



CURRICULUM COMMITTEE MINUTES

Wednesday, April 6, 2022
2:30-4:30p.m.

Zoom: <https://cccconfer.zoom.us/j/99918523442>

IN ATTENDANCE:

Automotive: Robert Jackson
Business and Accounting: Sharian Lott
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Digital Media & Programming: Zak Ruvalcaba
DSPS: Kim Salerno
Emeritus: Claudia Tornsäuffer
English as a Second Language: Carolyn McGavock
Healthcare: Carrie Lewis (proxy for Lisa Cork)
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba
Hospitality and Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Desiree Payne, Curriculum Analyst
Instructional Services: Lorie Crosby Howell (proxy for Michelle Fischthal)
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): River Shaw

ABSENT: Lisa Carulli (Counseling), Lisa Cork (Healthcare), Michelle Fischthal (Instructional Services)

1. CALL TO ORDER

- A. Approval of the Agenda for April 6, 2022, Meeting
 - a. **Discussion:** Committee decided to move HEAL 540, HEAL 525, and PASV 505 approvals to follow all other curriculum agenda items, under new agenda item H.
 - b. **Motion to modify agenda:** Richard Gholson
 - c. **Second:** Veleka Iwuaba
 - d. **Action:** Agenda amended
 - e. **Motion to approve modified agenda:** Lee Thompson
 - f. **Second:** Claudia Tornsäuffer



- g. **Action:** Agenda approved
- B. Approval of the [March 2, 2022, Meeting Minutes](#)
 - a. **Discussion:** None
 - b. **Motion:** Shirley Pierson
 - c. **Second:** Veleka Iwuaba
 - d. **Action:** Approved
- C. Approval of Meeting Modality
 - a. **Discussion:** None
 - b. **Motion to meet remotely for May:** Megan Leppert
 - c. **Second:** Veleka Iwuaba
 - d. **Action:** Approved

2. [CURRICULUM REVIEW/APPROVAL REQUESTS](#)

- A. [New Course\(s\)](#)
 - a. HMDV 571A Instructional Aide I
 - b. HMDV 571B Instructional Aide II
 - i. **Discussion:** Lee Thompson provided an overview of the courses and certificate program, which will prepare students to work with children with special needs in a classroom setting. The DSPS and Child Development departments collaborated on creating this program and co-authored the courses. LMI data was reviewed. There will be an increase in job openings for these positions due to California's recent approval of the Transitional Kindergarten for All bill.
 - ii. **Motion to approve HMDV 571A & 571B:** Lee Thompson
 - iii. **Second:** Lorie Crosby Howell
 - iv. **Action:** Approved
- B. [Course Revision\(s\)](#)
- C. Course Deactivation(s)
- D. [New Certificate Program\(s\)](#)
 - a. [Instructional Aide](#)
 - i. **Discussion:** The program was covered at the same time the new courses were introduced.
 - ii. **Motion:** Zak Ruvalcaba
 - iii. **Second:** Claudia Tornsäuer
 - iv. **Action:** Approved
 - b. [Introduction to Healthcare Careers](#)
 - i. **Discussion:** In the absence of a program area representative, Desiree Payne presented. The new program is composed of two existing courses



(HLTH 609 and INTD 500) to form a workforce preparation certificate.
LMI data reviewed. Discussion continued.

- ii. **Motion:** Veleka Iwuaba
- iii. **Second:** Robert Jackson
- iv. **Action:** Approved

E. Certificate Program Revision(s)

a. Digital Photography (correction)

- i. COMM 650
- ii. COMM 651
- iii. COMM 652

- 1. **Discussion:** Desiree Payne advised that there was an administrative error in course number assignment when these courses were approved several months ago as COMM 550, 551, and 552. One of these course numbers was already in the approval pipeline for Digital Photography and therefore cannot be reused. Course numbers for the Digital Photography courses will be corrected to COMM 650, COMM 651, and COMM 652, but none of the course content will be changed. The correction to course numbering and course numbers was discussed with the curriculum author, program chair, and program dean. District Instructional Services has advised that course numbering corrections must be approved by the Curriculum Committee.
- 2. **Motion to approve the revisions to COMM 650-652:** Veleka Iwuaba
- 3. **Second:** Shirley Pierson
- 4. **Action:** Approved

F. Certificate Program Deactivation(s)

G. Distance Education Addendum(s)

- a. HMDV 571A Instructional Aide I
- b. HMDV 571B Instructional Aide II

- i. **Discussion:** None
- ii. **Motion to approve DE addendums for HMDV 571A & 571B:** Lee Thompson
- iii. **Second:** Lorie Crosby Howell
- iv. **Action:** Approved

H. Emeritus Courses

- a. HEAL 540 Brain Fitness (new)
- b. HEAL 525 Health Education-Older Adult (revision)



