

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

October 2, 2019, 2:30-4:30  
Room R1-108A

**Members:** Jon Alva; Matthew Cain; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman (proxy for Alex Mata); Ryan Zimmerman

\* Permanent guests

- 1) **Call to order** – 2:35 P.M.
- 2) **Approval of agenda** – Motion to approve by M. Sanft; seconded by I. Feldman; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by J. Alva; seconded by M. Sanft; motion carried.
- 4) **Approval of consent agenda** – Motion to approve by M. Sanft; seconded by I. Feldman; motion carried.
- 5) **Course proposals**
  - a) New courses
    - i) FIPT 381P Firefighter I Test Preparation and Fire Control 3 (walk-in)
      - (1) D. Short stated FIPT 381G is a test preparation and certification course for firefighting which is currently active. It is the capstone course for two of the pathways (Heartland Academy or a series of individualized courses at Miramar College) to be a firefighter. FIPT 381G has instructional and assessment components. Due to the amount of funding needed to run the course, the assessment component must be removed. As an alternate option, FIPT 381P removes the assessment component but still retains the instructional component. FIPT 381G remains as the capstone course at the Heartland Academy. The Fire department would like to offer FIPT 381P for Spring 2020 and D. Short has input the request to the District. If approved, the item will need to be walked into Curriculum Instructional Council (CIC).
      - (2) D. Hall stated any testing conducted at the end of a firefighting program is upheld by Miramar College’s accreditation with State Fire training. To be an accredited program with State Fire training is a voluntary decision, which each community college makes. Moving forward, Miramar College’s advisory committee’s goal is to have students earn a Firefighter I certification for entry-level employment. This is also a highly desirable qualification for employment in large cities. The onus is on the community college to properly fund the respective programs. Due to the current underfunding of Miramar College’s Fire Academy in conjunction with the District’s financial conditions, it is not likely the Fire Academy program can be conducted in the same manner as the other programs across the state do so. Other academies include the exam component while for Miramar College, it is cost-prohibitive to do so. The solution is to remove the exam

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piece from the curriculum. State Fire training recently came by for accreditation review and expressed concerns over the lack of an exam component. In order to receive accreditation and per the voluntary agreement with State Fire training, Miramar College is obligated to provide two exams on an annual basis. State Fire training stated language must be clearly written and accessible to the students delineating the opportunity for taking the exam with an outside agency. One idea involves partnering with Emergency Technologies, Inc. (ETI), which charges a 25% additional fee for the students. This method will be a negative impact for students whom receive financial aid (e.g., GI Bill). From a positive standpoint, the solution will allow the academy to continue business as usual. However, it must be determined if it is appropriate to utilize ETI's services since Miramar College's accreditation may possibly be at jeopardy. A second idea involves setting up a contract with Heartland to provide the exam but the students will physically take the exam at Miramar College. A cost and liability analysis must also be assessed. FIPT 381G will still continue to be offered for Miramar College's Regional Academy and Heartland's Regional Academy.

- (3) The committee discussed the following points:
  - (a) Certification being an option for students and hence, the fee is voluntary
  - (b) The option for D. Short to work with D. Hall in drafting language stating that the intention of the course is to prepare students for the certification exam and incorporating said language into the course catalog description
  - (c) State Fire training's concerns about ETI conducting the exam component rather than a fire agency doing so
  - (d) NFPA equipment (protective clothing) required for course; GI Bill possibly not covering equipment costs
  - (e) Upfront total cost sheet and handbook being available for potential students.
  - (f) Passing off costs to students may potentially lower student diversity
  - (g) Current cohort of students depending on a June 2020 course
  - (h) If FIPT 381P does not receive approval, FIPT 381G's testing cannot be conducted on or after July 1<sup>st</sup> since the burn facility will be utilized during the summer months and the State Fire curriculum changing effective July 1st
- (4) Motion to approve FIPT 381P with the caveat that allows D. Short to work with D. Hall in drafting language stating that the intention of the course is to prepare students for the certification exam, having the State Fire accreditation agency reviewing and vetting the said language, incorporating said language into the course catalog description and walking the proposal into CIC by I. Feldman; seconded by P. Hopkins; motion carried.

