



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

## CURRICULUM COMMITTEE MINUTES

Wednesday, March 1, 2023

ECC Room 169

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVWVZwdkNKeWozUT09>

### Remote conferencing locations:

7350 Armstrong Place, room R101, San Diego, CA 92111; One Barnard Drive, room T260, Oceanside, CA, 92056; 8355 Aero Drive, room 115J, San Diego, CA 92123; 5065 Caminto Cachorro, San Diego, CA 92105

### **IN ATTENDANCE:**

Business & Accounting: Sharian Lott  
Child Development: Lee Thompson  
Clothing & Textiles: Shirley Pierson  
Counseling: Joyce Almario-Greno  
Digital Media & Programming: Zak Ruvalcaba  
Emeritus: Claudia Tornsäuer  
English as a Second Language: Carolyn McGavock  
Hospitality and Culinary Arts: Megan Leppert  
Information Technology: Richard Gholson, Committee Chair  
Instructional Services: Minou Spradley, Vice President of Instruction  
Instructional Services: Desiree Payne, Curriculum Analyst  
Skilled and Technical Trades: Pete Phounsavath

**ABSENT:** Robert Jackson (Automotive), Kim Salerno (DSPS), Carrie Lewis (Healthcare), Veleka Iwuaba (High School Diploma/High School Equivalency and Basic Skills),

**GUESTS:** Aaron Iffland, Armin Rashvard, Catherine Shafer

### **1. CALL TO ORDER 2:36pm**

- A. Approval of the Agenda for March 1, 2023, Meeting
  - a. Discussion: Catherine Shafer requested to pull the Healthcare courses, including the distance education addendum, and certificate programs from the agenda.
  - b. Motion: Shirley Pierson
  - c. Second: Minou Spradley
  - d. Final Resolution: Motion carries. Agenda approved as amended.



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- e. Approve: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäuer
- B. Approval of the January 4, 2023, Meeting Minutes
  - a. Discussion: Robert's Rule regarding motions and approvals were discussed.
  - b. Motion: Lee Thompson
  - c. Second: Minou Spradley
  - d. Final Resolution: Motion carries.
  - e. Approve: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäuer
  - f. Abstain: Shirley Pierson

## 2. CURRICULUM REVIEW/APPROVAL REQUESTS

- . New Course(s)
  - 1. HLTH 614 Behavioral Health: Community- *Not approved, pulled from the agenda*
  - 2. HLTH 615 Intro to Community Health Work- *Not approved, pulled from the agenda*
- A. Course Revision(s)
  - 1. HLTH 611 Behavioral Health Aide- *Not approved, pulled from the agenda*
  - 2. INVS 500 Estate Planning Topics Survey
    - a. Discussion: Claudia Tornsäuer provided an overview of the course revision and added the course revision was a result of a review of the active not offered report. The committee discussed the number of changes and considered whether this should be proposed as a new course. Tornsäuer advised the committee the course had not undergone a revision since it was created and while the revisions may appear substantial the changes are bringing the course outline up to current standards and updating the goals, objectives, and content. A committee member noted the course title could exclude certain students. Discussion occurred regarding the course title. The committee recommended another course title, based on one of the alternate titles listed on the course outline, "Prepare for Your Later Years," and to list the course title which was on the outline as an alternate title. Tornsäuer approved the committee's recommendation.
    - b. Motion: Minou Spradley
    - c. Second: Pete Phounsavath
    - d. Final Resolution: Motion carries
    - e. Approve as amended: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäuer
  - B. Course Deactivation(s)
    - 1. CNCT 571 Drywall/Lathing Apprentice I
    - 2. CNCT 572 Drywall/Lathing Apprentice II
    - 3. CNCT 573 Drywall/Lathing Apprentice III
    - 4. CNCT 574 Drywall/Lathing Apprentice IV



