

San Diego Miramar College
Curriculum Committee
Minutes

September 21, 2016, 2:30-4:30
S6-110

Members: Reggie Boyd; Lisa Clarke; Isabella Feldman; Johnny Gonzales*; Paulette Hopkins; Jason Librande*; Pablo Martin; Scott Moller; Sadayoshi Okumoto; Larry Pink; Rodrigo Gomez (for Cheryl Reed); Margarita Sanchez; Mara Sanft; Wayne Sherman; Chris Silva*; Duane Short

Guests: Sandra Slivka

* Nonvoting member

1) Call to order –Meeting called to order at 2:35 pm.

2) Approval of agenda –Approved with Revisions.

M. Sanft requested that item 5-d-I be tabled.

MSC J. Librande/R. Gomez

Revisit of the Agenda: D. Short requested the addition and walk-in of item 5-a-v (ADJU 361M).

MSC M. Sanft/P. Martin

3) Approval of minutes from last meeting –Approved with Revisions.

M. Sanft requested the correction of item 9-a-i: Filipino Studies CP.

MSC M. Sanft/P. Martin

4) Approval of consent agenda (see attachment below)

Approved. MSC L. Pink/M. Sanft

5) Course proposals

a) New courses

i) ACCT 210 Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents

ii) ACCT 211 Corporate Taxation for Enrolled Agents

iii) ACCT 212 Representation, Practices, and Procedures for Enrolled Agents

The committee discussed the above courses as a group along with item 6-a-i: Accountancy for Enrolled Agents CA.

P. Hopkins stated that the course number may confuse students into thinking that the course is an upper division course. D. Short stated that first it must be determined whether the course is for transfer or for CTE. D. Short also noted that while courses are organized in sequence, they are not required to be completed in sequence.

iv) MLTT 204 Principles of Blood Banking

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S. Slivka shared that Miramar College chose to pursue state accreditation from the California Department of Public Health for their MLTT program in 2010 when the program was first started; the program was aligned to the state requirements. The program later pursued national accreditation so that students could practice outside of the state of California. S. Slivka explained that currently our students cannot blood bank nationally. The addition of this course allows our students to be more prepared for the national exam. The course will be offered as an elective to students wanting to meet national accreditation requirements. L. pink asked if students who took the program without completing the MLTT 204 course, would be able to test at the national level. S. Slivka responded that students could test-in; that it is not about units completed, it is based on how well students do on the national exam. L. pink also asked if students could not attend school and still practice blood banking. S. Slivka clarified that it would not be possible for students to not attend school since they must meet offsite practicum hour requirements. M. Sanft asked if the MLTT 204 course would fit into any awards. S. Slivka answered that the course will be offered as an elective and that the faculty did not want to require an additional course. S. Slivka also mentioned that alumni have expressed interest in the course as professional development. Furthermore, S. Slivka mentioned the possibility of the course being offered online in the future; the course may be taken after students complete MLTT 202. This course is aimed at our students who want to pursue national accreditation. D. Short clarified that the MLTT 204 course would be offered as a partially online course since exams would likely be completed on campus. S. Slivka agreed that this would probably be the case. D. Short stated that the language on the course proposal would have to be modified to state that exams will be held on campus. S. Slivka stated she agreed with the recommendation to modify the language to specify on-campus exams. D. Short clarified that the course would be receiving approval as a stand-alone course. J. Librande noted the course is currently assigned a discipline of Biology but that most MLTT courses have been assigned a discipline of Biotechnology. P. Hopkins asked if the discipline for the course should be Biotechnology and that a faculty member with a PhD in Biology may not be appropriate to teach an MLTT course. S. Slivka commented that Career Technical Education (CTE) courses carry different minimum qualifications than regular courses and that the discipline should be changed to Biotechnology. J. Librande added that a Bachelor's degree in biotechnology, chemistry, biochemistry, or engineering and 2 or more full-time experience or Master's degree in Biology. D. Short clarified that the MLTT 204 course would be approved with changes stating that the course exams will be held on campus and with a change to the discipline (removal of Biology and addition of Biotechnology).

