

San Diego Miramar College  
Curriculum Committee  
Meeting Minutes

February 15, 2016, 2:30-4:30  
S6-110

**Members:** Nada Adjadj\*; Reggie Boyd; Matthew Cain (for Sadayoshi Okumoto); Lisa Clarke; Isabella Feldman; Paulette Hopkins; Jason Librande\*; Pablo Martin; Scott Moller; Larry Pink; Cheryl Reed; Shaunna Elmone (for Margarita Sanchez); Mara Sanft; Wayne Sherman; Duane Short

\* Nonvoting member

- 1) **Call to order** – 2:33 pm
- 2) **Approval of agenda** – Approved Sherman/Martin with additions including adding to 7) New Business – Hidden Prerequisites and Curriculum Chair Election.
- 3) **Approval of minutes from last meeting** – Approved Sherman/Pink MSC
- 4) **Course proposals**
  - a) New courses
  - b) Activations
  - c) Deactivations
  - d) Revisions
    - i) PHIL 102A Introduction to Philosophy: Reality and Knowledge (Mesa originating; held from last meeting re change in ENGL 105 requisite) – Short stated that this was brought to the chair of curriculum at Mesa. Short is willing to check when the course reaches CIC to ensure the ENGL 105 requisite was added back in. Approved Sherman/Pink with caveat of change with ENGL 105 is back as a prerequisite.
    - ii) PHIL 205 Critical Thinking and Writing in Philosophy (Mesa originating; held from last meeting re change in ENGL 105 requisite) – Approved Sherman/Pink with caveat of change with ENGL 105 is back as prerequisite.
    - iii) BIOL 160 Elements of Human Anatomy and Physiology (Mesa originating) – The committee discussed the catalog description wording. Approved Sherman/Librande MSC
    - iv) CBTE 114 Introduction to Microsoft Windows (Mesa originating) – Approved Sherman/Feldman MSC
    - v) CBTE 120 Beginning Microsoft Word (Mesa originating) – Approved Sherman/Feldman MSC
    - vi) CBTE 122 Intermediate Microsoft Word (Mesa originating) – Approved Sherman/Feldman MSC
    - vii) CBTE 127 Introduction to PowerPoint (Mesa originating) – Sherman wanted to know what the difference between CBTE 127 and CBTE 128 was, and if the CBTE 127 was duplicating content. Would students be confused with the difference of each class, and which one is needed to complete the degree and/or certificate? CBTE 127 is needed for the certificate, and CBTE 128 is needed for the degree. Martin recommended adding the word “Microsoft” to the title. Short agreed to contact the faculty about the committee’s suggestions. Approved Sherman/Martin MSC

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- viii) CBTE 128 Comprehensive Microsoft PowerPoint (Mesa originating) - Approved Sherman/Reed MSC
  - ix) CBTE 140 Microsoft Excel (Mesa originating) – Approved Sherman/Librande MSC
  - x) CBTE 143 Intermediate Microsoft Excel (Mesa originating) – Approved Sherman/Librande MSC
  - xi) CBTE 152 Beginning Microsoft Access (Mesa originating) – Approved Sherman/Librande MSC
  - xii) CBTE 153 Intermediate Microsoft Access (Mesa originating) – Approved Sherman/Librande MSC
  - xiii) CBTE 170 Desktop Publishing (Mesa originating) – Approved Sherman/Librande MSC
  - xiv) CBTE 180 Microsoft Office (Mesa originating) – Approved Sherman/Librande MSC
  - xv) CBTE 205 Records Management (Mesa originating) – Approved Sherman/Librande MSC
  - xvi) CBTE 210 Computers in Business (Mesa originating) – Approved Sherman/Librande MSC
  - xvii) CHEM 111L Chemistry in Society Laboratory (Mesa originating) – The committee discussed the UC limitation on this course. Approved Sherman/Sanft MSC
  - xviii) LIBS 101 Information Literacy and Research Skills (Mesa originating) – Approved Sherman/Sanft MSC
  - xix) MUSI 109 World Music (Mesa originating) – Approved Sherman/Sanft MSC
  - xx) MUSI 111 Jazz - History and Development (Mesa originating) – Approved Sherman/Sanft MSC
  - xxi) MUSI 202 Computer Music (Mesa originating) – Approved Sherman/Sanft MSC
- e) Distance Education
- i) ARTF 150B Beginning Graphic Design – The committee reviewed the distance education proposal for this course and the following courses proposed for distance ed (all proposals included the same distance education language). The committee discussed various aspects of the distance ed proposal section, including instructor-initiated contact and frequency. The committee also discussed whether this content was appropriate for a fully online course. Some committee members wanted to discuss distance education teaching techniques with the discipline faculty. Others thought the proposals were fine and that the committee should defer to the discipline faculty judgment. The committee also discussed the broader advantages and disadvantages of distance education instruction. Short reported that the faculty is requesting distance ed approval for Fall 17. Approved Sherman/Reed – Abstained Feldman, Librande and Pink.
  - ii) GRFX 050 Beginning Graphics, Communicating With Computers – Approved Sherman/Reed – Abstained Feldman, Librande and Pink
  - iii) GRFX 160 Vector Art 01: Illustration – Approved Sherman/Reed – Abstained Feldman, Librande and Pink
  - iv) GRFX 170 Raster Art 01: Image Editing – Approved Sherman/Reed – Abstained Feldman, Librande and Pink
  - v) GRFX 180 Composition 01: Page Building Tools – Approved Sherman/Reed – Abstained Feldman, Librande and Pink

