

**SAN DIEGO MESA COLLEGE
CURRICULUM REVIEW SUBCOMMITTEE**

APPROVED

Minutes

Thursday, April 5, 2018

Present: P. Gustin (Proxy for T. McGrath, A. MacNeill, T. Chitcharoen, A. Hoffman)
J. Parker, J. Chagnon, C. Kinney (Proxy for T. Ricalde), J. Bernal, M. Cox,
A. Dines, J. Estep, E. Helscher, L. Horsman, D. Rogers, A. Saballett,
E. Ball, A. Svedberg

Absent: T. McGrath (Excused), A. MacNeill (Excused), T. Recalde (Excused), A. Hoffman
(Excused), W. Smith, T. Chitcharoen (Excused),

Guests: G. Kim

Welcome/Announcements

- * P. Gustin welcomed everyone and self-introductions were made.

Minutes/Agenda

- * MSC L. Horsman/E. Helscher to approve the revised April 5, 2018 agenda.
- * MSC L. Horsman/J. Chagnon to approve the March 1, 2018 minutes.

Information

- * MATH Update
 - J. Bernal informed the committee CIC approved Miramar's MATH 096 revision of adding MATH 015B as an alternate co-requisite.
 - Miramar created LCOM 096X for all of the colleges beginning fall 2018.
 - LCOM 096X combines MATH 096 and MATH 015B.
- * Request for Curriculum Dean
 - P. Gustin expressed her feelings that it may be time to make changes to the CRC committee's current leadership and procedures to improve the efficiency and accuracy of the committee's reviewing and approving curriculum.
 - P. Gustin explained with a faculty chair she would also like to recommend there be a Curriculum Dean to assist the committee with administrative concerns.
 - P. Gustin pointed out having a dedicated Curriculum Dean to advocate for the committee at the State level would be beneficial as well as meeting CRC committee needs and possibly assist in reorganizing committee procedures to increase efficiency and accuracy.
 - Articulation Officer and Curriculum Specialist (Arlis) should be housed together on campus for the communication necessary for an originator of a proposal to resolve proposal concerns is limited and time consuming.
 - Curriculum Specialist and Scheduler should be two different positions as this is the case at City and Miramar.
 - P. Gustin also stated there has been an increase in the amount of curriculum being reviewed and it is anticipated there will be even more as new Guided Pathways curriculum is being created and more Workforce funding is utilized.
 - Technical Review Committee should be reinstated. The lack of this committee appears to have had an affect on the accuracy of CRC proposal review as more proposals have to be adjusted after being forwarded for CIC approval.
 - P. Gustin also clarified to the committee the lack of the procedure of having faculty present new courses, new programs, and/or major program revisions to the committee prior to inputting them into CurricUNET has increased the committee's reviewing tasks

as revisions are made to revisions which is often confusing to the committee as to what the originator actually wants or needs to do as committee members review the proposals.

- Another challenge is the slowness of getting proposals through CurricUNET so proposals are being rushed through for approval without being thoroughly reviewed.
 - P. Gustin informed the committee she has a meeting with President Luster to discuss the recommendation of having a Curriculum Dean for the committee.
 - J. Parker thanked P. Gustin for promoting a Curriculum Dean and recommendations for enhancing the CRC Committee's review of proposals.
- * As there are numerous Fermentation and Drama courses being proposed P. Gustin requested CRC members to contact her if they would be willing to volunteer to tech review the proposals prior to their being placed on the CRC agenda to help alleviate revisions having to be made after the proposals have been approved by the committee.

