

San Diego Miramar College
Curriculum Committee
Meeting Minutes

March 4, 2020, 2:30-4:30
Room R1-108A

Members: Jon Alva; Sanam Azai; Matthew Cain; Isabella Feldman; MaryAnn Guevarra; Christina Hambrick*; Paulette Hopkins; Alex Mata; Jennifer Ock; Larry Pink; Ken Reinstein; Mara Sanft; Wayne Sherman; Duane Short; Alex Stiller-Shulman*; Ryan Zimmerman

* Permanent guests

- 1) **Call to order** – 2:33 P.M.
- 2) **Approval of agenda** – Motion to approve by K. Reinstein; seconded by M. Sanft; motion carried.
- 3) **Approval of minutes from last meeting** – Motion to approve by M. Guevarra; seconded by I. Feldman with M. Sanft abstaining; 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) GRFX 110 Introduction to Producing Computer-aided Graphics (replacement for ARTF 150B)
 - ii) GRFX 120 Typography - Introduction to Creating Readability (replacement for ARTG 106)
 - iii) GRFX 270 Graphics Internship / Work Experience (replacement for ARTG 270)
 - (1) D. Short stated Miramar College's Graphics program is not designed to prepare students at the transfer-level. Rather, it is primarily focused on production versus artistic creativity and built for those desiring a job. Hence, the department has been designing courses to replace the ARTF 150B, ARTF 106, and ARTG 270. GRFX 160, 170, and 181 are being revised to change the prerequisites.
 - (2) The committee discussed the following points:
 - (a) Differences between graphics versus graphic design/art
 - (b) Course proposals' effect on awards and curriculum emphasis
 - (3) Motion to approve GRFX 110, 120, 270, 160, 170, and 181 by I. Feldman; seconded by M. Guevarra; motion carried.
 - b) Activations
 - i) COMS 104 Advanced Public Communication
 - (1) D. Short stated COMS 104 is being proposed to activate the course and will be added to the Communication Studies AA-T and possibly a new certificate. Lisa Brewster stated COMS 104 had been on her radar as the Guided Pathways members reviewed various courses. COMS 104 satisfies some of the requirements at the universities. With City and Mesa College offering the course, it would help the students in gaining the ADT if COMS 104 can also be offered at Miramar College.
 - (2) Motion to approve by I. Feldman; seconded by L. Pink; motion carried.

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c) Deactivations

i) ARTG 270 Work Experience in Graphic Design

(1) Motion to approve by M. Sanft; seconded by K. Reinstein; motion carried.

ii) MATH 047A Beginning Algebra and Practical Descriptive Statistics

iii) MATH 115 Gateway to Experimental Statistics

(1) D. Short stated that the Math department believes the current MATH 119X setup works moving forward and does not believe MATH 047A and 115 will be offered in the near future.

(2) Discussion

(a) City College's Statway offerings

(b) MATH 115's content in relation to MATH 119's

(3) Motion to approve MATH 047A and 115 by L. Pink; seconded by K. Reinstein; motion carried.

(4) D. Short will check if MATH 115 is a requirement in the ADTs.

iv) POLI 277D Service Learning in College Governance

(1) D. Short stated the Political Science department does not expect to offer POLI 277D in the near future. The District is also in the midst of figuring out if the existing 277A-Ds are no longer permissible in terms of the hours due to the new Program and Course Approval Handbook changes. Hence, some 277A-D courses are on hold before coming to this committee.

(2) Motion to approve by L. Pink; seconded by I. Feldman; motion carried.

d) Revisions

i) GRFX 160 Vector Art 01: Illustration

ii) GRFX 170 Raster Art 01: Image Editing

iii) GRFX 181 Projects 01: Multi-modal Productions

(1) For GRFX 160, 170, and 181, see 5. A. iii. 3.

iv) MUSI 224B Piano Class IV

(1) D. Short stated the proposal consists of the following changes: from 2 units to 1 unit and from lecture to lab. MUSI 224B had apparently always been taught in a lab format. The unit change prods a course number change, which in turn, calls for a pre-requisite change.