Approved. MSC P. Hopkins/J. Librande

v) ADJU 361M Taser Training

S. Moller stated the ADJU 361M course meets industry standards and P.O.S.T. requirements and this course is intended for practicing police officers. D. Short expressed urgency for this course to go through the curriculum process due to it being currently required for the police and corrections academies. D. Short also noted that this course would be approved as a stand-alone course. P. Hopkins noted that the course is being offered as a lab course. D. Short confirmed that the course is set-up as a lab course because there is no expectation of students

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to complete work outside of the course's scheduled hours. P. Hopkins asked why the course was only scheduled for a range of 32-48 hours for 0.5 units (usually 32-36 hours); she further commented that if students are paying for 0.5 units, they should only attend for 36 hours. D. Short noted that the course constitutes a special case where the course hours are rigidly specified by the state. The hours for the course are 40 hours (5 work days of 8 hours each), the range of 32-48 hours allows a buffer in case the course hours are modified by the state. D. Short also shared that the pre-requisites for the course are the police academies and that students who are not practicing police officers may take the course through reserved lottery spots.

Approved. MSC M. Sanft/P. Martin

- b) Activations
- c) Deactivations
- d) Revisions
 - i) ~~BIOL 210A Introduction to the Biological Sciences I (City originating)~~
- e) Distance Education

6) Program proposals

- a) New programs
 - i) Accountancy for Enrolled Agents CA
This program was discussed together with items 5-a-i through 5-a-iii.
D. Short commented that the IRS allows people with licenses to work as advocates called Enrolled Agents, he shared that this program is a good niche for community colleges. Enrolled Agents are licensed by the IRS to represent tax payers.
Approved. MSC P. Hopkins/M. Sanft
- b) Deactivations
- c) Revisions

7) FYIs –Reviewed with no comments.

- a) New courses
 - i) DRAM 111 Chicana/o Theatre (City)
- b) Course activations
- c) Course deactivations
 - i) ARCH 100A Introduction to Architecture and Landscape Architecture (Mesa)
 - ii) ENGL 064 Writing Essays (Mesa)
 - iii) ESOL 015 Essay Writing and Grammar for Non-Native Speakers of English (Mesa)
- d) Course revisions
- e) Distance Education
- f) New programs
- g) Program deactivations
- h) Program revisions
 - i) Creative Writing CP (Mesa)

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8) New business

- a) Proposed new subject area in Diagnostic Medical Sonography (DMSG) – Mesa
D. Short commented that new subject areas may be created but there must be consensus. P. Hopkins asked if the proposal of new subject areas did not have to go through the Academic Senate. D. Short explained that the course discipline and the subject are independent and have no correlation between them. M. Sanchez asked if instead of discipline, department was a more appropriate term. D. Short agreed.

9) Old business

The following were reviewed by committee members:

- a) Board Policies Review (2nd reading)
 - i) Program and Curriculum Development (BP 5020)
 - ii) Philosophy and Criteria for Associate Degree and General Education (BP 5025)
 - iii) Articulation (BP 5050)
 - iv) Career and Technical Education Programs (BP 5102)
 - v) Library Services (BP 5040)
- b) Administrative Procedures Review (2nd reading)
 - i) Instructional Program Review (AP 5019)
 - ii) Curriculum Development (AP 5020)
 - iii) Instructional Program Discontinuance (AP 5021)
 - iv) Course Approval (AP 5022)
 - v) Graduation Requirements for AS (AP 5025)
 - vi) Philosophy and Criteria for Certificates (AP 5026)
 - vii) Articulation (AP 5050)
 - viii) Career and Technical Education Programs (AP 5102)
 - ix) Remedial Coursework (AP 5222)
 - x) Prerequisites, Corequisites, Limitations, and Advisories (AP 5260)

10) Reports

- a) Vice President of Instruction –None.
- b) Articulation Officer –None.
- c) Curriculum Chair
D. Short reported that he will be on Federal Jury Duty for a month in October. During his absences P. Martin has agreed to run the Curriculum Committee Meetings. P. Hopkins mentioned that D. Short should consider submitting committee proxy forms for his jury duty absences. D. Short responded that he would like to offer either non-voting members J. Librande or J. Gonzales his proxy.

11) Roundtable –None.

12) Adjournment –Meeting adjourned at 4:20 pm.

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Attachment: Consent Agenda
September 21, 2016

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

- A. AVIM 101G General Aviation Technology Theory I
- B. AVIM 101H General Aviation Technology Theory II
- C. AVIM 102G General Aviation Maintenance Technology Practices I
- D. AVIM 102H General Aviation Maintenance Technology Practices II