- b) Activations
- c) Deactivations
  - i) ARTG 290 Independent Study in Graphic Design
  - ii) CHIL 290 Independent Study
  - iii) GEOG 290 Independent Study
  - iv) HUMA 290 Independent Study
  - v) PHIL 290 Independent Study

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- (1) D. Short stated he has been reviewing the course outlines for the Independent Study courses if the faculty planned to offer them in the near future. For the courses listed above, the departments have stated they plan to not offer them in the near future.
  - (2) Motion to approve ARTG 290, CHIL 290, GEOG 290, HUMA 290, and PHIL 290 by M. Sanft; seconded by I. Feldman; motion carried.
- d) Revisions
- i) CHEM 111L Chemistry in Society Laboratory (Mesa originating)
    - (1) D. Short stated the Chemistry department approves of the CHEM 111L proposal.
    - (2) D. Short reported that W. Sherman suggested Student Learning Objective #5 should be changed from "In each experiment, identify the ..." to "In experiments, identify the ...." or "Through experiments, identify the ....".
    - (3) Motion to approve with the suggested change to Mesa College by M. Sanft; seconded by J. Alva; motion carried.
  - ii) CHEM 251 Quantitative Analytical Chemistry (City originating)
    - (1) D. Short stated the Chemistry department reviewed the CHEM 251 proposal and requested to add another Method of Evaluation [using a system to analyze the chemical composition (computer or some type of data system)] in addition to software in the Example Materials. City College approves of the suggestions.
    - (2) D. Short reported that W. Sherman stated in the corequisite section both MATH 121 and MATH 122 are listed but MATH 121 is a prerequisite to MATH 122.
    - (3) The committee discussed the following points:
      - (a) Articulation reasons for listing both MATH 121 and MATH 122 as corequisites
      - (b) Campus Solutions system issue when clearing prerequisites and corequisites
    - (4) Motion to approve with the understanding that D. Short will contact the Curriculum Chair for City College in regards to the reasoning for listing MATH 121 and MATH 122 in the corequisites section by M. Sanft; seconded by I. Feldman; motion carried.
  - iii) EXSC 166A Golf I (Mesa originating)
  - iv) EXSC 166B Golf II (Mesa originating)
    - (1) D. Short stated the Exercise Science department approves of the EXSC 166A and B proposals.
    - (2) The committee discussed the following points:
      - (a) Relation between range in hours and the unit value for the course; physical education activity courses approved to be in the range of 32 to 36 hours
      - (b) Amount of content coverage in relation to the hours; unit value being derived from the range of hours faculty set to teach the course
      - (c) Inputting a specific range of hours (anywhere from 24 to 47 for 0.5 units) to override the default 24 to 27 hours in CurricUNET
    - (3) Motion to approve EXSC 166A and EXSC 166B by M. Sanft; seconded by I. Feldman; motion carried.
  - v) MATH 038 Pre-Algebra and Study Skills (City originating)
    - (1) D. Short stated the Mathematics department approves of the MATH 38 proposal. The department is offering two sections of MATH 038 in Fall 2019.

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- (2) R. Zimmerman suggested removing the repeated Student Learning Objective # 15, which has been listed twice.
- (3) Motion to approve with the suggested change by I. Feldman; seconded by J. Alva; motion carried.
- vi) MATH 044 Supervised Tutoring in Math (City originating)
  - (1) D. Short stated Donnie Tran approves of the MATH 044 proposal.
  - (2) D. Short stated City College is proposing to add Distance Education for Mesa College, which is a process violation in CurricUNET. He has brought forth the issue to the Curriculum Chairs at City and Mesa College. He will also pull the item at CIC if the proposal is not correctly edited.
  - (3) Motion to approve by M. Sanft; seconded by I. Feldman; motion carried.
- vii) MUSI 257A Guitar Ensemble I (Mesa originating)
- viii) MUSI 257B Guitar Ensemble II (Mesa originating)
- ix) MUSI 257C Guitar Ensemble III (Mesa originating)
- x) MUSI 257D Guitar Ensemble IV (Mesa originating)
- xi) MUSI 268A Beginning Ear Training I (Mesa originating)
- xii) MUSI 268B Beginning Ear Training II (Mesa originating)
  - (1) D. short stated the Music department approves of the MUSI 257A – D and MUSI 268A – B proposals.
  - (2) The committee discussed the change from 2 units of lecture/lab to 1 unit of lab for MUSI 257A – D.
  - (3) Motion to approve MUSIC 257A, MUSI 257B, MUSI 257C, MUSI 257D, MUSI 268A, and MUSI 268B by I. Feldman; seconded by J. Alva; motion carried.
- xiii) PHYS 125 General Physics (City originating)
  - (1) D. Short stated the Physics department approves of the PHYS 125 proposal.
  - (2) M. Sanft stated she would like to confirm CID approval and suggested to move the proposal forward with the caveat of pulling the item from CIC if there is an issue with CID.
  - (3) Motion to approve by M. Sanft with the caveat that M. Sanft will confirm CID approval and if there are any issues, she will pull the item at CIC; seconded by I. Feldman; motion carried.
- xiv) PSYC 101 General Psychology (Mesa originating)
  - (1) D. Short stated the originator confirmed the Psychology departments at the respective colleges coordinated with one another in regards to the PSYC 101 proposal and all the respective departments approve.
  - (2) Motion to approve by M. Sanft; seconded by J. Alva; motion carried.
- a) Distance Education
  - i) ARTF 150B Beginning Graphic Design (removal of DE option)
    - (1) D. Short stated the only change is the removal of the distance education option.
    - (2) Motion to approve by W. Sherman; seconded by I. Feldman; motion carried.

