

APPROVED

San Diego Miramar College Curriculum Committee Meeting Minutes

December 3, 2014, 2:30-4:30
L-107

Members: Roanna Bennie; Paula Christopher; Lisa Clarke; Shaunna Elmone; Daniel Igou; Jessica Matthews; Erica Murrietta; Larry Pink; Cheryl Reed; Mara Sanft; Wayne Sherman; Duane Short
--

Guests: M. Fassler, J. Leaver

1) Call to order

The meeting was called to order at 2:36 pm

2) Approval of agenda

The agenda was approved with the following changes:

- Items 5 (a)(i) ENGL 45 and 5 (d)(i) ESOL 10, were removed from the agenda and tabled for next meeting
- Item 8b was moved to 9b

Approved with changes. MSC Sherman/Igou

Approval of minutes from last meeting

Approved. MSC Igou/Sherman

3) Approval of consent agenda (see attachment below)

The consent agenda was approved with no changes.

Approved. MSC Sherman/Igou

4) Course proposals

- a) New courses – none
- b) Activations

- PSYC 201 Academic and Career Opportunities in Psychology – It is offered at City and Mesa Colleges. Now that there are qualified instructors in place, Miramar can offer the course as well. This course is a requirement for transfer to SDSU and is included in the ADT. Pass/No Pass (P/NP) grades were discussed regarding the use for ADT. M. Sanft agreed to research the use of P/NP in the ADT and to initiate changes if needed.

Approved MSC Igou/Matthews

- PSYC 255 Introduction to Psychological Research – This is the capstone course for the major. In the past there were no instructors available to teach the course but now Miramar can offer it as we have new qualified instructors. Prerequisites for this course include PSYC 258 or MATH 119. It is part of the core of the Psychology ADT.

Approved MSC Sherman/Igou

- AA-T in Psychology (revision from AA in Psychology) – a revision of the AA degree. The requirements for the major are dictated by the template (TMC) for this degree. The degree may be used for priority admission to SDSU, as Psychology is very impacted there. Students

APPROVED

San Diego Miramar College Curriculum Committee

are highly encouraged to take Math electives. The committee discussed including BUSE 115 as a math option in a future revision.

Approved MSC Igou/Sherman

c) Revisions

- BUSE 119 Business Communications – It is a significant revision, proposing to change to meet the CID requirement. The most significant change is a mandatory set of assignments that must be completed in each section. The committee discussed the contradictory language in the course outline caused by the template wording in Curricunet. The committee also discussed the possibility of listing the assignments in the course description. D. Short agreed to coordinate wording changes with the discipline faculty.

Approved with recommended changes MSC Sherman/Matthews

- BUSE 201 Business Organization and Management

Approved MSC Sherman/Igou

- FIPT 324B I-300: Intermediate ICS

FIPT 324C I-400: Advanced ICS

The two FIPT proposals above were reviewed as a group. A suggestion was made to better describe what the term “modules” means in the catalog descriptions.

Approved with recommended changes MSC Sherman/Matthews

- FIPT 326A Training Instructor 1A: Cognitive Lesson Delivery
- FIPT 326B Training Instructor 1B: Psychomotor Lesson Delivery
- FIPT 326C Training Instructor 1C: Instructional Development Techniques

The three FIPT proposals above were reviewed as a group.

Approved MSC Sherman/Igou

- FIPT 327A Fire Investigation 1A: Fire Origin and Cause Determination
- FIPT 327B Fire Investigation 1B: Techniques of Fire Investigation

The two FIPT proposals above were reviewed as a group.

Approved MSC Sherman/Matthews

- FIPT 332A Confined Space Rescue Technician
- FIPT 332B Rescue Systems 1: Basic Rescue Skills

The two FIPT proposals above were reviewed as a group.

Approved MSC Sherman/Igou

- FIPT 360A Advanced Open Water Lifeguard Training

Approved MSC Sherman/Pink

- LEGL 120 Tort Law

D. Short noted that the corequisites have changed.

Approved MSC Igou/Murrietta

d) Distance Education – none

5) Program proposals

a) New programs

APPROVED

San Diego Miramar College Curriculum Committee

- CP in Seasonal Ocean Lifeguard
D. Short described the reason and need for this program on behalf of the discipline faculty originator. The department would like to issue a certificate for students who qualify as seasonal ocean lifeguards (generally the first step in lifeguard training). The certificate would also serve as a step to achieving the CA or AS in this subject.