Committee Level Curriculum

New Items for Review

- * MSC L. Horsman/M. Cox to submit **ANHL 135** Mesa only revisions to CIC
- * MSC A. Saballet/J. Parker to submit **ARTF 106** activation with integration and Distance Learning and walked in to CIC.
- * MSC L. Horsman/E. Helscher to submit **CHEM 161** and **CHEM 255** Mesa only deactivations to CIC.
- * MSC A. Svedberg/M. Cox to submit **FASH 140** and **FASH 190** Mesa only revisions to CIC.
- * MSC E. Helscher/J. Parker to submit **EXSC 242B** aligned revision and **EXSC 286** and **EXSC 288** aligned revisions with Distance Learning to CIC.
- * MSC A. Saballet/M. Cox to submit **HIST 141** and **HIST 142** aligned revisions to CIC.
- * MSC L. Horsman/E. Helscher to submit **HIST 175** Mesa only revision with Distance Learning to CIC.
- * MSC L. Horsman/E. Helscher to submit **HOSP 102** Mesa only revision to CIC.
- * MSC M. Cox/L. Horsman to submit **JOUR 210A** and **JOUR 210B** aligned revisions to CIC.
- * MSC C. Kinney/J. Bernal to submit **MATH 034A** Mesa only deactivation to CIC.
- * MSC L. Horsman/J. Bernal to hold **MATH 038** aligned revision.
- * MSC L. Horsman/M. Cox to submit **MUSI 121, MUSI 240 & MUSI 241; MUSI 135A & MUSI 135B; MUSI 205A, MUSI 205B, MUSI 206A & MUSI 206B; MUSI 274A, MUSI 274B, MUSI 274C and MUSI 274D** Mesa only revisions to CIC.
- * MSC M. Cox/L. Horsman to submit **PHIL 103** Mesa only revision to CIC.
- * MSC J. Parker/L. Horsman to submit **RADT 110** Mesa only revision to CIC.
- * MSC C. Kinney/A. Saballet to submit **CACM Culinary Arts/Culinary Management AS Degree** Mesa only revision to CIC.

Items on Hold

- * MSC J. Parker/A. Saballet to submit **FASH 111 & FASH 124** Mesa only revisions with Distance Learning to CIC.

Status of ADT Degrees

- * The new Biology AS-T was approved on 2/6/2017 by the Board. P. Gustin has requested the originator to prepare the paperwork needed for submission to the state inventory for approval.
- * The Kinesiology AA-T revision has been resubmitted.
- * The Journalism AA-T revision is waiting for Mesa to resubmit after the 8/24/2016 state requested changes have been resolved.
- * The new Chemistry AS-T and new Music AA-T degrees have been returned to Mesa for changes and are awaiting more information from state officials before they can be resubmitted.

City

- * MSC J. Parker/L. Horsman to support **BIOL 091, BIOL 109, BIOL 206, & BIOL 265C** aligned deactivations.
- * MSC L. Horsman/C. Kinney to support **DRAM 143** aligned revision.
- * MSC L. Horsman/E. Helscher to support **MATH 118** and **MATH 119** aligned revisions after discussion that Math 088 was renumbered to Math 109.
- * MSC L. Horsman/A. Saballet to hold support for **POLI 201** aligned new course with activation at Mesa for Mesa faculty to review.
- * The proposals for C++ CA Program (Revision); Applied Biotechnology CA & CP; Applied Biology Track AS (Deactivations) were reviewed without comment.

Miramar

- * MSC C. Kinney/L. Horsman to support **ACCT 135** aligned activation.
- * MSC C. Kinney/L. Horsman to support **ARTF 210A & ARTF 210B** aligned revisions.
- * MSC C. Kinney/L. Horsman to support **ARTF 280C** aligned deactivation.
- * MSC C. Kinney/L. Horsman to support **BUSE 290** aligned revision.
- * The proposals for ADJU 382 and AVIM 106AB were reviewed without comment.

Committees/Discussion/Handouts

- * The CIC summary for March 22, 2018 was emailed to members.
- * MSC A. Saballet/J. Chagnon to adjourn at 3:35 pm.

Minutes approved by

Tim McGrath and Paula Gustin, Co-Chairs
Next Meeting: April 19, 2018 at 2:15 pm MS 202