

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

November 15, 2016, 2:30-4:30  
L-107

**Members:** Nada Adjadj\*; 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); Shaunna Elmone (for Margarita Sanchez) Mara Sanft; Wayne Sherman; Duane Short; Chris Silva\*

\*Nonvoting member

**1) Call to order**

The meeting was called to order at 2:31 pm.

**2) Approval of agenda**

The agenda was approved with the following changes:

Remove Item III. Minutes

Add

5) Course Proposals

d) Revisions

ENGL 101 - Mesa

ENGL 105 – Mesa

7) FYIs

a) New Courses

JOUR 204 – Mesa

SPAN 125 - Mesa

c) Deactivations

CBTE 162 Webpage Creation - Mesa

CBTE 165 Webpage Creation – Dreamweaver – Mesa

f) New Awards

Network Security CP – City

g) Award Deactivations

Digital Media Production AS – City

Media Management Marketing AS – City

*Approved.* MSC Sherman/Sanft .

**3) Approval of minutes from last meeting**

*Held for next meeting.*

**4) Approval of consent agenda – *Approved.* MSC Sherman/Sanft.**

**5) Course proposals**

a) New courses

i) BANK 100 Introduction to Financial Services – *Approved with revisions.* MSC Sherman/Boyd.

ii) BANK 101 Introduction to Investments – *Approved with revisions.* MSC Sherman/Boyd.  
Courses will need to be synced with CIC at the District level.

b) Activations

c) Deactivations

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- i) BANK 104 Principles of Loan Processing
- ii) BANK 106 Loan Underwriting
- iii) BANK 108 Principles of Loan Closing
- iv) FIPT 150C Introduction to Fire Suppression and Maintenance Manipulative Tasks (Advanced)

*Approved.* MSC Sherman/Clarke

Discussion was given to extend the deactivations through Fall 2018. There is a plan to advertise the closing of the certificate program in the college schedule.

- d) Revisions
  - i) ENGL 101 Reading and Composition – Mesa
  - ii) ENGL 105 Composition and Literature – Mesa

*Approved.* MSC Sanft/Boyd

- e) Distance Education

**6) Award Proposals**

- a) New awards
- b) Deactivations
  - i) Loan Closer CP -
  - ii) Loan Processor CP
  - iii) Loan Underwriter CP

*Approved.* MSC Sanft/Boyd

- c) Revisions

**7) FYIs**

- a) New courses
  - i) JOUR 204 Social Media in the Digital Age (Mesa)
  - ii) SPAN 125 Spanish for Health Care Professionals I (Mesa)
- b) Course Activations
  - i) DRAM 127 Sound of Theatre (reactivation; Mesa)
- c) Course deactivations
  - i) ENGL 042 College Reading and Study Skills I (City)
  - ii) ENGL 043 English Review (City)
  - iii) ENGL 048 College Reading and Study Skills II (City)
  - iv) ENGL 049 Basic Composition (City)
  - v) LEGL 180 Contract Law (City)
  - vi) PERG 025 Student Government (City)
  - vii) PERG 127 College Success Skills (City)
  - viii) REAL 166 Common Interest Development (City)
  - ix) CBTE 162 Webpage Creation (Mesa)
  - x) CBTE 165 Webpage – Dreamweaver (Mesa)
- d) Course revisions
- e) Distance Education
- f) New awards
  - i) Small Business Management and Entrepreneurship AS (Mesa)
  - ii) Small Business Management and Entrepreneurship CA (Mesa)
  - iii) Network Security (City)

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- g) Award deactivations
  - i) Digital Media AS (City)
  - ii) Media Management Marketing AS (City)
- h) Award revisions

*All FYI items were reviewed with no comments.*

**8) New Business**

- a) Committee screening of CCCC award paperwork – There are two parallel approval processes; one to the District and one to the State Chancellors Office. There is a problem with the approval process at the District level, where we have approved the proposal, but the application never catches up with the proposal. Should we try to align these processes so that we do not hold them up? The committee decided that for the time being the CCCC application and associated paperwork would be screened at Tech Review and then the application and curriculum proposals will move through the system as a package. The advantage is that when it does get to the Tech Review, the employment data will already have been done. Also it allows other than the originator, the proposal and application to be screened by someone else.

**9) Old business**

- a) Financial Services AS/CA revision – According to Shelly Hess (district office), there has not been a substantive change in Financial Services AS/CA. Not required for local Deans approval. Sent to State Chancellors Office.

**10) Reports**

- a) Vice President of Instruction – No report
- b) Articulation Officer – No report
- c) Curriculum Chair – No report

**11) Roundtable**

L. Clarke discussed that CHEM 103 does not meet prereqs for BIOL 205. Articulation officers are looking into the possibility of adding CHEM 103 as a prereq to BIOL 205.

**12) Adjournment**

The meeting was adjourned at 4:02pm.