



**Mission Statement:** San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

## Curriculum Committee Agenda Minutes

**Wednesday, April 9, 2025**

Educational Cultural Complex (ECC), 4343 Ocean View Blvd.  
Conference Room 121, 2:30–4:30 p.m.

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/85079344693>

### **Remote conferencing locations:**

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056  
César E. Chávez Campus, 1901 Main Street, Rooms 301 and 316, San Diego, CA 92113  
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K and 106, San Diego, CA 92110  
ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113  
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business, Accounting and Entrepreneurship: Aaron Iffland  
Clothing and Textiles: Shirley Pierson  
Counseling: Edith Quintero  
Digital Media and Programming: Zak Ruvalcaba  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuer  
English as a Second Language: Ildifonso Carrillo  
Healthcare: Kenny Parker  
Information Technology: Richard Gholson, Committee Chair  
Skilled and Technical Trades: Pete Phounsavath  
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

### **GUEST:**

Evangeline Akridge, Dean, DSPS and Emeritus  
Marne Foster, SLO/Program Review Coordinator  
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources

### **ABSENT:**

Leah Gualtieri, High School Diploma/High School Equivalency and Basic Skills  
Megan Leppert, Hospitality and Culinary Arts  
Masahiro Omae, Vice President of Instruction  
Lee Thompson, Child Development

#### **1. CALL TO ORDER 2:32 p.m.**

- A. Approval of the agenda for [April 9, 2025](#), meeting
  1. Motion by Pierson
  2. Second by Quintero

3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Parker, Phounsavath, Ruvalcaba, Salerno, Tornsäuer
- B. Approval of March 5, 2025, meeting minutes
  1. Motion by Pierson
  2. Second by Quintero
  3. Final Resolution: Motion carries. Approved as presented.
  4. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Parker, Phounsavath, Ruvalcaba, Salerno, Tornsäuer

## **2. CURRICULUM REVIEW / APPROVAL REQUESTS**

- A. New Course(s)
  1. COMP 674 - AWS Academy Cloud Operations
  2. CSCE 801 - ABA Training for Direct Support Professionals
  3. HLTH 614 - Optical Technician 1
  4. HLTH 615 - Optical Technician 2
  5. HLTH 616 - Ophthalmic Assistant 1
  6. HLTH 617 - Ophthalmic Assistant 2
  7. INDT 681 - SolidWorks 1
  8. INDT 682 - SolidWorks 2
  9. Motion by Parker
  10. Second by Tornsäuer
  11. Final Resolution: Motion carries. Approved as presented.
  12. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno
- B. Course Revision(s)
- C. Course Deactivation(s)
  1. COMP 651 - Virtual Datacenter 1
  2. COMP 652 - Virtual Datacenter 2
  3. HEAL 520 - Health Education – Family
  4. Motion by Phounsavath
  5. Second by Parker
  6. Final Resolution: Motion carries. Approved as presented.
  7. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Pierson, Quintero, Ruvalcaba, Salerno, Tornsäuer
- D. New Certificate Program(s)
  1. AWS Cloud Operations Administration
  2. Ophthalmic Assistance
  3. Optical Technician
  4. SolidWorks Design
  5. Motion by Pierson
  6. Second by Jackson
  7. Final Resolution: Motion carries. Approved as presented.

8. Approve: Carrillo, Gholson, Gil, Iffland, Parker, Phounsavath, Quintero, Ruvalcaba, Salerno, Tornsäuer
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivations(s)
  1. Desktop Operating Systems Program
  2. Inspection and Vehicle Preparation Technician
  3. Machine Shop Program
  4. Server Essentials Program
  5. Virtual Datacenter
  6. Motion by Pierson
  7. Second by Jackson
  8. Approve: Carrillo, Gholson, Gil, Iffland, Parker, Phounsavath, Quintero, Ruvalcaba, Salerno, Tornsäuer

### 3. OLD BUSINESS

#### A. Essential Approval Dates

1. Discussion: The group reviewed the Essential Approval Dates document—noting the committee's deadlines to submit curriculum for each meeting for the 2027-28 catalog. The deadline to submit curriculum for the 2027-28 catalog is Friday, December 5, 2025.

