



**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, April 5, 2023

ECC Room 121

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

### Remote conferencing locations:

Mid-City Campus, room 122, 3792 Fairmount Ave., San Diego, CA 92105  
Cesar Chavez Campus, 1901 Main Street, San Diego, CA 92113  
CE Mesa College Campus, 7350 Armstrong Pl., San Diego, CA 92111  
El Camino College, room 136, 16007 Crenshaw Blvd., Torrance CA 90506  
West City Campus, room 123, 3249 Fordham St, San Diego, CA 92110  
3478 Larga Circle, San Diego, CA 92110

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business & Accounting: Sharian Lott  
Clothing & Textiles: Shirley Pierson  
Counseling: Lola Gaona proxy for Joyce Almario-Greno  
Digital Media & Programming: Zak Ruvalcaba  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuer  
English as a Second Language: Carolyn McGavock  
Healthcare: Carrie Lewis  
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba  
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:** Joyce Almario-Greno (Counseling), Megan Leppert (Hospitality and Culinary Arts), Lee Thompson (Child Development)

**GUESTS:** Marne Foster, Linda Osborn

### **1. CALL TO ORDER 2:33pm**

- A. Approval of the Agenda for April 5, 2023, Meeting
  - a. Motion: Minou Spradley
  - b. Second: Claudia Tornsäuer



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- c. Final Resolution: Motion carries. Agenda approved as amended.
- d. Approve: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer
- B. Approval of the March 1, 2023, Meeting Minutes
  - a. Motion: Pete Phounsavath
  - b. Second: Minou Spradley
  - c. Final Resolution: Motion carries.
  - d. Approve: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer

## 2. CURRICULUM REVIEW/APPROVAL REQUESTS

### A. New Course(s)

#### 1. ABED 445 Supervised Tutoring

- a. Discussion: Richard Gholson advised the committee that this is the College of Continuing Education's first [proposed] noncredit tutoring course to come through for committee approval. Veleka Iwuaba provided an overview of the proposed tutoring course; the program area, as well as the institution, has been exploring how to offer tutoring, whether online or in-person and ways to reinvent the learning space. Iwuaba added the first course offerings are planned for in-person as the program area continues to plan for online tutoring and have been engaging with Mesa College colleagues. Minou Spradley reported that the institution plans to hire a tutoring coordinator for a planned tutoring center and to provide support in tutoring training. Discussion occurred regarding attendance and apportionment for noncredit tutoring courses. Robert Jackson advised the committee that Automotive provides tutoring and homework assistance based on student request through faculty office hours. The attendance tracking system was discussed. Spradley noted this course focuses on mathematics and the intent is to expand course offerings.
- b. Motion: Minou Spradley
- c. Second: Robert Jackson
- d. Final Resolution: Motion carries
- e. Approve: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer

#### B. Course Revision(s)

##### 1. MUSV 513

- a. Discussion: Claudia Tornsäuer provided an overview of the course revision.
- b. Motion: Shirley Pierson
- c. Second: Veleka Iwuaba



- d. Final Resolution: Motion carries
- e. Approve: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum(s)
- a. ABED 445 Supervised Tutoring
  - a. Motion: Minou Spradley
  - b. Second: Shirley Pierson
  - c. Final Resolution: Motion carries
  - d. Approved: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer

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

### 3. OLD BUSINESS

- A. [SDCCE DE Addendum Form \(2nd Reading\)](#)
  - a. Discussion: Desiree Payne provided an overview of discussion and suggested updates that the committee proposed during review of the document at a committee meeting [February 2022]. The committee reviewed Title 5 examples of instructional techniques and discussed language in Section III. The committee agreed the existing language the already listed on the form aligns with the Title 5 examples yet aligns with terminology end users of the form may be familiar with.
  - b. Motion: Richard Gholson
  - c. Second: Minou Spradley
  - d. Discussion: Minou Spradley advised she agreed with the committee's assessment.
  - e. Final Resolution: Motion carries
  - f. Approved: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäuer
- B. Range of Hours: 2022-2023 Class Offerings Audit
  - a. Discussion: Payne presented the Course Outline of Record (COR) audit of Fall 2022 and Spring 2023 of hours of classes scheduled compared to the COR hours and variance. Payne advised the audit is intended to support discussion regarding COR hours and support program areas in determining if the COR hours are currently consistent with the time to cover the course content and for a student to complete the course competencies. The committee discussed range of



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hours and guidelines, distance education student outside of class hours and class notes displayed in the online class schedule, differences in program area student populations, and historical practices of class scheduling practices at the college. Experimental courses were discussed. Discussion occurred regarding next steps and committee action. Gholson inquired with Payne on recommendation. Payne advised the committee may want to consider drafting guidelines and clear requests to program faculty in regard to review of curriculum and curriculum action. A committee member noted the time left during the spring semester and inquired if reviewing and beginning discussions with their program deans and program chairs is ideal. Committee members agreed discussions can begin and faculty may want to wait on any curriculum action until guidelines and any other recommendations from the committee are drafted.