5. CNCT 581 Cement Mason Apprentice I
6. CNCT 582 Cement Mason Apprentice II
7. CNCT 583 Cement Mason Apprentice III
8. CNCT 601 Painter Apprentice I
9. CNCT 602 Painter Apprentice II
10. CNCT 603 Painter Apprentice III
11. CNCT 604 Painter Apprentice IV
12. CNCT 605 Painter Apprentice V
13. CNCT 606 Painter Apprentice VI
14. CNCT 611 Carpenter Apprentice I
15. CNCT 612 Carpenter Apprentice II
16. CNCT 613 Carpenter Apprentice III
17. CNCT 614 Carpenter Apprentice IV
18. CNCT 629 Constr. Materials Test Tech I
19. CNCT 630 Constr. Materials Test Tech II
20. CNCT 635 Construction Building Codes
21. CNCT 637 Construction Estimating
22. CNCT 639 Construction Safety
23. CNCT 641 Construction Mathematics
24. CNCT 651 Drywall Apprentice I
25. CNCT 652 Drywall Apprentice II
26. CNCT 653 Drywall Apprentice III
27. CNCT 654 Drywall Apprentice IV
28. CNCT 655 Drywall Finish Apprentice I
29. CNCT 656 Drywall Finish Apprentice II
30. CNCT 657 Drywall Finish Apprentice II
31. CNCT 658 Drywall Finish Apprentice IV
32. CNCT 671 Electrical Apprentice I
33. CNCT 672 Electrical Apprentice II
34. CNCT 673 Electrical Apprentice III
35. CNCT 674 Electrical Apprentice IV
36. COMP 604 CISCO Wireless LANs
37. COMP 605 CISCO Network Operating Sys
38. COMP 607 CISCO Network Security 2
39. COMP 610 Computer Care-Software Tools
40. COMP 613 Data, Voice, and Video Cabling
41. COMP 615 Internet TCP/IP and DNS
42. COMP 619 Introduction to UNIX
43. COMP 623 Server Side Programming
44. COMP 625 Web Server Maint & Security 1
45. COMP 626 Web Server Maint & Security 2
46. COMP 627 Basic Web Server Security
47. COMP 630 Introduction to Web Servers
48. COMP 633 Web Server Configuration



49. ELRN 400 Basic Electronic Assembly
50. ELRN 405 Basic Electronics
51. ELRN 408 Basic Micro-Computer Maintenance
52. ELRN 425 Construction Electrician
53. ELRN 436 Communications Electronics
54. ELRN 438 Computer Systems and Repair
55. ELRN 440 Electronics Test Technician
56. ELRN 441 Industrial Electronics
57. ELRN 442 Video Electronics Technology
58. ESLA 445 Pronunciation
59. INDT 405 Basic Machine Shop
60. INDT 405A Machine Shop
61. INDT 426 Welding Review
62. INDT 428 Apprenticeship Welding Review
63. INDT 462 Metal Trades/Pipefitting
64. INDT 463 Metal Trades/Sheet Metal Wkr
65. INDT 464 Metal Trades/Steel Fabrication
66. INDT 465 Gas Metal Arc Welding (GMAW)
67. INDT 466 Gas Tungsten Arc Welding
68. INDT 467 Metal Arc, Oxy & Flux Core
69. INDT 468 Shielded Metal Arc & Pipe
70. INDT 469 Pipe Fitting and Welding
71. MECT 441 Weatherization I
72. MECT 442 Weatherization II
  - a. Discussion: Richard Gholson provided an overview of the deactivations and noted they are result of program areas reviewing the active not offered report and courses not revised over five years report.
  - b. Motion: Minou Spradley
  - c. Second: Carolyn McGavock
  - d. Final Resolution: Motion carries
  - e. Approved: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäufer
- C. New Certificate Program(s)
  0. Community Health Worker- *Not approved, pulled from the agenda*
- D. Certificate Program Revision(s)
  0. Nurse Assistant in Behavioral Health- *Not approved, pulled from the agenda*
- E. Certificate Program Deactivation(s)
  0. Computer Repair and Service Technician
  1. Computer Repair Technician
  2. Electronic and Soldering Technology
  3. Machine Shop
  4. Network Support Specialist
  5. Network System Specialist