**2) Award proposals**

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- a) New awards
- b) Deactivations
- c) Revisions

### 3) New business

- a) Proposed change to Miramar's participatory governance committee structure
  - i) D. Short stated the Academic Senate President, Laura Murphy, disseminated a document in regards to the proposed change for the governance structure at Miramar College. The document states some committees will fall under a revised group (currently College Executive Committee) and Academic Senate. The Curriculum Committee will continue to stay under the Academic Senate's purview.
  - ii) P. Hopkins stated there will be two types of committees based on their respective functions: academic and professional matters, which reside under faculty purview versus college governance matters in which all constituents (e.g., classified, management, etc.) are able to weigh in on. The present governance structure is convoluted. Currently, Academic Standards Subcommittee answers to Academic Affairs and Curriculum Committee. However, Academic Affairs may possibly be dissolved. There has been discussion either having Academic Standards only under the Curriculum Committee or dissolving Academic Standards Subcommittee and having the Curriculum Committee adopting its charge.
  - iii) The committee discussed the following points:
    - (1) Academic Standards Subcommittee's charge
    - (2) Date of adoption and implementation of new governance changes (possibly Spring 2020 or Fall 2020)
  - iv) D. Short stated if the committee members have feedback regarding this matter, he/she can inform him and the item will be placed back on the agenda for the next meeting. If there is no feedback, the committee will agree with the stance that the committee is fine with staying under Academic Senate and possibly having Academic Standards Subcommittee under the Curriculum Committee's purview.

### 4) Old business

- a) Enforcement of discipline assignments
  - i) D. Short stated he spoke with Vice Chancellor Stephanie Bulger. She will be meeting with Human Resources in order to explain the differences between a subject area and a discipline and the negative outcomes of not adhering to the rule of hiring by discipline (e.g., artificially restricting or increasing the pool by not allowing a qualified person to teach the course or allowing a unqualified person to teach the course).
- b) Implementation of new DE categories (FO, PO, OFI) in schedule and Curricunet.
  - i) D. Short stated J. Ock had reached out to Margarita Sanchez in order to notify her of the draft law that will be implemented in the near future and if the distance education categories can be revised in Campus Solutions. There was no response from M. Sanchez. J. Ock will follow up with her.
- c) Proposed new subject area: Lifeguarding (LGRD)
  - i) D. Short stated the new subject area, LFGD (new lettering as proposed in the previous Curriculum Committee meeting rather than LGRD), did not receive any opposition at the

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previous CIC meeting. The matter will be brought forth to the respective Curriculum Committees at City and Mesa College. Mesa College offers EXSC 118 Lifeguard Training and EXSC 119 Water Safety Instructor. These two courses may utilize the LFGD subject area and their respective course outlines would need to clearly state the courses are for aquatics purposes.

- d) CIC committee organization
  - i) The CIC members agreed to not create a separate committee at the same level of CIC. Rather, the subcommittees under CIC will be reinvigorated and their respective charges will be expanded. The Policies and Procedures Subcommittee will work on revising the current charges of the other subcommittees.