- b. Action: Committee will draft guidelines and determine requested action from program area faculty.

C. Course Competencies- *Item tabled*

#### 4. NEW BUSINESS

A. Credit for Prior Learning Curriculum Approval Process

- a. Discussion: Payne reported the document was shared during the district's Policies and Procedures subcommittee meeting with a request for members to share the document with their college's curriculum review body. Gholson noted much of the process currently pertains to the credit colleges. Difference between credit for prior learning and credit by exam was discussed.
- b. Action: Opportunity for committee members to review and provide and/or relay any feedback.

B. 2023-2024 Curriculum Committee Meeting Calendar

- a. Discussion: Payne reviewed the draft meeting calendar. The September meeting date was discussed. There was a recommendation to meet on the second Wednesday in September to account for the first week of the Fall 2023 semester. Gholson recommended considering this reading as a first reading and prepare to for a motion at the next meeting.
- b. Action: Committee members review their schedules to determine availability to meet on Wednesday, September 13.

#### 5. CREDIT COLLEGE CURRICULUM- FYI

- A. City- Gholson reported on the Child Development credit by exam proposed courses. Spradley reported on a recent district presentation she, as well as the college's Vice President of Student Services, attended where unreported credit by exam final assessment grades were discussed. Spradley advised an audit is planned to assess which classes [credit by exam final assessment] grades were not reported in attempt to capture as many grades as possible.
- B. Mesa- No update
- C. Miramar- No update



## 6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
  - a. Discussion: Gholson reported on the Cybersecurity baccalaureate degree at City College. Spradley reported on noncredit to credit alignment.
- B. DEI-AA in Curriculum (Gholson/Payne)
  - a. Discussion: Linda Osborn reported on progress on DEI-AA initiatives, including work on institutional SLO 5, engaging discussion with the college's Academic Senate, and the DEI-AA committee's commitment in providing institutional professional development at fall convocation and at a program and course level during the spring. Osborn gave special thanks Marne Foster, Esteban Alvardao, Lee Blackmore, Megan Leppert, and Jesus Rivas for their work and dedicated support of DEI-AA work. Spradley added the Professional Development Coordinator, Carla Grossini-Concha, and the college Instructional Services have been working closely together in developing a plan for DEI-AA professional development opportunities. Spradley reported on proposed Title 5 changes which include DEI-AA evaluation in instruction and noted that the district and AFT are in discussions to plan for the Title 5 changes.
- C. District CurricUNET/currlQnet META Steering Subcommittee (Gholson/Payne)
  - a. Discussion: Gholson reported on recent district CurricUNET Steering Committee review of program award pages in currlQnet META. Gholson advised the intent is to have the program award pages in the system support catalog production. Gholson provided detailed examples of certain features.
- D. District Policies and Procedures Subcommittee (Gholson/Payne)
  - 1. AP 4236 Advanced Placement Credit
  - 2. AP 5019 to 4019 Instructional Program Review
  - 3. AP 5021 to 4021 Program Discontinuance
    - a. Discussion: Gholson reported the administrative procedures (APs) proposed for revision.
    - b. Action: Opportunity for committee members to review and provide and/or relay any feedback.
- E. Curriculum Update (Committee Members/Payne)
  - a. Discussion: Pete Phounsavath and Richard Gholson reported on a draft Intro to Skilled and Tech Trades course outline. Iwuaba inquired on INTD 500 Career and College approval status. Marne Foster requested a survey sent to Gholson and Payne to be distributed to the committee members.
  - b. Action: Payne to distribute the survey to committee members on behalf of Foster.
  - c. Action: Payne to research status of INTD 500 and report to Iwuaba.

## 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

## 8. ADJOURNMENT

- A. Motion: Minou Spradley
- B. Second: Claudia Tornsäuer
- C. Final Resolution: Motion carries



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D. Approve: Lola Gaona, Richard Gholson, Veleka Iwuaba, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Minou Spradley, Claudia Tornsäufer