

San Diego Miramar College
Curriculum Committee
Minutes

March 16, 2016, 2:30-4:30
L-107

Members: Nada Adjadj; Paula Christopher; Lisa Clarke; Isabella Feldman; Paulette Hopkins; Pablo Martin; Jessica Matthews; Larry Pink; Cheryl Reed; Margarita Sanchez; Mara Sanft; Wayne Sherman; Duane Short; Chris Silva

1) Call to order –The meeting was called to order at 2:32 p.m.

2) Approval of agenda

Approved. MSC W. Sherman/L. Pink

3) Approval of minutes from last meeting

W. Sherman requested to edit his question and D. Short’s answer “W. Sherman asked that the Dean of Liberal Arts be contacted regarding resources to offer the course. D. Short stated that the course is a for-credit non-associate degree level course.” P. Martin asked if the subject change of ARTD to GRFX was approved despite the concerns listed in the minutes from the previous meeting. D. Short stated that the subject change was approved and that the concerns had been discussed. L. Clarke mentioned that a note in the art section of the catalog directing students to the new Graphics section would be helpful.

Approved with edition. MSC W. Sherman/I. Feldman

4) Approval of consent agenda (see attachment below)

L. Clarke requested that item B –ADJU 190 *Legal Aspects of Corrections* be pulled from the consent agenda to allow for discussion of the item at the next committee meeting. M. Sánchez will check to see when the course was last offered.

Approved. MSC L. Clarke/ I. Feldman

5) Course proposals

a) New courses

i) ENGL 039 Basic Creative Writing Workshop (City originating)

D. Short stated that ENGL 039 is a new course in the district, created by City College; Miramar College’s English department has requested that the course also be taught on the campus. C. Reed stated that meta-reasons for offering include collaboration between City and Miramar Colleges. C. Reed also mentioned that our English Department has qualified instructors that would like to teach the course, English 249 (honors transfer-level creative writing) has a long wait, and students should not have to wait until after English 101 to engage in creative writing. C. Reed also noted that the desire from students is there; students on campus are beginning a community of writers which many students participate in and want to join but cannot do so because they cannot reach the writing level. Currently we have a Muses forum that collaborates with other entities to allow students to develop their craft I. Feldman asked how the English Department is planning to advertise the course. C. Reed answered that there is already a base of students who are interested in the course;

San Diego Miramar College Curriculum Committee

the course would be offered as a stand-alone. C. Reed mentioned that the 5 criteria for evaluating courses includes language regarding the encouragement and discovery of talent, even if a course is not applicable to a program; C. Reed stated that this course could help students identify their writing talent. P. Christopher and I. Feldman both noted that the Basic Skills Initiative (BSI) has a cap on how many units a student can take. L. Clarke stated that the BSI cap is 24 units and those 3 units is a lot of units for a student to spend on a stand-alone course. L. Clarke also noted the course is not transferable to a university and cannot be counted for financial aid and noted that many students taking BSI courses receive financial aid. P. Hopkins stated that at this time the course was excluded from being listed in a BSI grant because it might hurt the BSI proposal since the grant purpose is to help students take the classes they need to go into the workforce or transfer. W. Sherman asked if the course fit into the community college mission and other committee members asked for a definition of this criterion. D. Short answered that the mission was to prepare students for transfer or for employment and that basic skills courses feed into that mission because they prepare students for higher level transfer and CTE courses. D. Short summarized that the discussion thus far seems to be about the criterion of student need rather than mission. C. Reed responded that student need is there (developing creativity, boosting student retention); this course allows students to be creative from the start. I. Feldman asked if a learning community (LCOM) with ENGL 043 and ENGL 039 could be created. L. Clarke responded that the LCOM would still not be counted for financial aid and asked if the content of the course could be offered as a club, forum, or workshop. C. Reed mentioned that the course can help foster a sense in community in our students. P. Christopher noted that students may be confused about whether the units would be counted at the time of transfer to a university. P. Hopkins noted that if the class does not have the demand it runs the risk of not being offered and then possible deactivation. D. Short mentioned that the course is currently at 3 units, and that we could suggest a change in the units. P. Martin noted this course goes farther than need, there may be a difference in catering to the “whole student” versus the “transfer student,” this course would be for the “whole student.” P. Martin noted that students who take art classes do better in STEM classes. P. Martin also asked where issues regarding BSI would be discussed, and if our college could ask City College to change the course to state 1-3 units to allow for flexibility. M. Sanft replied that there is a BSI Taskforce. The committee recommended that the course be offered as 1-3 units, which would provide flexibility in the ways the course could be offered and would still allow City to offer it for 3 units if they.

