

# **APPROVED**

## **San Diego Miramar College Academic Standards Subcommittee**

### **Meeting Minutes**

**May 13, 2014, 12:30 – 1:30  
M-202**

**Present:** Joyce Allen; George Beitey; Lisa Clarke; Paul Chlapecka; Paula Christopher; Patricia Flower; Marc Holman; Duane Short; Harvey Wilensky

Guests: Naomi Grisham; Carmen Jay; Kirk Webley

#### **1) Call to order**

The meeting was called to order at 12:30pm.

#### **2) Approval of agenda**

The agenda was approved by consensus with one addition (a walk-in student petition). Later in the meeting the agenda was amended and approved by consensus with a second addition (a second walk-in student petition).

#### **3) Approval of minutes**

The minutes from the last meeting were approved by consensus.

#### **4) Adjudication of student petitions**

##### **a) Waiver of one PE activity course requirement (petition reference # 039)**

The committee reviewed the petition and the documentation provided. Committee members noted that the petitioner had completed an approved Firefighter I academy. After further brief discussion, the committee voted to approve the petition.

##### **Approved**

##### **b) Waiver of one PE activity course requirement (petition reference # 732)**

The committee reviewed the petition and the documentation provided. Committee members noted that the petitioner had completed an approved Firefighter I academy. After further brief discussion, the committee voted to approve the petition.

##### **Approved**

##### **c) Waiver of two PE activity course requirements (petition reference # 830)**

The committee reviewed the petition and the documentation provided. G. Beitey reported that the historical version of the law enforcement academy completed by the student had essentially the same PE activity content as the current version

# APPROVED

of the academy, although it was at a different location. After further brief discussion, the committee voted to approve the petition.

## Approved

- d) Course substitution for Occupational/Technical Studies major (petition reference # 231)

The committee reviewed the petition and the documentation provided, including the description of the course the student had completed at another institution (AVT 121) and the similar Miramar course (AVIA 101). P. Chlapecka provided a brief summary of the course content and changes over time. D. Short provided a brief summary of the intent and purpose of the course in the Occupational/Technical Studies degree. After further brief discussion, the committee voted to approve the petition.

## Approved

## 5) Old Business

- a) Proposed revision of Certificate of Performance in Honors Global Competencies

D. Short summarized the status of the proposed revision and the committee's interpretation of the catalog description for the certificate. C. Jay summarized the history of the certificate and explained that the initial intent and purpose of the certificate was to prepare students with the skills needed to be global citizens; not necessarily to educate them in the field of global or international studies. For that reason, the additional courses proposed by the Honors program office focus on intercultural competencies, communication skills, technology skills, and coping skills; not on global or international studies.

L. Clarke opined that the current catalog description does not accurately reflect the focus on skills development and instead seems to imply that the certificate has a global or international studies focus. C. Jay indicated that the original language in the certificate came from ACE and that originally faculty members teaching honors courses received training from this organization. She shared some examples of brochures previously used to advertise the program.

The committee and guests briefly discussed marketing and outreach efforts as well as student completion rates and how to improve them.

D. Short read the current catalog description. He summarized that most members of the committee were in favor of adding the additional course options but were concerned that the catalog description did not accurately reflect the focus on globally relevant skills as opposed to global or international studies. C. Jay reiterated that the Honors program would like the courses added and did not support changing the catalog description.

After further discussion, D. Short asked if any committee member would like to make a motion on this topic. M. Holman moved to add the courses proposed by the Honors program without changing the catalog description. There was no second to the motion.

# **APPROVED**

L. Clarke then moved to change the catalog description to emphasize the focus on globally relevant skills, using the verbiage in the brochures as a reference. The motion was seconded by H. Wilensky and approved by majority vote.

D. Short agreed to contact the Honors program office about the proposed revised wording.

## **6) New Business**

### a) 2014-15 committee chair election

D. Short reminded the committee that he will be transferring out of the Articulation Officer position next semester and therefore will not be serving on the committee. He asked for nominations for chair. No names were put forward. L. Clarke stated that she would not be serving on the committee next year. H. Wilensky stated that he would be serving on the committee, but only during the spring term since that is when his pro rata assignment will take place. P. Christopher stated that she would be replaced by another evaluator member. D. Short agreed to notify the governance committee of this information.

### b) Proposed 2014-15 meeting dates

The committee reviewed the proposed dates. L. Clarke stated that G. Beitey would not be able to attend the full meetings as proposed because of a conflicting CEC meeting. The committee discussed moving meeting times and days. After discussion, the committee proposed moving the meeting day to the second Thursday of the month instead of the second Tuesday. D. Short agreed to send out a new draft meeting date schedule for input.

## **7) Standing Reports**

### a) Evaluator

P. Christopher distributed copies of a memo from Vice Chancellor Otto Lee pertaining to course waivers. She indicated that there are several unanswered questions about the new policy and the evaluations office is seeking clarification.

### b) Articulation Officer – no report

## **8) Roundtable**

## **9) Adjournment**

The meeting was adjourned at 1:33 pm.