



CURRICULUM COMMITTEE MINUTES

Wednesday, May 6, 2020

Zoom, 2:30 to 4:30

IN ATTENDANCE: Cassondra Caesar (Counseling), Lisa Cork (Healthcare Careers), Richard Gholson- Committee Chair (Information Technology), Michelle Fischthal (VPI), Veleka Iwuaba (ABE/HSDP), Corinne Layton (ESL), Megan Leppert (Hospitality/Culinary Arts), Sharian Lott (Business and Accounting), Pat Mosteller (Emeritus-Alt Representative), Desiree Payne (Curriculum Analyst), Shirley Pierson (Fashion), Pete Phounsavath (Skilled Technical Trades), Paul Richard (Digital Media), Rachel Rose-proxy for Lee Thompson (Child Development), Kim Salerno (DSPS), Claudia Tornsauf (Emeritus)

ABSENT: Robert Jackson (Automotive), Lee Thompson (Child Development)

GUEST: Marne Foster

RECORDER: Desiree Payne

1. CALL TO ORDER 2:33 PM

A. Approval of the March 4, 2020, Meeting Minutes

Discussion: Pat Mosteller alternate needs to be added to her committee title and removed from Claudia Tornsauf. Discussion occurred regarding listed alternates as absent. Committee agreed alternates should not be listed as absent since if they do not attend. Cassondra Caesar advised her first name is misspelled, needs correction.

- 1) Motion: Cassondra Caesar
- 2) Second: Shirley Pierson
- 3) Abstain: Rachel Rose
- 4) Action: Approved as amended

B. Approval of the Agenda for May 6, 2020, Meeting

Discussion: Walk-in DE addendums added to agenda. Richard Gholson noted the full agenda and discussed priority agenda items requiring action: distance education proposals in order to meet state deadline for Summer 2020 class offerings and the committee chair election.

1. Motion: Rachel Rose
2. Second: Pete Phounsavath
3. Abstain: Claudia Tornsauf
4. Action: Approved as amended

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses
B. Course Revisions

Discussion: Committee discussed items which may need follow up shall be approved pending review and feedback from the proposal originating faculty as necessary in order to meet the state deadline for emergency distance education blanket approval for



Summer 2020. Committee discussed deferring approval as a body to Curriculum Chair and Curriculum Analyst in the event a course was missed and requires approval to meet the state deadline for Summer 2020 distance education offering, pending review and approval of proposal.

1. FDNT 627 Professional Bakeshop Skills (DE only)
2. FDNT 628 Advanced Bakeshop Skills (DE only)
3. FDNT 681 Culinary Arts & Sciences I (DE only)
4. FDNT 682 Culinary Arts & Sciences II (DE only)
5. FDNT 683 Advanced Culinary Arts I (DE only)
6. FDNT 684 Advanced Culinary Arts II (DE only)

Discussion: Committee reviewed distance education proposal. Outside student hours discussed. Committee discussed additional supplies listed for students.

- a. Motion: Shirley Pierson
- b. Second: Pete Phoumsavath
- c. Action: Approved

7. INDT 601 Shielded Metal Arc Welding I (DE only)
8. INDT 602 Shielded Metal Arc Welding II (DE only)
9. INDT 605 Gas Metal Arc Welding (DE only)
10. INDT 606 Flux Cored Arc Welding (DE only)
11. INDT 611 Pipe Welding I (DE only)
12. INDT 612 Pipe Welding II (DE only)
13. INDT 621 Gas Tungsten Arc Welding I (DE only)
14. INDT 622 Gas Tungsten Arc Welding II (DE only)

Discussion: Committee reviewed distance education proposal.

- a. Motion: Pat Mosteller
- b. Second: Cassondra Caesar
- c. Action: Approved

15. DSPS 607D Community Living Skills-DSPS
16. DSPS 621D Physical Fitness for Disabled
17. DSPS 622D Communications for Disabled
18. DSPS 648D Assertion Training-Disabled
19. DSPS 653D Adaptive Arts and Crafts
20. DSPS 656D Wellness Management - DSPS
21. DSPS 662D Food Preparation Basics-DSPS
22. DSPS 690D Cognitive Retraining/ABI

Discussion: Committee reviewed distance education proposal. Committee discussed

- a. Motion: Rachel Rose
- b. Second: Claudia Tornsaufner
- c. Action: Approved

23. CLTX 530 Clothing 7 Occupation/Textile
24. CLTX 620 Sewing Fundamentals
25. CLTX 625 Sewing Fundamentals II
26. CLTX 630 Sewing Like a Professional
27. CLTX 635 Contemporary Tailoring
28. CLTX 645 Fundamentals of Pattern Making



29. CLTX 650 Sewing for the Home
30. CLTX 652 Sewn Product Business II
31. CLTX 660 Textile Surface Design

Discussion: Committee reviewed distance education proposal.

- a. Motion: Corinne Layton
- b. Second: Veleka Iwuaba
- c. Action: Approved

32. COMP 600 Introduction To Networking
33. COMP 601 Intro To Router Configuration
34. COMP 606 CISCO Network Security 1
35. COMP 608 Basic Network Configuration

Discussion: Committee reviewed distance education proposal. It was noted COMP 600 and COMP 601 currently have distance education approval but the new DE addendum form is completed for these two courses.

- a. Motion: Veleka Iwuaba
- b. Second: Shirley Pierson
- c. Action: Approved

36. ELRN 451 Electronic Technician I
37. ELRN 452 Electronic Technician II

Discussion: Committee reviewed distance education proposal. Committee reviewed and discussed section IV. on the addendum form.

