

San Diego Miramar College
Curriculum Technical Review Subcommittee
Meeting Minutes

February 13, 2019, 2:30-4:30

M-108

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

1) Call to order – 2:32 P.M.

2) Approval of agenda – Approved.

3) Approval of minutes from last meeting – Approved.

- a) M. Sanft proposed adding the GE attributes to the Curriculum Technical Review Subcommittee Checklist. D. Short will incorporate the change into the checklist.

4) Course proposals

a) BUSE 115

i) The committee discussed the following:

- (1) Verification of identity for online courses and having midterm/final assessments be given in-person in addition to incorporating this procedure for appropriate courses moving forward.
- (2) Academic versus department policy for administering exams in-person or online.
- (3) Mathematics prerequisites and their removal which jeopardizes CID and articulation status.

ii) W. Sherman will bring up the distance education issue at the Curriculum Committee.

iii) M. Sanft will follow up in regards to any intent to administratively remove prerequisites from courses without Curriculum Committee approval.

iv) Approved and forwarded with edits; may include removal of MATH 057A as a prereq option following discussion with Francois Bereaud.

b) ADJU 322A – Approved and forwarded with adding Public Safety as a discipline.

c) ADJU 348A – Approved and forwarded with adding Public Safety as a discipline and a question to the originator about advisories.

d) ADJU 361D – Tabled.

e) ADJU 361M – Tabled.

f) ADJU 378 – Tabled.

g) FIPT 104 – Approved and forwarded with edits.

h) FIPT 111 – Tabled.

5) Program proposals

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6) Other business

- a) Program description coordination for catalog and website
 - i) K. Hill stated his concerns in regards to updating the program descriptions on the website since it may or may not be fully vetted by the appropriate channels.
 - ii) The committee discussed the organization chart (what programs, which certificates they belong to, etc.) is handled by the Curriculum Committee while the programs' wording is handled by the Office of Instruction.
 - iii) The committee agreed the Office of Instruction will take on the responsibility of coordination for the program organization and its description edits in the catalog and website moving forward once an Office of Instruction personnel receives the appropriate training from the Instructional Computing Support Office.

7) Roundtable

- a) M. Sanft will speak to Shelly Hess in regards to administratively changing the current number system for the placement levels.

8) Adjournment – 4:03 P.M.