

San Diego Miramar College
Curriculum Committee
Minutes

October 19, 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 Sanchez; Mara Sanft; Wayne Sherman; Chris Silva*; Duane Short

* Nonvoting member

1) Call to order –Meeting called to order at 2:35 pm.

2) Approval of agenda –*Approved with amendments.* MSC P. Martin/M. Sanft

D. Short stated that the Consent Agenda is not listed in the meeting agenda; he requests that the Consent Agenda be included in the agenda for the committee meeting as Item 4.

3) Approval of minutes from last meeting –*Approved with amendments.*

P. Martin stated that the Graphics programs were discussed at the last committee meeting, but the minutes did not reflect the discussion of the programs, only the courses. M. Sanchez answered that it was an oversight and will be corrected by amending the minutes to reflect the discussion that took place.

Approved with amendments (above). MSC J. Librande/I. Feldman

All in Favor: R. Boyd, L. Clarke, P. Hopkins, P. Martin, S. Moller, S. Okumoto, R. Gomez, M. Sanchez, M. Sanft.

Against: None.

Abstain: L. Clarke/ L. Pink

4) Approval of Consent Agenda (see attachment below)

Approved. MSC M. Sanft/P. Martin

5) Course proposals

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

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

M. Sanft shared that BIOL 210A course needed additional material added to the laboratory. Faculty within the district have made some areas of the course more detailed in order to strengthen articulation with UCLA. L. Clarke asked if this was done for our Associate Degree for Transfer (ADT). M. Sanft mentioned that the ADT is still sitting in ACCJC, and that the

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district is still awaiting approval. P. Hopkins stated she spoke to Shelly Hess at the district office; she was informed by the district that the procedure has changed but mentioned that City College has the course approved. M. Sanft noted that students may need to be sent to City College to complete the course. L. Clarke stated that some of our students cannot get down to City College. M. Sanft suggested that Daniel Miramontez should be asked as ALO. P. Hopkins agreed. L. Clarke pointed out that students cannot transfer without the course. P. Martin asked what recourse the district has offered; if this issue has such great impact maybe persons at higher levels can address the issue. P. Martin then asked if it is the case that in a substantive change, ACCJC has to sign off on the change? P. Hopkins stated that, yes, the accrediting body has to sign off on the change.

Approved. MSC J. Librande/L. Clarke

ii) SUST 101 Introduction to Sustainability (City originated)

D. Short commented that the SUST 101 course is City-originating but affects us here at Miramar College because we also offer the course. D. Short has spoken to L. Gonzalez and she approves. This course is brought forth to the committee due to a 6-year review and a textbook update.

Approved. MSC P. Martin/M. Sanft

e) Distance Education

6) Award proposals

a) New awards

i) Homeland and International Security Studies AS

D. Short explained that the Homeland and International Security Studies AS is a new award proposal from the department of Administration of Justice (ADJU). S. Moller added that the Transportation Security Administration (TSA) wants added training for their employees. The courses included in this award were courses that were offered when we had a standing contract with the TSA, we have since lost the contract, but we still have the courses and the department would like to package them as an award. D. Short spoke with M. Sanft to evaluate whether the award could be geared towards the International Security degree at San Diego State University (SDSU). L. Clarke asked if the course enrollment for the award would be restricted in any way. P. Hopkins answered that the courses will be open to everyone. L. Clarke mentioned that there is not currently a large demand and not many students have gone through this program. S. Moller answered that demand for the courses in the award when we had a contract with TSA was low. Now, without a standing contract the audience for the award is different. L. Clarke asked if the course could be articulated to SDSU's ISCOR courses so students can complete them at Miramar College. L. Clarke added that the addition of a foreign language may be beneficial for the award. D. Short stated that a foreign language cannot be added because that would be considered a graduation requirement, not part of the major preparation courses so the state may not approve it. L. Clarke asked if the courses could be geared towards Criminal Justice at transfer institutions, since it would be difficult to promote

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9 extra units to students. I. Feldman added that articulating at least 1 course would make the award easier to promote. P. Hopkins asked if the labor market data had been researched yet. I. Feldman and L. Clarke asked for the labor market data to be researched and presented. P. Martin asked if the goal of the award was to transfer or to prepare the student for a job. L. Pink stated that due to world events, he sees a perceived demand; if labor market data shows a demand, there could be a possibility of funding through the strong workforce partnership but the questions posed by the committee must first be answered. P. Hopkins re-iterated that labor market data is needed to show where the jobs are, the strong workforce partnership is not only about interest in the field, there need to be outcomes for the students. P. Hopkins further clarified that if the award will follow a transfer pathway, the Homeland Security (HSEC) courses should be articulated or removed and a foreign language should be added; if the award will follow a career technical pathway, labor market data should be included, ADJU courses should be added, and potential employers should be surveyed regarding the knowledge students should possess, also possibly add chemistry and computer science courses. I. Feldman asked if the award could be proposed as both transfer and career technical education. D. Short answered that such instances were not common; usually awards are proposed as either transfer or career technical but not both.