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- vi) GRFX 181 Projects 01: Multi-modal Productions – Approved Sherman/Reed – Abstained Feldman, Librande and Pink
- vii) GRFX 190 Ethical Business Practices for Creative Services – Approved Sherman/Reed – Abstained Feldman, Librande and Pink
- viii) GRFX 192 Graphic Business Promotion: Creative Services Career Management – Approved Sherman/Reed – Abstained Feldman, Librande and Pink

**5) Award proposals**

- a) New awards
- b) Deactivations
- c) Revisions

**6) FYIs – Reviewed with no comments**

- a) New courses
  - i) BUSE 125 Introduction to Entrepreneurship (Mesa)
  - ii) ENGL 021 Introduction to Academic Literacy (City) – to be discussed in “Old Business” below
- b) Course activations
- c) Course deactivations
- d) Course revisions
- e) Distance Education
- f) New awards
  - i) Biology AS-T (Mesa)
- g) Award deactivations
- h) Award revisions
  - i) Health Information Technology AS (Mesa)
  - ii) Liberal Arts and Sciences: Art Studies-Music AA (Mesa)
  - iii) Music Technology CP (Mesa)
  - iv) Phlebotomy Training Program CP (Mesa)

**7) New business**

- a) Proposed “Oceanography” (OCEA) subject area – Short stated that the District’s Physical Science departments are proposing a new subject area of Oceanography because students currently may not be able to find the oceanography course (PHYN 120) as it is listed under “Physical Science.” The committee discussed various options for the four-letter subject identifier. Approved by consensus.
- b) Hidden Prerequisites – Short reported that some courses have “hidden” prerequisite options that have been added without the formal approval of the faculty and curriculum committees. These “hidden” prerequisite options have been entered into ISIS and are being enforced, yet do not appear on the official course outlines of record because they were never actually approved. He thinks this violates Title 5, district policy and procedure, and the right of discipline faculty to set their own prerequisites. He also thinks this is problematic for students because of inconsistent information and for university articulation because it results in inaccurate course outlines of record. He wants to bring this issue up at CIC but is bringing it to the Curriculum Committee for discussion first. The committee discussed the following items related to this issue:

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- i) Student access inequities
- ii) Inconsistent information available to counselors
- iii) Inconsistencies between ISIS and the catalog (the source document)
- iv) Unnecessary courses being taken by students who do not know of the hidden prerequisite
- v) Potential lawsuits
- vi) Steps to correct the problem

After discussion, Short agreed to write up a summary of the issue and recommended corrective actions and to bring it to the next Curriculum Committee meeting for review.

- c) Curriculum Chair Elections – Short reminded the committee that last year we moved our election cycle to match the election cycle of the department chairs. He asked anyone interested in serving as chair to notify him before the next meeting. The committee discussed the criteria for being elected as chair.

### 8) Old business

- a) Proposed “Paralegal” (PARA) subject area
  - i) Basic skills English proposals from City – Sanft there are a couple of proposals from City College to change assessment level of ENGL 31 to R2 and W2, which was changed from R3 and W3. Now it’s a lower level. City is also proposing an ENGL 31 course which is a lower course to ENGL 47A. This would make one pathway to get to ENGL 101 and the other pathway to ENGL 101 would be ENGL 47a and 21 which is a floor course. These are designed to replace ENGL 42, 43, 48, and 49 sequences. For Miramar this would create a spillover from City for students who have not passed ENGL 42, 43, 48 or 49 after the spring 2018. There is discussion on how to serve the students on this. The discipline meeting that included the 3 colleges, and asked a lot of questions. The discipline had not questioned the financial aid component for this proposal. There were questions on how to support the students on this because it is confusing. City is thinking about getting the word out to students. One example is City had a student that dropped the ENGL 31 class and still was allowed to stay in the ENGL 101. Both ENGL classes are supposed to be a LCOM. Martin discussed that we have a system procedure set up where a student would have to stay in both the ENGL courses to pass the class. Looking at City/Mesa courses, that in the details box, the corequisite is showing a slight confusion. LCOM when set up, the students enroll in one CRN, and then Admissions will split it into the two classes. Hopkins stated that we will need to find a solution, so that we can get those students who have failed one of the LCOMS. The committee has already approved the sequence, and a discussion about adding the or for corequisite with the “and”. Short stated that we are revising ENGL 101 and 105, and will work to get it changed in CurricuNet. Sanft did bring up, that when campuses are developing the accelerated classes, that the faculty do some formal research in those courses.
- b) College Governance Committee Evaluation Assessment Tool – Short reported that he asked M. McMahon the three questions that the committee requested. The answers are:
  - i) Yes, the form was vetted and approved by the Academic Senate
  - ii) The reason why part III is there, attendance and names, is a way to ensure that all constituency groups are represented, the reason why the names are there, is because if

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someone is not there then the committee chair can ask that they be removed from the committee.

iii) The Academic Senate would prefer us not to aggregate data in part III.

Short agreed to put this back on the agenda for the next meeting.

### **9) Reports**

- a) Vice President of Instruction – Hopkins stated that she received an email from the State Chancellor’s office regarding the Certification of new courses that was filled out. The email stated that it was going into effect on January 1<sup>st</sup>, and that TOP codes that the colleges could not certify include courses in ADJU and FIPT.
- b) Articulation Officer – No report.
- c) Curriculum Chair
  - i) Short reported that the district has agreed not to require target audience statements in public safety courses, per CCCCCO request.
  - ii) Short encouraged committee members to attend the ASCCC Curriculum Institute this summer in Riverside, CA.

**10) Roundtable** - none

**11) Adjournment** – 4:31 pm