#### B. Active courses not offered tracker updated

1. Discussion: The group reviewed progress in deactivating courses not offered since Fall 2019, reducing the total from over 170 to approximately 50. They emphasized considering program impacts before course deactivation. They also noted that long-unoffered courses likely required updates to remain relevant. They agreed to discuss further deactivations and the need for a policy on course availability duration.

#### C. Revision of hours (range)

#### D. Six-year reviews (begin by fifth year)

1. Discussion: Per Title 5 requirements, courses need timely review. The team suggested a five-year cycle to maintain the six-year review schedule.

#### E. New subject indicator: AAIR (Applied Automation Innovation and Robotics)

1. Discussed with credit colleges
2. Ready to move forward to Curriculum Instructional Council (CIC)

#### F. District CTE Code Alignment Project; Due: Friday, April 11, 2025

1. Discussion: The group was reminded of the District CTE code alignment project. Programs were asked to review spreadsheets, note changes, and report them via spreadsheet, email, or recommendations. The project aimed to identify discrepancies with TOP, CIP, and SOC codes across CTE certificates. Programs were encouraged to provide feedback on assigned codes.

### 4. NEW BUSINESS

- A. SDCCE subjects shared with credit colleges need to be replaced with new subject indicator
  1. Required by Assembly Bill No. 1111

2. Common course numbering (CCN) across California community colleges.
- B. New subject indicators: Programming (PROG) and Digital Media (DGTL)
  1. To replace the subject indicator, COMM
  2. Discussion needed with credit colleges
- C. Additional subject indicators shared with credit colleges
  1. ACCT – Business, Accounting and Entrepreneurship
  2. AUTO – Automotive
  3. COMM – Digital Media and Programming
  4. DSPS – Disability Support Programs and Services
  5. DRAM – Emeritus
  6. ENGL – Emeritus
  7. HEAL – Emeritus
  8. PSYC – Emeritus
  9. Discussion: The State Chancellor's Office is requiring specific courses to have uniform subjects and course numbers across all community colleges as part of the common course numbering system to ease student transfers. SDCCE is required to replace existing subject indicators, starting with COMM. The common subject indicators will be reviewed for differences in subject names between credit and non-credit courses. There have been discussions about extending common course numbering to non-credit courses, though the current focus remains on credit.
- D. Catalog rights
  1. Discussion: The group discussed policies for students taking extended breaks from their programs. They agreed on a district-wide guideline of three semesters, after which students must reapply, though individual programs may have additional requirements based on factors like safety, technology, or certifications. The group considered creating a flexible written policy to provide consistency across departments and discussed the possibility of credit by exam or competency-based assessments for students with relevant work experience during their absence.
- E. Equivalency process
  1. Discussion: The group discussed the need to develop an equivalency process with a preference for equivalency over substitution.

## 5. CREDIT COLLEGE CURRICULUM- FYI

## 6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
  1. Active courses not offered
- C. District CurricUNET/currlQunet META Steering Subcommittee (Gholson)
  1. Community Service Community Education (CSCE) courses
- D. District Policies and Procedures (Gholson)
  1. Fall 2024 policies and procedures have moved forward for constituent review

## 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Curriculum Update (Committee Members)

1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, April 11, 2025.
2. The next committee meeting will be held on Wednesday, May 7, 2025, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

## **8. ADJOURNMENT**

- A. Motion to adjourn.
  1. Motion by Parker
  2. Second by Phoumsavath
  3. Final Resolution: Meeting adjourned at 4:32 p.m.
  4. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Pierson, Quintero, Ruvalcaba, Salerno, Tornsäuer

### **Resource Links:**

[Curriculum Committee: Goals, Agendas and Minutes](#)

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[Range of Hours](#)

[Program and Course Approval Handbook \(PCAH 8<sup>th</sup> Edition\)](#)

[ASCCC Course Outline of Record: A Curriculum Reference Guide](#)

[CourseNet](#)

[Board of Trustees \(BOT\) and Curriculum Instructional Council \(CIC\)](#)