### 5) Reports

- a) Vice President of Instruction – P. Hopkins stated the respective managers and officers are signing off on the certification of courses, a documentation which allows for local curriculum approval with the exception of ADTs and new CTE programs.
- b) Evaluator – None.
- c) Articulation Officer – None.
- d) Curriculum Chair
  - (1) D. Short stated the Curriculum Committee had approved MATH 277D at the previous meeting and agreed to walk it into the next CIC meeting. However, Title V states institutions are not allowed to award academic credit for tutoring. The proposal is currently on hold with the originator's consent.
    - (a) The committee discussed the following points:
      - (i) Claiming apportionment for MATH 277D
      - (ii) The item being on the next CIC agenda
  - (2) The College Executive Committee has approved the proposed change to the Curriculum Committee governance document. The change will be included in the next published governance manual.
  - (3) The CIC members continued discussion regarding the language in the schedule and catalog ["must" in "must enroll in ENGL 101X (ENGL 101 and ENGL 031 Learning Community)], which states one must take the Learning Community ("X") courses. The three Curriculum Committee chairs drafted new language (removed "prerequisite") and sent the document to Erica Marrone and Vice Chancellor Lynn Neault to see if the language can be implemented into Campus Solutions.
  - (4) During a past Academic Senate meeting, certain faculty were not happy with the six units of separation for the multiple degrees, but the item had been temporarily passed for six units to be included in the 2019 – 2020 catalog. Currently, the item is under review at District Governance Council and hence, it may not be approved on time to be included in the 2019 – 2020 addenda. At the previous Academic Senate meeting, the members discussed the number of units of separation (zero versus six). The senators agreed to bring the matter to their respective departments in order to gather input.

6) Roundtable – None.

7) Adjournment – 4:07 P.M.

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Attachment: Consent Agenda  
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**Miramar-originated two- and six-year reviews without substantive changes**

1. CHIL 103 Lifespan Growth and Development

**FYIs - Proposals for courses or awards not offered at Miramar**

- a) New courses
  - i) EXSC 243A Theories and Strategies of Water Polo I (Mesa)
  - ii) EXSC 243B Theories and Strategies of Water Polo II (Mesa)
  - iii) HEAL 103 Introduction to Public Health (Mesa)
  - iv) HEAL 104 Public Health and Social Justice (Mesa)
  - v) HEAL 107 Lifestyle Medicine for Health and Wellness (Mesa)
- a) Course revisions
- b) Course deactivations
  - i) CBTE 207 Advanced RIM Applications (Mesa)
  - ii) DMSG 100 Sonography Physics and Instrumentation (Mesa)
  - iii) DMSG 100L Sonography Physics and Instrumentation Laboratory (Mesa)
  - iv) DMSG 110 Introduction to Sonography (Mesa)
  - v) DMSG 130 Sonography of Small Parts and Pathological Conditions (Mesa)
  - vi) DMSG 140 Vascular Sonography (Mesa)
  - vii) DMSG 145 Advanced Vascular Ultrasound (Mesa)
  - viii) DMSG 150 Abdominal Sonography (Mesa)
  - ix) DMSG 160 Obstetrics and Gynecological Sonography (Mesa)
  - x) DMSG 175 Quality Assurance and Quality Control in Sonography (Mesa)
  - xi) DMSG 185 Sonography Overview (Mesa)
  - xii) DMSG 220 Directed Clinical Practice I (Mesa)
  - xiii) DMSG 225 Directed Clinical Practice II (Mesa)
  - xiv) DMSG 230 Directed Clinical Practice III (Mesa)
  - xv) DMSG 235 Directed Clinical Practice IV (Mesa)
- c) New awards
  - i) Health and Wellness Coaching CA (Mesa)
- d) Award deactivations
  - i) Diagnostic Medical Sonography CA (Mesa)
  - ii) Diagnostic Medical Sonography AS (Mesa)
- e) Award revisions
  - i) Communication Studies AA (Mesa)
  - ii) French AA (City)
  - iii) Geographic Information Systems Technician CA (Mesa)
  - iv) German AA (City)



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- v) Italian AA (City)
- vi) Liberal Arts and Sciences: Social and Behavioral Sciences-Women's Studies (Mesa)
- vii) Neurodiagnostic Technology CA (Mesa)
- viii) Neurodiagnostic Technology AS (Mesa)

**“Impacts” - Proposals with administrative changes only**

[None]