

San Diego Miramar College
Curriculum Committee
Minutes

September 7, 2016, 2:30-4:30
S6-110

Members: Reggie Boyd; Lisa Clarke; Isabella Feldman; Johnny Gonzales*; Paulette Hopkins; Jason Librande*; Pablo Martin; Scott Moller; Sadayoshi Okumoto; Larry Pink; Rodrigo Gomez (for Cheryl Reed); Margarita Sánchez; Mara Sanft; Wayne Sherman; Chris Silva*; Duane Short

Guests: J. Patacsil

* Nonvoting member

- 1) **Call to order** –Meeting called to order at 2:35 pm.
- 2) **Approval of agenda** –Approved with revisions.
M. Sanft requests item 8-d-i tabled; I. Feldman requests addition of item 11-c.
- 3) **Approval of minutes from last meeting** –Approved with revisions.
Change heading to “Minutes”.
In Favor: I. Feldman, P. Hopkins, P. Martin, S. Moller, L. Pink, R. Gomez, M. Sánchez, M. Sanft
Against: None
Abstained: S. Okumoto, R. Boyd
- 4) **Review of committee meeting dates**
The committee reviewed the dates of committee meetings for the 2016-2017 Academic Year.
- 5) **Review of committee role and approval criteria**
The committee reviewed the committee role and approval criteria.
- 6) **Review of CurricUNET functions**
The committee reviewed the CurricUNET functions.
- 7) **Approval of consent agenda** (see attachment below)
Approved. MSC L. Pink/P. Hopkins
- 8) **Course proposals**
 - a) New courses
 - b) Activations
 - c) Deactivations
 - i) ARTD 160A Vector Art 01: Illustration Tools
 - ii) ARTD 160B Vector Art 01: Illustration Tasks
 - iii) ARTD 170A Raster Art 01A: Image Editing Tools
 - iv) ARTD 170B Raster Art 01B: Image Editing Tasks

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The above deactivations (8c-i-iv) were discussed by the committee. ARTD 160 A/B and ARTD 170 A/B were designed as 8-week (short-term) courses that student could take in place of the longer 16-week courses. The department has never offered the courses, does not plan to offer the courses, and would like to eliminate them from their course list.

Approved. MSC I. Feldman/P. Martin

d) Revisions

i) BIOL 210A Introduction to the Biological Sciences I (City originating)

The above item was tabled at the request of M. Sanft, and will be discussed at the next committee meeting.

e) Distance Education

i) PSYC 260 Introduction to Physiological Psychology

D. Short mentioned that this course is already offered as a distance education (DE) course at Mesa College. The Miramar College Faculty would also like to offer this course at Miramar College in the DE format.

Approved. MSC M. Sanft/I. Feldman

9) Program proposals

a) New programs

i) Filipino Studies CP

D. Short mentioned that Filipino Studies would be a new program for Miramar College. Although the program is not going to the State Chancellor's Office, the program must be assessed for need. J. Patacsil stated that creation of the program links to Miramar College's Diversity Plan, specifically Goal 4 "Offering and promoting programs, outreach, student activities, and courses that recruit a student population which includes those from underrepresented groups". J. Patacsil further commented that offering a Filipino Studies program would increase diverse offerings for the campus. At the state level, the Filipino language has been recognized as a world language, the Certificate of Performance (CP) would offer the students recognition of their proficiency in the language for students who wish to teach K-12 levels. Also, offering the program at Miramar College would also be responsive to our state and city population; Filipino students are the largest ethnic Asian group in both the state of California and in the city of San Diego. I. Feldman asked if there was a cap on the number of units for a CP, D. Short stated the cap is 18 units. P. Martin asked if Filipino students would take Tagalog. J. Patacsil answered that second-generation students who don't speak the language would have motivation to take the courses and students with fluency may be able to test into a higher level. P. Hopkins asked if students would be able to test into Tagalog 201. I. Feldman stated that if students test into a higher level, the student would be short by some units. J. Patacsil stated that students would be more likely to test into the lower levels, not the higher levels. D. Short asked if the award would be housed under the department of English, Communications, and Foreign Languages. J. Patacsil shared that she spoke with the department chair and assistant chair of the Foreign Languages Department, Carmen Jay and

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Adrian Arancibia, who have agreed to house the program in their department. P. Martin asked if the program could be made into an Associate Degree for Transfer (ADT). Judy responded that if the program were to be made into an ADT, the program would have to add Social Justice and Ethnic Studies courses for the ADT to be an option. M. Sanft mentioned that we attempted to create an ADT that aligns with SDSU. Many of the courses would fall under social science so a discussion needs to occur with the Social and Behavioral Sciences Dept. J. Patacsil added that there has been discussion about where to house the program, but a decision has not been made yet. J. Patacsil also noted that the best fit in terms of housing the Filipino Studies program is Social Justice. L. Pink asked if there were plans to take the program up to the state as a Certificate of Achievement (CA), J. Patacsil commented that there were no plans to do so at this time. P. Hopkins asked if we currently have a Filipino Studies associate degree. Judy stated that the program is proposed as a CP because it would be easier to start with a local degree since we already have the courses in place. P. Hopkins asked if this course would lead students to an associate degree or a baccalaureate degree, and we would want to properly inform our students of what we are preparing them for. D. Short noted that the word "Transfer" should be added before the heading "Requirements for the Major". P Hopkins added that this addition was so that we don't mislead students. D. Short mentioned that the courses for the Filipino Studies Program are a subset of the courses required for the World Language Studies degree and therefore the Filipino Studies Program can be "ladder" up to a World Language Studies degree, and the program can be approved by the committee with the understanding that the wording will be modified.

