San Diego Miramar College
Curriculum Technical Review Subcommittee
Meeting Minutes

September 26, 2018, 2:30-4:30
M-201

Members: Isabella Feldman; Cheryl Reed; Jennifer Ock; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman

1) **Call to order** – 2:35 PM

2) **Approval of agenda**

   a) D. Short proposed EXSC 292 & 293 be removed from today's agenda and replaced with FIPT 150B & FIPT 150C.

   b) M. Palma-Sanft requested to add a discussion item regarding the format of the Course Outline of Record. It was added to item B under Old Business.

   c) Approved

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

4) **Course proposals**

   a) ANTH 102:

   i) D. Short went over the Tech Review Checklist, which was a summarized guideline for course and awards proposals.

   ii) D. Short mentioned that C. Reed stated the ENGL 101 advisory is appropriate and supported by the items in the writing assignments.

   iii) Capitalized Scientific revolution' (Section II. 1. A. II. A. 1.), 'natural selection' (Section II. 1. A. II. A. 3.), and 'Human genome project' (Section II. 1. A. V. F. 1).

   iv) D. Short stated questions should not be in the topics; Removed 'Are Neandertals archaic Homo sapiens?' (Section II. 1. A. XII. C. I.).

   v) Lowercased 'Modern humans' (Section II. 1. A. XIII.).

   vi) Capitalized all model titles (e.g. The partial replacement model) [Section II. 1. A. XIII. A. 1-4].

   vii) Inserted closed parentheses after 'reader(s' (Section II. 1. D. I.).

   viii) Inserted oxford comma before 'and evaluating' (Section II. 1. E. I.).

   ix) Approved with edits and possible edits to Outline of Topics with consultation of originator.

   b) ANTH 104:

   i) D. Short explained state regulation states that if a field trip is required, it should be included in the course outline as 'may be required' or 'required'. If a field trip is not required, an instructor cannot require students to go on one; hence, 'maybe required' is default terminology. A. Stiller-Shulman commented the Museum of Man's name is changing. D. Short stated he will double check with Anthropology department if field trip to San Diego

Zoo and/or Museum of Man is required and if the pass (Section 4 Supplies 1) is required for students to supply.

    ii) Lowercased 'Hominin' (Section II. 1. A. XII).

    iii) Omitted extra period in 'Sabrina C..' (Section 4 Textbooks 3).

    iv) Approved with edits and with questions for originator.

c) ECON 120 (Held from last meeting):

    i) Held for next meeting. M. Palma Sanft stated she will follow-up with Economics department.

d) ECON 121 (Held from last meeting):

    i) Held for next meeting. M. Palma Sanft stated she will follow-up with Economics department.

e) ENGL 101 (Referred by Curriculum Committee):

    i) M. Palma commented on the requisites and suggested that they should be adjusted as part of the revision proposal.

    ii) D. Short stated the English department asked to hold ENGL 101 for the time being. Their goal is to activate ENGL 31 but with revisions. He is waiting for the department's decision to either put forward the activation proposal for ENGL 31 to be followed by revision proposal once activated or create a revision with an activation proposal at the same time.

f) EXSC 292 (taken out) – FIPT 150B:

    i) W. Sherman noted 'V.' should be removed under 'Physical fitness' (Section II. 1. A. IV.).

    ii) Approved with edit.

g) EXSC 293 (taken out) – FIPT 150C: Approved

5) Program proposals

a) Business Management AS:

b) Business Management CA:

    i) D. Short explained the business department is reorganizing their awards into three programs: Business, Entrepreneurship, and Financial Services. For the Business-related electives, students can now take both CISC 181 and CBTE 210.

    ii) Business Management AS and CA approved.

c) Family Child Care CP:

    i) D. Short explained that despite the fact that there are about 9 proposals with revisions, the committee is only reviewing one and if there are any edits, they will be applied to the rest. The proposal adds CHIL 133 and CHIL 135 as alternate curriculum course options to reduce the number of petitions, the additional suggested courses for updating one's state credential (found in the catalog) have been removed from Curricunet.

    ii) Approved

d) Public Safety Management AS: Approved

e) Public Safety Management CA: Approved

   i) D. Short explained the Public Safety Management AS and CA are alternate pathway programs for civilian positions in public safety agencies such as police departments since a majority of the students in the Administration of Justice programs will not become law enforcement officers. I. Feldman inquired about the positions that fall under such a category, and D. Short mentioned court clerks, office managers, communication technicians, evidence custodians, etc.

   ii) Public Safety Management AS and CA had been approved.

6) Other business

   a) Tech Review Checklist:

      i) D. Short asked the members to look over the list and provide any suggestions. However, for each section of the courses and awards, it would be best to keep each at a maximum of one page.

   b) Format of Course Outline of Record (Added to agenda at M. Palma Sanft's request):

      i) M. Palma Sanft stated Mesa College's Articulation Officer mentioned the following concern will be brought up to the District's Articulation Counsel meeting. She received pushback from private institutions for the language, 'may include', in the Reading Assignments/Writing Assignments/Appropriate Outside Assignments section in Curricunet. She suggested putting these under Methods of Instruction. D. Short stated that the categories come from Title V and ASCCC's language. Before any changes are made, he suggests the articulation officers review that guidance. He described that in Curricunet, there is a free-text field under the Writing Assignments' language ('writing assignments are required … to, the following: ') and the following can be incorporated: 'Notwithstanding the template language above, students are required to develop at least one of the ….'.

7) **Roundtable** - None

8) **Adjournment –** 4:34 PM