Approved MSC Igou/Sherman

b) Deactivations – none

c) Revisions

- AS in Occupational/Technical Studies
Approved MSC Sherman/Igou
- AS in Open Water Lifeguard
Approved MSC Igou/Sherman
- CA in Open Water Lifeguard
Approved with the caveat that all classes be verified as degree applicable MSC Pink/Sherman
- CA in Paralegal
Approved MSC Igou/Matthews
- AS in Paralegal
Approved MSC Igou/Matthews

6) FYIs

a) New courses

- BUSE 102 Introduction to Customer Service (City: reactivation)
- RADT 231 Pathology for Imaging Sciences (Mesa)

b) Course activations

- MARK 105 Professional Selling (City)
- MARK 130 Advertising Principles (City)

c) Course deactivations

- RADT 240 Radiation Biology (Mesa)

d) Course revisions

e) Distance Education

f) New programs

- CA in Gerontology (City)

g) Program deactivations

h) Program revisions

- AA in Anthropology (Mesa)
- AS in Information Technology Management (City)
- CA in Information Technology Management (City)
- AS in Radiologic Technology (Mesa)

All FYI items were reviewed with no comments.

7) Action items

APPROVED

San Diego Miramar College Curriculum Committee

a) ACCJC requirements for SLOs to be included on course outlines

W. Sherman voiced the following concerns about the new ACCJC requirement that SLOs be included on course outlines of record (CORs):

- SLOs were originally described as an internal tool for a department to use in self-assessment and therefore are not appropriate to be listed in a public document.
- SLOs may change on a relatively frequent basis and therefore should not be maintained in a document that requires a long and complex updating process.
- In SDCCD, SLOs are college-specific but CORs are shared among all three colleges.

D. Short and R. Bennie shared their opinions of various ways in which the ACCJC requirement could be interpreted and implemented. L. Pink suggested that the SLOs be listed only the syllabus and in Taskstream. After further discussion, the committee agreed by consensus that D. Short should advocate for the most simple and flexible method of listing SLOs in a publically available course document. The committee's strong preference was for SLOs to be listed in the course syllabus and not in the COR, although other options were considered such as listing the SLOs in the course curriculum report (CR).

8) Information items

a) Assignments in catalog descriptions and DSPS accommodations

W. Sherman and D. Short reported on their discussions with a DSPS counselor regarding listing course assignments in catalog descriptions. The DSPS office uses the criterion of whether an assignment is "essential to the course" to determine if a student must complete that particular assignment. "Essential to the course" means that a main purpose of the course is for the student to learn how to complete that type of assignments. Assignments that are not "essential to the course" are those that are used as a means of assessing student knowledge or skill, which might be assessed in a different manner. DSPS supports listing assignments that are "essential to the course" in the catalog description.

b) Assignment of courses to disciplines

D. Short reported that a taskforce has been meeting in an attempt to create a process for assigning courses to disciplines that would be acceptable at all three campuses. He described the proposed process, which involves the discipline faculty at all three campuses communicating with each other to recommend assignment of each course to a discipline. The proposed process also includes review by the curriculum committees and adjudication by the academic senates in cases of disagreement. After initial assignment, updates and assignments for new courses would go through the regular curriculum approval process. D. Short also reported that the proposed process was approved at the Academic Senate with a minor recommended edit to accommodate CTE disciplines.