6. Pipe Welding/Pipe Fitting
7. Steel Fabrication
8. Structural Welding
9. Weatherization
10. Web Server
11. Web Server Maintenance and Security
  - a. Motion: Minou Spradley
  - b. Second: Lee Thompson
  - c. Final Resolution: Motion carries
  - d. Approved: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phoumsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäuer

**F. Distance Education Addendum(s)**

0. HLTH 611 Behavioral Health Aide- *Not approved, pulled from the agenda*
1. HLTH 614 Behavioral: Community- *Not approved, pulled from the agenda*
2. HLTH 615 Intro to Community Health Work-*Not approved, pulled from the agenda*
3. INVS Estate Planning Topics Survey
  - a. Motion: Minou Spradley
  - b. Second: Lee Thompson
  - c. Final Resolution: Motion carries
  - d. Approved: Joyce Almario-Greno, Richard Gholson, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phoumsavath, Zak Ruvalcaba, Minou Spradley, Lee Thompson, Claudia Tornsäuer

*\*Approved for Distance education; DE addendum form submitted.*

**3. OLD BUSINESS**

- A. Work-Based Learning- *tabled*
- B. SOC Code Recommendations – CTE Programs
  - a. Discussion: Desiree Payne provided an overview of SOC codes and their function. Payne reported a report was shared with all four colleges which listed SOC codes that are no longer valid and requested the colleges confirm any SOC code replacements. Payne advised she reviewed the report and provided the program deans and program chairs recommendations based on the Centers of Excellence recommendations and/or SOC code(s) listed on LMI forms the programs had submitted for justification. Payne added she responded to the district's request by the deadline, except for the Information Technology certificate program SOC codes listed on the report as the program area dean requested an extension to review the data.
- C. Range of hours
  - a. Discussion: The committee engaged in discussing a range of hours on course outlines, including consideration of establishing guidelines for acceptable range of hours. Discussion continued.



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- b. Action: Payne to audit classes scheduled this academic year in order to provide the committee a report at the April [2023] meeting.

#### **4. NEW BUSINESS**

#### **5. CREDIT COLLEGE CURRICULUM- FYI**

- A. City- No update
- B. Mesa- No update
- C. Miramar- No update

#### **6. STANDING REPORTS**

- A. District Curriculum Instruction Council Report (Gholson)
  - a. Discussion: Gholson reported the council met in February. Gholson added the council will meet in-person with remote option effective March [2023].
- B. DEI-AA in Curriculum (Gholson/Payne)
  - a. Discussion: Gholson reported the DEI-AA committee has not met recently.
- C. District CurricUNET/currIQuet META Steering Subcommittee (Gholson/Payne)
  - a. Discussion: Gholson reviewed the status of testing and development of CurricUNET META. META test environment and new course proposal was displayed. The committee reviewed the method of instruction and discussed the method of instruction page design. Gholson noted displaying and reviewing META will be a regular agenda item.
- D. District Policies and Procedures Subcommittee (Gholson/Payne)
  - a. Discussion: Gholson reported the subcommittee met and drafts should be shared out with the colleges soon.
- E. Curriculum Update (Committee Members/Payne)
  - a. Discussion: No report.

#### **7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

- A. Payne advised of the state Academic Senate for California Community Colleges (ASCCC) CTE and Noncredit South Regional Workshop taking place on Monday, March 20 [2023]. Payne advised there is no cost to register. Payne noted she would send an email to the committee members containing the event information.

#### **8. ADJOURNMENT**

- A. Motion: Carolyn McGavock
- B. Second: Pete Phounsavath
- C. Final Resolution: Motion carries
- D. Approve: Richard Gholson, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Minou Spradley