Approved with recommendation. MSC C. Reed/I. Feldman

Favor: P. Christopher, I. Feldman, P. Martin, J. Matthews, L. Pink, C. Reed, M. Sanchez, M. Sanft, W. Sherman, D. Short.

Opposed:

Abstain: P. Hopkins, L. Clarke

b) Activations

c) Deactivations

The following deactivations were discussed by the Curriculum Committee.

- i) ADJU 193 Concepts of Criminal Law
- ii) FIPT 366 Seamanship - Rescue Boat Handling
- iii) FIPT 367A Scuba for Emergency Services I
- iv) FIPT 367B Scuba for Emergency Services II

San Diego Miramar College
Curriculum Committee

Approved. MSC W. Sherman/J. Matthews

d) Revisions

e) Distance Education

6) Program proposals

a) New programs

b) Deactivations

c) Revisions

7) FYIs –Reviewed with no comments.

a) New courses

b) Course activations

c) Course deactivations

d) Course revisions

e) Distance Education

i) POLI 101 Introduction to Political Science (Mesa)

ii) POLI 102 The American Political System (Mesa)

f) New programs

g) Program deactivations

i) Income Tax Preparation Internship CP (City)

ii) Small Business Management Community Service AS (City)

h) Program revisions

San Diego Miramar College
Curriculum Committee

- i) Management and Team Building CP (City)
- ii) Office Technology CA (City)
- iii) Small Business Accounting AS (City)
- iv) Small Business Management Entrepreneur CA (City)
- v) Sports Management CP (City)
- vi) Writing and Computational Skills for Business CP (City)

8) New business

- a) Revision to Board Policy 5030 *Academic Freedom*

Corrected to show which items are part of a collective group and which items are for individual faculty.

Editions were made to correct split infinitives.

Approved. MSC W. Sherman/C. Reed

- b) New Administrative Procedure 5150 *Distance Education*

M. Sanft mentioned that Procedure 5150 is a new procedure. P. Martin noted that the procedure seemed to imply both that if an instructor was going to miss a class, it would be okay (and not okay) for the instructor to assign an online assignment to their students in lieu of the missed class. D. Short answered that a course that is 100% face-to-face should be canceled or called for a substitute instructor. D. Short noted that the course modalities were included in the procedure, and the language was corrected so that it was clearer that courses were offered in different modalities, a course would not have different course outlines for different modalities (face-to-face v. fully online) but may have different course syllabi for those modalities. D. Short noted that if a course changes substantively, the distance education approval should be reviewed again by the Curriculum Committee.

Approved. MSC. W. Sherman/J. Matthews

- c) Call for committee chair nominations

D. Short noted that the term for committee chair is two years, and called for nominations. In response to a committee member's inquiry, he stated that he would be willing to continue serving as chair for at least one more year. He will call for additional nominations at the next committee meeting.

9) Old business

- a) Active But Not Offered Report

D. Short announced that about 80% of those contacted have responded, about 20% are undecided and there is continued discussion regarding the courses.

- b) Meeting room change

The next committee meeting will be held in S6-110.

10) Reports

- a) Vice President of Instruction –None.

- b) Articulation Officer

San Diego Miramar College
Curriculum Committee

M. Sanft reported that Math 119 is not approved for C-ID, the Math Department is reviewing and working on the course. The course is currently going through CurricUNET and will eventually be brought before the Curriculum Committee. W. Sherman asked if there would be a unit added to the course to satisfy the lab component. M. Sanft replied that there is no current plan to add a 1-unit lab component.

c) Curriculum Chair –None.

11) Roundtable –None.

12) Adjournment –Meeting adjourned at 3:52 p.m.

San Diego Miramar College
Curriculum Committee
Attachment: Consent Agenda
March 16, 2016

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

- A. ADJU 167 Report Writing
- ~~B. ADJU 190 Legal Aspects of Corrections~~