrid designation may be difficult for reporting purposes. After further discussion the committee agreed to recommend removing the *Hybrid* designation.

I. Feldman also commented that the current icon designating online or partially-online classes is confusing and oftentimes students don't realize that a part of the course will have an online component. D. Short clarified that a course that was held on campus but where assignments were turned in online is a web-enhanced course. I. Feldman mentioned that students sometimes don't find out that they will need access to a computer until the first day of class. L. Pink commented that the college offers internet-enabled computers on campus but some students may still not be able to be on campus to make use of them. I. Feldman suggested that a course comment informing students of web features that will be used in a course would be helpful. D. Short also suggested allowing students the alternative to turn in paper and pencil assignments.

10) Reports

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

11) Roundtable –None.

12) Adjournment –Meeting adjourned at 4:00 p.m.

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Attachment: Consent Agenda
April 6, 2016

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

- A. ADJU 161 Juvenile Procedures
- B. ADJU 182 Street Gangs and Law Enforcement
- C. BUSE 100 Introduction to Business