(2) Motion to approve by M. Sanft; seconded by M. Guevarra; motion carried.

a) Distance Education

2) Award proposals

a) New awards

b) Deactivations

c) Revisions

i) Combined Drawing/Painting AA

ii) Craft Skills CP

(1) D. Short stated the Combined Drawing/Painting AA consists of the following changes: replacement of ARTF 150B with GRFX 110; Removal of ARTF 220B and C; addition of

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ARTF 170A to the required electives. Craft Skills CP consists of the following changes: removal of ARTF 290 and the addition of ARTF 150A and 151 to the major requirements.

- (2) Motion to approve Combined Drawing/Painting AA and Craft Skills CP by I. Feldman; seconded by M. Sanft; motion carried.

- iii) Entrepreneurship AS

- iv) Entrepreneurship CA

- (1) D. Short stated both the AS and CA's proposals consist of the same changes. BUSE 102 or 150 are being added the major requirements per the Advisory Board's recommendation for the workforce to learn more customer service/soft skills. Tanya Hertz would like to move ACCT 150 from the major courses to the supplemental business course restricted elective list since some business owners may hire a bookkeeper. BUSE 290 is being added to both restricted elective lists and the enrollment has been growing. The replacement of ARTF 150B with GRFX 110 and the update of the AUTO course numbers come from other recent proposals.

- (2) Motion to approve Entrepreneurship AS and CA by M. Sanft; seconded by I. Feldman; motion carried.

3) New business

- a) Requisites enforcement memo

- i) D. Short stated per a memo, the District is currently implementing short-term, manual solutions to address the requisite issues in Campus Solutions.
- ii) The committee discussed the following points:
 - (1) Burden on the Admissions and Records Office to implement the manual fixes
 - (2) Faculty (i.e. program director) checking to see if students met requisites
 - (3) Dissemination of memo to the faculty

4) Old business

- a) Feedback on revised College Governance Handbook

- i) D. Short stated Curriculum Technical Review Subcommittee is not listed in the draft, revised College Governance Handbook. In the past, the subcommittee did not exist; rather, it had been formatted as a workgroup since Curriculum Committee used to oversee such responsibilities (i.e. technical edits). A few years ago, Academic Senate/CGC formed the current subcommittee.
- ii) The committee discussed the following points in regards to the Curriculum Technical Review Subcommittee:
 - (1) Workgroup counting as credit for committee membership for faculty
 - (2) Workgroup advantages: less formal and more flexible in terms of membership and meetings
 - (3) Workgroup disadvantages: not providing the opportunity to only serve on Curriculum Technical Review, less incentive for members to attend, and possible decrease in productivity
 - (4) Subcommittee advantage: a set time and place to review for technical edits

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- (5) Subcommittee disadvantage: more work for the chair and members in terms of constructing agendas and minutes, posting the documents in advance, and maintaining a webpage
- (6) Subject-matter experts serving on both the Curriculum Technical Review Subcommittee/workgroup and the Curriculum Committee
- iii) D. Short will provide feedback recommending that a Curriculum Technical Review Subcommittee should be continued and written into the College Governance Handbook.
- iv) The committee discussed the following points in regards to the Curriculum Committee:
 - (1) Clarification on the Curriculum Coordinator position
 - (2) Clarification on the number of Evaluator positions; City and Mesa currently require two each
 - (3) Changing the Counselor Designee position to a non-classroom one since the former doesn't allow for a Librarian or Tech Review Writer, or keeping two Counselor Designee positions
 - (4) Adding the English and Math subject matter expert positions
 - (5) Removal of the language, "Program Modification/Improvement"
 - (6) Reporting to Academic Senate all curriculum-related proposals in relation to new or deactivated programs
 - (7) Ownership of programs
 - (8) Removal of the language regarding the committee's responsibility to disseminate curriculum changes to the discipline members
 - (9) Membership in both the Curriculum Committee and Curriculum Technical Review Subcommittee
 - (10) Changing membership term length from two years with a limit of two consecutive terms to six years with a limit of two consecutive terms
- v) The committee members agreed upon a number of changes. D. Short will draft the recommended changes and send them to Laura Murphy.

5) Reports

- a) Vice President of Instruction – None.
- b) Evaluator – None.
- c) Articulation Officer – M. Sanft stated that during a District Articulation meeting, the Dean of Career Education and Workforce Development requested that the colleges be mindful towards Continuing Education and high school agreements when conducting course deactivations. The dean will send a list of current courses to the respective colleges.
- d) Curriculum Chair – None.