9) Reports

a) Vice President of Instruction

R. Bennie reported that yesterday the Academic Senate approved a definition of "active courses" for purposes of SLO assessment as those that had been offered at least once in the

APPROVED

San Diego Miramar College Curriculum Committee

past three years. She also reported that the new college definition of a program and the new recommended program list is going to the Academic Affairs committee tomorrow.

b) **Articulation Officer**

M. Sanft reminded the committee that the Academic Standards Subcommittee oversees the Interdisciplinary degrees and certificates. There is no dean that oversees those; instead, the Academic Standards Subcommittee is overseen by the Curriculum Committee. On the new program list these may be listed as separate degrees not part of a particular program. This would probably work since all the courses in each of these degrees and certificates are already included under another program.

c) **Curriculum Chair - none**

10) Roundtable - none

11) Adjournment

The meeting was adjourned at 4:31pm.

APPROVED

San Diego Miramar College
Curriculum Committee
Attachment: Consent Agenda
November 19, 2014

Two- and six-year reviews without substantive changes

- A. AUTO 074T Honda/Toyota Automatic Transmissions/Axles
- B. AVIM 103D Aircraft Landing Gear Systems
- C. AVIM 104A Applied Aircraft Wood, Fabric, Finishing and Composite Structures
- D. AVIM 104C Applied Aircraft Hydraulic Systems
- E. AVIM 104D Applied Aircraft Landing Gear Systems
- F. AVIM 105A Aircraft Cabin Atmosphere Control
- G. AVIM 105B Aircraft Assembly, Rigging and Inspection
- H. AVIM 106A Aircraft Cabin Atmosphere Control
- I. AVIM 106B Applied Aircraft Assembly, Rigging and Inspection
- J. AVIM 107B Turbine Engines
- K. AVIM 108B Applied Turbine Engines
- L. AVIM 109A Airframe Electrical Systems
- M. AVIM 109B Powerplant Ignition Systems
- N. AVIM 109C Powerplant Electrical Systems
- O. AVIM 109D Aircraft Fire Protection and Digital Logic
- P. AVIM 110A Applied Airframe Electrical Systems
- Q. AVIM 110B Applied Powerplant Ignition Systems
- R. AVIM 110C Applied Powerplant Electrical Systems
- S. AVIM 111C Reciprocating Engines I
- T. AVIM 111D Reciprocating Engines II
- U. AVIM 112C Applied Reciprocating Engines I
- V. AVIM 112D Applied Reciprocating Engines II
- W. AVIM 241 Aircraft Propeller Systems
- X. AVIM 242 Applied Aircraft Propeller Systems
- Y. AVIM 249 Induction and Fuel Metering
- Z. AVIM 250 Applied Induction and Fuel Metering
- AA. AVIM 253 Lubrication, Cooling, and Exhaust
- BB. CHIL 133 Language and Literature
- CC. DIES 137 Diesel Fuel Injection Systems
- DD. DIES 138 Electrical Systems
- EE. DIES 144 Electronics for Diesel Technology
- FF. DIES 155 Air Brake Systems
- GG. DIES 160 Heavy Duty Manual Transmissions
- HH. DIES 165 Truck Automatic Transmissions
- II. DIES 170 Truck Drive Axles and Specifications

APPROVED

San Diego Miramar College Curriculum Committee

- JJ. DIES 175 Truck Chassis R&R
- KK. DIES 180 Steering, Suspension, and Driveline Systems
- LL. DIES 200 Mobile Hydraulic Systems
- MM. DIES 210 Brakes, Final Drives and Steering Systems
- NN. DIES 220 Undercarriage
- OO. DIES 230 Heavy Equipment Transmissions
- PP. DIES 240 Equipment Chassis R&R
- QQ. HSEC 100 Introduction to Homeland Security
- RR. HSEC 110 Intelligence Analysis and Security Management
- SS. HSEC 120 Transportation and Border Security
- TT. MLTT 051 Directed Clinical Practice in Clinical Chemistry
- UU. MLTT 052 Directed Clinical Practice in Clinical Hematology, Urinalysis and Coagulation
- VV. MLTT 053 Directed Clinical Practice in Clinical Immunology and Immunohematology
- WW. MLTT 054 Directed Clinical Practice in Clinical Microbiology
- XX. MLTT 201 Clinical Chemistry and Urinalysis
- YY. MLTT 202 Clinical Hematology and Immunology
- ZZ. MLTT 203 Clinical Microbiology
- AAA. MUSI 268B Beginning Ear Training Laboratory II