Approved with modifications. MSC S. Okumoto/P. Martin

- b) Deactivations
- c) Revisions

10) FYIs

- a) New courses
- b) Course activations
- c) Course deactivations
- d) Course revisions
- e) Distance Education
- f) New programs
- g) Program deactivations
- h) Program revisions

11) New business

D. Short commented that the policies and procedures have been outdated and are on our campus for review in anticipation of accreditation. Since the policies and procedures below concern instruction, it is appropriate for our committee to review them. The committee discussed BP 5030 together. The policies and procedures below will be reviewed by committee members as assigned below:

- a) Board Policies Review (1st reading)

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- i) Program and Curriculum Development (BP 5020)
J. Gonzales, P. Hopkins, & M. Sanft
 - ii) Philosophy and Criteria for Associate Degree and General Education (BP 5025)
R. Boyd
 - iii) Academic Freedom (BP 5030)
 - iv) Articulation (BP 5050)
I. Feldman & M. Sanft
 - v) Career and Technical Education Programs (BP 5102)
S. Moller, R. Gómez, & L. Pink
 - vi) Library Services (BP 5040)
P. Martin & M. Sánchez
- b) Administrative Procedures Review (1st reading)
- i) Instructional Program Review (AP 5019)
S. Okumoto, P. Martin, & P. Hopkins
 - ii) Curriculum Development (AP 5020)
J. Gonzales
 - iii) Instructional Program Discontinuance (AP 5021)
S. Okumoto & P. Hopkins
 - iv) Course Approval (AP 5022)
R. Gómez & P. Martin
 - v) Graduation Requirements for AS (AP 5025)
J. Librande & R. Boyd
 - vi) Philosophy and Criteria for Certificates (AP 5026)
S. Moller, P. Martin, & R. Boyd
 - vii) Articulation (AP 5050)
S. Moller & M. Sanft
 - viii) Career and Technical Education Programs (AP 5102)
J. Librande & L. Pink
 - ix) Remedial Coursework (AP 5222)
I. Feldman & M. Sánchez
 - x) Prerequisites, Corequisites, Limitations, and Advisories (AP 5260)
I. Feldman & M. Sánchez
- c) Physics 180: General Physics I
- I. Feldman mentioned that counselors have a concern regarding Physics 180 not being offered on the Miramar College campus despite the course being approved for the college. The course appears on Assist.org as a course that may be completed by students transferring out of Miramar College, since our campus does not offer the course; Counseling feels this is misleading to students who may believe they can complete the course at our campus. There was previously discussion about the reason for not offering the course which is that the course is not part of any degrees or awards. Also, counseling would like to know if the course could be added to any of

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our current science degrees. P. Hopkins commented that it is not the Curriculum Review Committee's purview to decide if and when a course is offered; the choice to offer the course is the decision of the department that would offer the course. I. Feldman asked how difficult it would be to add the course to our current degrees. P. Hopkins answered that the department faculty must first initiate the process of offering the course. I. Feldman noted that not offering the course is leading to the college having to outsource students to City College so they may complete the course there. S. Okumoto stated the department did not have that information previously, and that the department has not offered the course because they were unaware that a demand for the course existed. P. Hopkins recommended to S. Okumoto that his department have a conversation about the course. D. Short commented that the discussion about whether to add the course to a degree or not would go to the Biology Department since the course would be used as preparation for the Biology major at UCSD. If the conversation is about whether to offer the course or not, then the conversation is for the Physics faculty members. L. Pink asked if an issue like this comes up again, who brings it forth and who does it go to. D. Short answered it should be brought forward to the department faculty by whoever has the concern.

12) Old business

- a) Input to policy on civility and use of email

District Civility and Mutual Respect Policy (BP 7150) will be placed on the agenda for the next committee meeting.

13) Reports

- a) Vice President of Instruction

Interim VPI P. Hopkins mentioned that we're going to have to come up with a Program Discontinuance Procedure. D. Short commented that such a procedure should come from the Program Review Committee and that the Curriculum Review Committee can assist them if they would like help since the procedure will include more elements than just Curriculum.

- b) Articulation Officer –No Report.

- c) Curriculum Chair

D. Short shared that the Curriculum Institute which is hosted by ASCCC will take place during the second or third week in July, and committee members should consider attending as part of their professional development.

14) Roundtable –None.

15) Adjournment –Meeting adjourned at 4:19 pm.

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Attachment: Consent Agenda
September 7, 2016

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

- A. AVIM 120 Basic D.C. Electronics Theory
- B. AVIM 121A Applied Basic D.C. Electronics
- C. AVIM 203 Advanced Composites
- D. AVIM 204 Advanced Composites Laboratory