



Curriculum Committee Agenda Minutes

Wednesday, March 6, 2024

César E. Chávez Campus, 1901 Main Street, Room 102E, San Diego, CA 92113

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/88181212685>

Remote conferencing locations:

CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, San Diego, CA 92110
Educational Cultural Complex, 4343 Ocean View Blvd., Room A121, San Diego, CA 92113
Mid-City Campus, 3792 Fairmount Ave., Rooms 122, San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson
Business & Accounting: Aaron Iffland
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Charlene Schade, Assistant Program Chair, Emeritus proxy for Claudia Tornsäufer
English as a Second Language: Carolyn McGavock
Healthcare: Kenny Parker
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Minou Spradley, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:

Michelle Gray, Dean, Business, Information Technology, Digital Media and Programming
Matthew Rivaldi, Faculty, Business and Accounting

ABSENT:

Emeritus: Claudia Tornsäufer
Hospitality and Culinary Arts: Megan Leppert

1. CALL TO ORDER 2:35 p.m.

- A. Approval of the agenda for March 6, 2024, meeting
 1. Motion by Gualtieri
 2. Second by Parker
 3. Final Resolution: Motion carries. Approved as presented.



4. Approve: Almario-Greno, Gholson, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Schade, Spradley, Thompson
- B. Approval of the [February 7, 2024](#), meeting minutes
 1. Motion by Spradley
 2. Second by Jackson
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Almario-Greno, Gholson, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Schade, Spradley, Thompson

2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addenda

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

3. OLD BUSINESS

- A. Clothing and Textile/Entrepreneurship Discussion
 1. Discussion: Rivaldi, Pierson, and Iffland met and came to resolutions about changing items regarding the proposed textile entrepreneur program. Pierson reported Dean Howell, Dean Gray and VP Spradley met and discussed entrepreneurship in general.
 2. Dean Gray shared with the Committee the discussion with Dean Howell and VP Spradley. There is much room for partnership with programs like Automotive, Healthcare, and Clothing and Textiles—creating courses with specific focus on their industry resulting in new stackable programs.
 - a. The Entrepreneurship program's concern was using the word 'entrepreneurship' in the title. The program is requesting the title(s) be changed not the course outline of record (e.g., Introduction to Textile Entrepreneurship to Introduction to Textile Business).
 3. Discussion ensued in benefits of creating certificate programs vs. stand-alone courses, and partnerships with each other's programs (e.g., collaboration between ESL and Healthcare).
 4. Rivaldi expressed concerns with the words, 'entrepreneur' and 'entrepreneurship'. He is willing to help programs understand the meaning of entrepreneur and entrepreneurship.
 5. Pierson suggested establishing a policy regarding the use of the words, 'entrepreneur' and 'entrepreneurship'. VP Spradley stated the faculty will decide on the process/policy. Ethnic Studies was used as an example of statewide faculty creating a policy outlining the specifics of Ethnic Studies courses—from defining ethnic studies to minimum qualifications for teaching.



6. A robust conversation continued regarding the creation, scheduling, and logistics of stackable programs requiring multiple subjects.
- B. Follow-up on course review 2022-2023:

1. [Active Courses Not Offered report](#)

Discussion:

- a. Some programs were under the impression that stand-alone courses were not to be offered.
- b. Courses remaining active will need their course outline reviewed soon. Request to deactivate courses not being offered prior to META (curriculum repository) implementation.
- c. All revisions and reactivation of courses and programs will need to follow the curriculum process.

2. [CORs +5 Years Since Last Reviewed report](#)

Discussion: Shared location of curriculum tracker documents in Teams.

- C. [Essential Curriculum Approval Dates](#)

4. NEW BUSINESS

- A. [Curriculum Process Tracker](#)

- B. [District Program Review Viability guidance draft document](#)

1. Gholson reported he has been working with the other curriculum chairs at the credit colleges to develop a guidance document to help colleges understand what to consider when developing programs. Requesting committee take the opportunity to review with an understanding the document is not dictating the process. It is not a policy, but a guidance stating best practices at the curriculum chair level. It is in the purview of the college. The document will be discussed at Curriculum Instructional Council (CIC).

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)

- B. DEI in Curriculum (Gholson)

- C. District CurricUNET/currlQunet META Steering Subcommittee (Gholson)

- D. District Policies and Procedures (Gholson)

- E. Curriculum Update (Committee Members)

1. Rivaldi reported he and Iffland are working on revisions to the Small Business Planning program and interested in developing an artificial intelligence for business program.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, March 15, 2024.

- B. The next committee meeting will be held on Wednesday, April 3, 2024.



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.

8. ADJOURNMENT

A. Motion to adjourn.

1. Motion by Phounsavath
2. Second by Parker
3. Final Resolution: Meeting adjourned at 4:31 p.m.
4. Approve: Almario-Greno, Gholson, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Schade, Spradley, Thompson

Resource Links:

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

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[CourseNet](#)

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