- a. Motion: Pete Phounsavath
- b. Second: Megan Leppert
- c. Action: Approved

38. CNCT 631 Construction Blueprint Read I
39. CNCT 637 Construction Estimating
40. MECT 422 Plumbing II

Discussion: Committee reviewed distance education proposal. Committee discussed requesting clarification as to whether the CNCT courses are intended as fully online only event of emergency or fully online.

- a. Motion: Shirley Pierson
- b. Second: Pete Phounsavath
- c. Action: Approved [CNCT 631 and CNCT 632 approved pending feedback from proposal originating faculty and update to the DE proposal as necessary].

41. ABED 441 Basic Ed, Language Arts, Begin (DE only)
42. ABED 442 Basic Ed, Language Arts, Inter (DE only)
43. ABED 443 Basic Ed, Math, Beginning (DE only)
44. ABED 444 Basic Ed, Math, Intermediate (DE only)
45. HSDP 461 Physics 1
46. HSDP 511 Biology 1
47. HSDP 512 Biology 2

Discussion: Committee reviewed distance education proposal. The outside student class hours was discussed. Committee agreed follow up with faculty to confirm hours should occur.

- a. Motion: Megan Leppert



- b. Second: Richard Gholson
- c. Action: Approved [ABED 441, ABED 442, ABED 443, ABED 444 approved pending feedback from proposal originating faculty and update to the DE proposal as necessary]

48. OFSY 500 Basic Business Math 1

49. OFSY 501 Basic Business Math 2

50. OFSY 527 Microsoft Windows

Discussion: Committee reviewed distance education proposal. Sharian Lott stated there appears to be OFYS distance education which should have been submitted. Lott advised she would follow up with program faculty and program dean and submit additional DE proposals as necessary for Summer 2020. Committee agreed to follow process outlined for any additional DE proposals not presented at the May meeting.

- a. Motion: Sharian Lott
- b. Second: Megan Leppert
- c. Action: Approved

C. Course Deactivations

D. New Programs

E. Program Revisions

F. Program Deactivations

G. Distance Education Addendum

- 1. ARTX 515 Drawing And Painting 1-2 - OA
- 2. ARTX 548 Introductory Ceramics-OA
- 3. CRTW 537 Writers Workshop – OA
- 4. HEAL 525 Health Education For OA
- 5. MUSN 519 Orchestra Workshop – OA
- 6. MUSN 536 Piano 1-2 For Older Adults
- 7. PASV 505 Body Dynamics/Aging Process
- 8. PASV 530 Retirement Living-Later Life

Discussion: Courses are approved for distance education and the program completed the new DE Addendum form. Committee reviewed the DE addendum forms.

- a. Motion: Shirley Pierson
- b. Second: Veleka Iwuaba
- c. Action: Approved

9. COMP 600 Introduction To Networking

10. COMP 601 Intro To Router Configuration

Approved in agenda item B. 32 and B.33 above.

3. OLD BUSINESS

- A. Distance Education Addendum- tabled
- B. April 15 Virtual Vote- Approved Curriculum

Discussion: Desiree Payne advised curriculum was approved.

- C. TOP Code Changes

Discussion: Desiree Payne reminded committee members TOP code changes are considered curriculum changes and in order to change the TOP code assigned to



curriculum a proposal must be submitted for approval in order for the change to be submitted to the state. Payne noted the state inventory is what drives data in state, regional, district, and SDCE reports.

D. Culinary Curriculum

1. FDNT 661 Baking & Pastry Fundamentals Essentials
2. Intro to Hospitality & Food Industry

Discussion: Payne reported the curriculum was pulled from the March District Curriculum Instructional Council (CIC) meeting for discussion, a subject area meeting occurred in April [2020] and an additional meeting was held to review and discuss SDCE and college curriculum and discuss program pathways. Payne reported as a result of the last meeting questions and concerns were addressed, college faculty had recommended minor title change to the proposed FDNT 661 course and minor title to the Intro to Hospitality certificate program, no issue with the recommended title changes from SDCE program faculty. Megan Leppert reported on the last meeting discussion and explained the college rationale for their recommended title changes. Payne noted the curriculum is on the May 14 District CIC meeting agenda for review/approval. Gholson advised the committee should vote on the title changes.

- a. Motion: Megan Leppert
- b. Second: Lisa Cork
- c. Action: Approved

4. NEW BUSINESS

- A. 2020-2022 Term Curriculum Committee Chair Election

Discussion: Payne advised the current chair term is up and the committee must hold a vote for the 2020-2022 term. Gholson advised he plans to run again. Desiree Payne inquired if anyone else would like to run for chair; no additional proposal for chair. Payne advised the committee will proceed with a vote. Gholson removed himself from the meeting. Vote occurred for Gholson reelection.

- a. Motion: Megan Leppert
- b. Second: Sharian Lott
- c. Action: Approved

5. COLLEGE CURRICULUM- FYI- *Agenda Items Tabled*

- A. City
- B. Mesa
- C. Miramar

6. STANDING REPORTS- *Agenda Items Tabled*

- A. District Curriculum Instructional Council Report (Gholson)
- B. District Policies and Procedures Subcommittee (Caesar)
- C. Curriculum Update (Payne)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS *Agenda Item Tabled*

8. ADJOURNMENT Meeting adjourned at 4:07 p.m.



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