- c. PASV 505 Body Dynamics/Aging Process (revision)
 - i. **Discussion:** Claudia Tornsäuffer presented. Students in each class will develop their own personal health plans and track their progress toward their goals. Brain Fitness is an ever-growing field of knowledge, which is why the department felt it was important to give it its own new course. The department updates CORs every five years to modernize terminology and incorporate current knowledge, so HEAL 525 and PASV 505 were due for an update. Minor revisions were made to both.
 - 1. Committee member advised the Inclusiveness language in the three CORs needs to be updated to reflect the edits made by the committee during the meeting, as well as removing the Inclusiveness section header and including the statement in an existing section. Statement will be reflected under Method of Instruction, preceding the distance education sentence.
 - 2. Committee member asked how Objective 4 can be measured. Tornsäuffer provided an explanation to the wording developed for Objective 4 and advised on method of evaluation.
 - ii. **Motion to approve HEAL 525, HEAL 540, & PASV 505:** Lorie Crosby Howell
 - iii. **Second:** Veleka Iwuaba
 - iv. **Action:** Approved
- d. DE Addendums for HEAL 525, HEAL 540, & PASV 505
 - i. Discussion: None
 - ii. Motion: Shirley Pierson
 - iii. Second: Carolyn McGavock
 - iv. Action: Approved

3. OLD BUSINESS

- A. Cultural Curriculum Audit/Curriculum Equity Project - *Tabled until next meeting*
- B. [SDCCE DE Addendum Form](#) (**Information**)
 - a. **Discussion:** Some revisions have been made for clarity, grammar, and punctuation. No voting needed.

4. NEW BUSINESS

- A. CAEP (Kelly Henwood & Diana Vera-Alba) - *Tabled until next meeting*
- B. 2022-2024 SDCCE Curriculum Committee Chair Vote (**Action**) - *Tabled until next meeting*



C. DEI-A Section on COR

- a. First reading. Richard Gholson provided an overview of Emeritus' proposal to add an Inclusiveness section on CORs and the proposed language. Emeritus would like to include the language on the courses included on the agenda in a new section on the COR. Claudia Tornsaüfer provided background on the program faculty proposal for the section and drafted language.
- b. Committee went into breakout rooms to discuss the proposal of a new section and the wording of the statement.
- c. **Discussion:**
 - i. Committee members recommended edits to the proposed language. Committee members discussed the proposal of the section and language: appropriateness; course outline vs. syllabi (or include on both); need to be able to validate the statements made in the language as currently drafted; word statement differently to reflect work in DEI-A is on-going; standard language across all program areas; standard basic language across all program areas and programs can add additional language specific to their program area; how does language align with other DEI-A statements within CE.
 1. Each term needs to be clearly defined for faculty.
 2. The recently approved COR rubric already confirms that DEI-A is built into each COR.
 3. If this statement goes onto the COR, departments need to ensure every single professor agrees with this statement and commits to do the work, because the statement leads students to expect a safe space in the classroom.
 - a. Whatever is said in the statement needs to be immediately enacted by every faculty member from the beginning of class.
 - b. The statement is more a faculty/department goal and might not belong on the COR.
 - ii. Guidelines and questions were drafted by committee members to assist committee program faculty program area representatives when presenting to their program faculty.
 - iii. Richard Gholson will receive guidance from the Academic Senate on whether such a statement would need to go to the Academic Senate for approval.



- iv. **Action:** Committee members will bring this statement to their departments and ask the questions listed on the document at the end (as well as any other questions they feel necessary).

D. Updates to COR Guidelines Template - *Tabled until next meeting*

E. [2022-2023 Curriculum Committee Meeting Calendar](#) **(First Reading)**

- a. **Discussion:** The planned first meetings of the fall and spring semesters occur during the first week of classes. Next month it will be decided whether these two meetings would be email agenda-only meetings.

F. Strategic Plan Update **(Information)**

- a. **Discussion:** No update.

5. CREDIT COLLEGE CURRICULUM- FYI

- A. **Discussion:** Nothing to report.

6. STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)

- a. **Discussion:** Nothing to report.

B. District Online Catalog Workgroup (Gholson/Payne)

- a. **Discussion:** No longer meeting. Work is now conducted through the CurricUNET Steering Subcommittee.

C. District CurricUNET Steering Subcommittee (Gholson/Payne)

- a. **Discussion:** Meetings include Curricunet META.

D. District Policies and Procedures (Payne)

- a. **Discussion:** No report and meetings currently on hold so District staff can work on Credit for Prior Learning.

E. Curriculum Update (Payne)

- a. Veleka Iwuaba advised there is a need to modify course hours to INTD 501 Career and College Readiness. This has been communicated to faculty members in program areas which have paired their short-term vocational introductory courses with INTD 501.
- b. Member asked for advice on collaboration with the credit colleges and requested that we include this item for discussion at the next meeting.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS - *Tabled until next meeting*

- A. Office365 SharePoint and Google Drive



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8. ADJOURNMENT

- A. **Motion:** Veleka Iwuaba
- B. **Second:** Lorie Crosby Howell
- C. **Action:** Adjourned at 4:35pm