Tabled (until the department can discuss and address issues and questions posed by the committee). MSC. J. Librande/ L. Clarke

b) Deactivations

c) Revisions

i) Business Administration AS-T

D. Short stated that the issue with this AST is that the previously submitted version does not include a business communications course (BUSE 119), revisions were sent to the State Chancellor's Office, and the state will not look at the AST because of the statistics course, MATH 119, which has not received CID approval. The math departments and the district are currently working out the situation with CID. D. Short states that the department is proposing to remove the "problem course", MATH 119, and replace it with an approved course BUSE 119. He further explained that once MATH 119 is approved, the department will revise the award to add MATH 119 once again.

Approved. MSC L. Clarke/I. Feldman

ii) San Diego Transit General Mechanic Apprenticeship CA

D. Short noted that the CA does not currently align with what the employer wants so the award is being revised.

Approved. MSC L. Pink/L. Clarke

7) FYIs –Reviewed; P. Hopkins comments that the LEGL deactivations may affect Miramar College.

a) New courses

i) HUMA 119 Western Humanities (Mesa)

ii) HUMA 210 Women in Religion and Myth (Mesa)

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- b) Course activations
 - i) HUMA 118 Eastern Humanities (Reactivation; Mesa)
- c) Course deactivations
 - i) DRAM 172 Beginning Musical Theatre Audition (City)
 - ii) DRAM 173 Intermediate Musical Theatre Workshop (City)
 - iii) LABR 124 California Labor Law (City)
 - iv) LABR 127 Labor Law for the Public Sector (City)
 - v) LEGL 100A Introduction to Paralegalism (City)
 - vi) LEGL 100B Legal Procedures (City)
 - vii) LEGL 105 Legal Research (City)
 - viii) LEGL 110 Legal Writing & Communications (City)
 - ix) LEGL 115 Civil Litigation – Procedures (City)
 - x) LEGL 120 Tort Law (City)
- d) Course revisions
- e) Distance Education
- f) New awards
- g) Award deactivations
 - i) Labor Law CP (City)
 - ii) News Editing and Production CP (City)
 - iii) Newswriting CP (City)
 - iv) Online Journalism CP (City)
- h) Award revisions
 - i) Interior Design AS (Mesa)
 - ii) Interior Design CA (Mesa)
 - iii) Labor Studies AS (City)
 - iv) Labor Studies CP (City)
 - v) Liberal Arts and Sciences: Business Studies AA (Mesa)

8) New business

9) Old business

- a) Board Policies review update
- b) Administrative Procedures review update

The committee discussed the above items as a group.

D. Short shared that the policies and procedures have gone through the process at the district. P. Hopkins commented that there was a virtual vote and some items had to be pulled since changes from Miramar College were not included in the voted documents.

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

L. Pink stated that the topic regarding appropriate use of email came about in his role as department chair where some students were sending inappropriate emails. L. pink shared that he found a policy from 1996 which was the closest item to addressing the issue. He further shared that he devised an

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email “code of conduct” which upon implementation put an end to inappropriate emails. L. Pink felt it was important to include in the board policy discussion because there is nothing in our board policies that specifically addresses email. P. Hopkins commented that if a statement regarding email is made, Board Policy 3100 is the most appropriate place to do it. D. Short added that the email code of conduct can be addressed internally through the department chairs, or through student services at the district level.

10) Reports

- a) Vice President of Instruction –None.
- b) Articulation Officer
M. Sanft reported that the 3 Articulation Officers in the district are currently trying to find a resolution to the MATH 110 CID indicator question raised at the last committee meeting.
- c) Curriculum Chair –None.

11) Roundtable

P. Hopkins announced that M. Sanchez would be joining the district’s ERP project effective November 7th 2016.

12) Adjournment – Meeting adjourned at 4:10 pm.

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Attachment: Consent Agenda
October 19, 2016

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

- A. ADJU 304A Intermediate Traffic Accident Investigation
- B. ADJU 305A Advanced Traffic Accident Investigation
- C. ADJU 307A Traffic Enforcement Radar Certification
- D. ADJU 383 POST Certified Regional Academy Module 3
- E. ADJU 384 POST Certified Regional Academy Module 4