6) Roundtable – None.

7) Adjournment – 4:36 P.M.

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

[None]

FYIs - Proposals for courses or awards not offered at Miramar

- a) New courses
 - i) HUMS 75: Working with Homeless and At-Risk Populations (City)
- b) Course activations
- c) Course revisions
- d) Course deactivations
 - i) ELEC 170A Advanced Electrical Construction I (City)
 - ii) ELEC 170B Advanced Electrical Construction II (City)
 - iii) ELEC 175A Electrical Construction Specialties I (City)
 - iv) ELEC 175B Electrical Construction Specialties II (City)
 - v) ELEC 301A Introduction to Electrical Apprenticeship I (City)
 - vi) ELEC 301B Introduction to Electrical Apprenticeship II (City)
 - vii) ELEC 302A Intermediate Electrical Apprenticeship I (City)
 - viii) ELEC 302B Intermediate Electrical Apprenticeship II (City)
 - ix) ELEC 303A Advanced Electrical Apprenticeship I (City)
 - x) ELEC 303B Advanced Electrical Apprenticeship II (City)
 - xi) ELEC 304A Electrical Apprenticeship Specialties I (City)
 - xii) ELEC 304B Electrical Apprenticeship Specialties II (City)
 - xiii) PLBG 165B Intermediate Plumbing II (City)
 - xiv) PLBG 170A Advanced Plumbing I (City)
 - xv) PLBG 170B Advanced Plumbing II (City)
 - xvi) PLBG 175A Plumbing Construction Specialties (City)
 - xvii) PLBG 175B Plumbing Code (City)
 - xviii) PLBG 305 Introduction to Plumbing I (City)
 - xix) PLBG 310 Introduction to Plumbing II (City)
 - xx) PLBG 315 Intermediate Plumbing I (City)
 - xxi) SHEE 060A Level I Sheet Metal/HVAC (City)
 - xxii) SHEE 060B Level I Sheet Metal/HVAC (City)
 - xxiii) SHEE 065A Level II Sheet Metal/HVAC (City)
 - xxiv) SHEE 065B Level II Sheet Metal/HVAC (City)
 - xxv) SHEE 070A Level III Sheet Metal/HVAC (City)
 - xxvi) SHEE 070B Level III Sheet Metal/HVAC (City)
 - xxvii) SHEE 075A Level IV Sheet Metal/HVAC (City)

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- xxviii) SHEE 075B Level IV Sheet Metal/HVAC (City)
- xxix) SHEE 301A Level 1 Sheet Metal/HVAC (City)
- xxx) SHEE 301B Level 1 Sheet Metal/HVAC (City)
- xxxi) SHEE 302A Level 2 Sheet Metal/HVAC (City)
- xxxii) SHEE 302B Level 2 Sheet Metal/HVAC (City)
- xxxiii) SHEE 304A Level 3 Sheet Metal/HVAC (City)
- xxxiv) SHEE 304B Level 3 Sheet Metal/HVAC (City)
- xxxv) SHEE 305A Level 4 Sheet Metal/HVAC (City)
- xxxvi) SHEE 305C Level 4 Sheet Metal/HVAC (City)
- e) New awards
- f) Award deactivations
- g) Award revisions
 - i) Computer Fashion Technology: Design AS (Mesa)
 - ii) Computer Fashion Technology: Design CA (Mesa)
 - iii) Fashion Design AS (Mesa)
 - iv) Fashion Design CA (Mesa)

“Impacts” - Proposals with administrative changes only

- a) Aviation Business Administration AS (deactivation of BUSE 205)
- b) Aviation Operations Management CA (deactivation of BUSE 205)
- c) Art/Visual Studies AA (replacement of ARTF 150B with GRFX 110)
- d) Graphics-Visual Production CP (replacement of ARTF 150B and ARTG 106 with GRFX 110 and 120)
- e) Music Studies AA (course number and unit changes)
- f) Professional Aeronautics AS (deactivation of BUSE 205)
- g) Studio Arts AA (removal of deactivated courses and replacement of ARTF 150B with GRFX 110)