

San Diego Miramar College
Curriculum Committee
Minutes

November 2, 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.
- 3) **Approval of minutes from last meeting** – Approved with grammatical edits requested by R. Boyd
Approved. MSC M. Sanft/ R. Boyd

All in Favor: Reggie Boyd, Isabella Feldman, Paulette Hopkins, Scott Moller, Sadayoshi Okumoto, Larry Pink, Rodrigo Gomez, Margarita Sanchez, Mara Sanft

Against: None

Abstained: W. Sherman, S. Okumoto

- 4) **Approval of consent agenda**
Approved. MSC W. Sherman/M. Sanft

5) Course proposals

- a) New courses
- b) Activations
- c) Deactivations
 - i) BANK 104 Principles of Loan Processing
 - ii) BANK 106 Loan Underwriting
 - iii) BANK 108 Principles of Loan Closing

The committee discussed items ci-ciii as a group.

D. Short stated that the deactivations are part of the certificate for Mortgage Banking and Brokerage. The certificate was targeted for the growing housing market of the 1980's. D. Short stated that the field has since changed and enrollment in courses for the certificate has been low. There has been input from the department to revise the courses and expand the offerings to cover more occupations than just loans. Currently, the courses are too specialized and the department would like them to be broader. The 3 CPs (items 6-b-i-iii) are tied to theses 3 courses. R. Boyd stated that there are currently 10 students in the system that have education plans for the banking degree (AA/AS), and 5 students who are completing a certificate. R. Boyd asked if the aforementioned courses being deactivated would be able to be substituted for the 15 students mentioned above. D. Short answered that the students may substitute for the restricted electives in the program and that the department would want to accommodate any students still in the

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program. P. Hopkins asked what would happen to the students in terms of counseling? I. Feldman shared that she had the same question, she asked when the deactivation would take place and if the committee could wait to vote on the deactivation of the courses. P. Hopkins asked why students were taking the courses scheduled for deactivation if there are no jobs available. D. Short clarified that there still are jobs in the field, but not many. I. Feldman also mentioned that there are also students that do not go through counseling and look through the catalog themselves. D. Short stated that the course deactivations are proposed for fall 2017 and that some courses will still be offered in the spring. W. Sherman asked if the department was not planning to offer the courses. D. Short stated that he sees there are 3 scenarios for these courses; the first is to not offer the courses; the second is to ditch the entire program and any students in the program are out of luck unless they have catalog rights; and the third is to broaden the program to include people in other occupations. I. Feldman asked if students could be notified so they are aware that the courses are being deactivated instead of just "pulling the plug". I. Feldman further added that the courses may not be substituted within a CP. L. Pink asked if students could be notified through their current business courses since we do not know the identity of the 15 students still completing the program. D. Short stated that the current BANK 102 instructor could be asked to notify students. P. Hopkins stated that the Business Department should reach out to students and direct them to counseling. I. Feldman stated that before students are referred to the counseling department, she and counseling would like to see the third option proposed earlier so counseling can gauge the students and suggest course substitutions. W. Sherman asked I. Feldman if her concerns regarding these deactivations had been satisfied. I. Feldman responded that she was unsure, since there are no substitutions for the CP. W. Sherman asked if there should be a motion to deactivate or to table the items. R. Boyd responded that since the courses could be substituted for the awards, that he was okay with deactivating the courses. I. Feldman stated that there was still an issue with the CP because courses for a CP may not be substituted. L. Pink shared that he liked the idea of not deactivating but not offering the courses and placing a notice to students in the college catalog. D. Short stated that the district will not put notes like that in the catalog. I. Feldman shared that she would like the list of the students; she motions to table these course revisions until a list of students still in the program has been provided to counseling so the students can be serviced. The committee agrees that more research is necessary before the courses are deactivated. I. Feldman would like to approve deactivations dates of fall 2018 and ask the research office (through VPI Hopkins) to identify the students still enrolled in the program to see if any of the courses need to be offered one last time. S. Okumoto asked what if the research office identifies the students and it is determined that the courses can be deactivated in fall 2017. D. Short answered that if we approve the deactivations for fall 2018 then the courses could not be deactivated in fall 2017. P. Hopkins suggested that the item be tabled until all loose ends were tended to. I. Feldman retracted her motion.

Tabled until next committee meeting. W. Sherman /I. Feldman

d) Revisions

- i) DSPS 040 Individual Assessment and Educational Planning (Mesa originated)

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D. Short mentioned that Miramar College is waiting on the revision of this course to go through the CurricUNET process so Miramar College can deactivate the course on its campus. R. Boyd commented that the proposed start date of the revision of the course was dated Fall 2015 and should be corrected.

Approved (Mesa's Revision). MSC P. Hopkins/ W. Sherman

e) Distance Education

i) CHIL 162 Observing and Guiding Child Behavior

D. Short explained that the CHIL 162 course was being proposed for full distance education.

Approved. MSC W. Sherman/P. Hopkins

6) Award proposals

a) New awards

i) Public Safety Management CP

D. Short stated that the Public Safety Management CP is an interdisciplinary certificate under the Business Department. D. Short explained that half of the jobs in police departments and other such agencies are for sworn peace officers, while the other half of the jobs are filled by office people. D. Short further mentions that there a lot of students in the police academies who will not be sworn peace officers; the Business Department seeks to provide a pipeline for those students who will work in an office within a public safety environment. D. Short stated that the new award would incur any new costs to the college, the college is re-packaging courses. P. Hopkins asked if the department has an advisory board. D. Short answered that the award had been presented to the board. P. Hopkins asked if the board had both seen the award and supported it. D. Short stated that the business board had not seen the award but the LMI data shows several job openings. D. Short also stated that he understood that the certificate had been presented to the administration of justice advisory board but he will confirm with the chair of the department. I. Feldman asked if the certificate would be enough for students to get a job or if it would be in conjunction with another degree? D. Short answered that it would be in conjunction with an associate's degree or a certificate of achievement. P. Hopkins expressed concern regarding the advisory board's input. She further stated that the advisory boards have very good and helpful input regarding the awards. D. Short explained that the department wanted to start with a small award, D. Short stated that the award could be taken to the Business Department's advisory board for input. P. Hopkins stated that even though the college will not incur any added costs with this award, it is not helpful to build awards that do not lead to jobs. M. Sanft shared her observation regarding LMI data, she stated that faculty work very hard to collect all data and then the committee kicks back their work, she stated that maybe the committee should require the data before the proposals get to the committee, that way the proposals are as complete as possible. D. Short requested to withdraw the award until more information is acquired.

No Vote needed.

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b) Deactivations

- i) Loan Closer CP
- ii) Loan Processor CP
- iii) Loan Underwriter CP

The committee discussed the above deactivations as a group.

D. Short stated that the business department felt there was no reason to keep the Loan Certificates of Performance since the college would not want new students to sign up for the awards. S. Okumoto asked how important it would be to have the CPs in order to get a job. D. Short stated that the courses would be more important for skills necessary to a job in the field. D. Short commented that it would seem logical to deactivate the program and that students with catalog rights can still finish their program and any extra courses can be taught-out. P. Hopkins asked to table the revisions until the next committee meeting and process all related items at one time.

Tabled. MSC W. Sherman/ I. Feldman.

c) Revisions

- i) Financial Services AS
- ii) Financial Services CA

The above revisions were discussed by the committee.

D. Short stated that the revisions for the Financial Services awards keep the focus in banking and finance; these awards have been discussed with the advisory board for the department and the board itself gave input on some of the courses. W. Sherman stated that it seemed like the process was in the wrong order and the courses for these awards should be approved before the revisions for the awards. D. Short stated that the courses and awards would go to CIC as a package. P. Hopkins asked what the MATH 120 and MATH 121 courses were. W. Sherman answered that the courses are applied calculus courses.

Approved. MSC W. Sherman/ R. Boyd

7) FYIs –Reviewed with no comments.

- a) New courses
 - i) EXSC 180B Track and Field II (Mesa)
- b) Course activations
- c) Course deactivations
- d) Course revisions
 - i) MUSI 137 Singing Plus (Mesa)
- e) Distance Education
- f) New awards
- g) Award deactivations
- h) Award revisions

8) New business

- a) Proposed new subject designator Radiologic Technology Advanced Modalities (RTAM) at Mesa

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Item 8-a has been discussed with no comments.

b) CCC Curriculum Inventory data entry and monitoring

D. Short asked who on campus would maintain data entry and monitoring to the CCC Curriculum Inventory while M. Sanchez was on ERP assignment. P. Hopkins and M. Sanchez explained that data entry and monitoring for Miramar College was handled by the District's Instructional Services Office.

9) Old business

a) Administrative Procedure revisions

D. Short shared that the Administrative Procedure revisions had been discussed at CIC; none of Miramar College's changes had been reflected at that meeting and the revisions were pulled. Since then, the revisions and suggestions from Miramar College were approved. The only exception being Administrative Procedure 5019-Instructional Program Review; the district decided to keep the original definition which is the same as the State Chancellor's Office.

10) Reports

a) Vice President of Instruction –None.

b) Articulation Officer –None.

c) Curriculum Chair –None.

11) Roundtable

M. Sanft shared a FYI with the committee; she mentioned that the student learning outcomes (SLOs) have been disappearing from the revision documents and the district office is working to solve the issue.

12) Adjournment –Meeting adjourned at 3:57 pm.

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Attachment: Consent Agenda
November 2, 2016

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

- A. ADJU 310A Deputy Leadership Session 1: Leadership, Power, and Authority
- B. ADJU 310B Deputy Leadership Session 2: Learning, Goal Setting, and Value Systems
- C. ADJU 310C Deputy Leadership Session 3: Development, Integrity, and Ethics
- D. ADJU 310D Deputy Leadership Session 4: Principles, Preferences, and Perspectives
- E. ADJU 310E Deputy Leadership Session 5: Time Management, Motives, and Discipline
- F. ADJU 310F Deputy Leadership Session 6: Trends, Change, and Group Dynamics
- G. ADJU 310G Deputy Leadership Session 7: Future Files, Politics, and Risk Taking
- H. ADJU 310H Deputy Leadership Session 8: Teams, Technology, and Program Effectiveness
- I. LEGL 106 Computer Assisted Legal Research (CALR)
- J. LEGL 140 Law Office Management and Technology