

## **Curriculum Committee Agenda Minutes**

**Wednesday, October 1, 2025**

Educational Cultural Complex (ECC), 4343 Ocean View Blvd.  
Conference Room 121, 2:30–4:30 p.m.

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/89607560049>

### **Remote conferencing locations:**

César E. Chávez Campus, 1901 Main Street, Rooms 301 and 316, San Diego, CA 92113  
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K, and 101L, San Diego, CA 92110  
ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113  
Mid-City Campus, 3792 Fairmount Ave., Room 319, San Diego, CA 92105  
West City Campus, 3249 Fordham St., Rooms 123, San Diego, CA 92110

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business, Accounting and Entrepreneurship: Aaron Iffland  
Child Development: Lee Thompson  
Counseling: Edith Quintero  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuffer  
English as a Second Language: Carolyn McGavock proxy for Diana Vera-Alba  
Healthcare: Kenneth A. Parker and Anthony Nuncio (co-chairs)  
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana and Leticia Flores (co-chairs)  
Hospitality and Culinary Arts: Megan Leppert  
Information Technology: Richard Gholson, Committee Chair  
Skilled and Technical Trades: Pete Phounsavath  
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction  
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

### **GUEST:**

Marne Foster, SLO/Program Review Coordinator  
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources  
Rachel Rose, Program Chair, Child Development

### **ABSENT:**

Clothing and Textiles: Shirley Pierson  
Digital Media and Programming: Zak Ruvalcaba  
English as a Second Language: Diana Vera-Alba

## **1. CALL TO ORDER at 2:32 p.m.**

- A. Approval of the agenda for **October 1, 2025**, meeting
  - 1. Motion by Quintero
  - 2. Second by Caruana
  - 3. Final Resolution: Motion carries. Approved as presented.
  - 4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Nuncio, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer
- B. Approval of **September 3, 2025** meeting minutes
  - 1. Motion by Quintero
  - 2. Second by Nuncio
  - 3. Final Resolution: Motion carries. Approved as presented.
  - 4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Nuncio, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer

## **2. CURRICULUM REVIEW / APPROVAL REQUESTS**

- A. New Course(s)
  - 1. HLTH 618 Healthcare Foundations
  - 2. HLTH 619 Vocational Nursing Fundamentals
  - 3. HLTH 620 Vocational Nursing Pharmacology
  - 4. HLTH 621 Medical Surgical Vocational Nursing I
  - 5. HLTH 622 Mental Health Vocational Nursing
  - 6. HLTH 623 Obstetrical/Pediatric Vocational Nursing
  - 7. HLTH 624 Medical Surgical Vocational Nursing II
  - 8. HLTH 625 Medical Surgical Vocational Nursing III
  - 9. HLTH 626 Vocational Nursing Leadership
  - 10. Motion by Nuncio
  - 11. Second by Caruana
  - 12. Final Resolution: Motion carries. Approved as presented.
  - 13. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Nuncio, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer
- B. Course Revision(s)
  - 1. MECT 421 Plumbing I
  - 2. MECT 422 Plumbing II
  - 3. MECT 423 Plumbing III
  - 4. Motion by Caruana
  - 5. Second by Parker
  - 6. Final Resolution: Motion carries. Approved as presented.
  - 7. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer
- C. Course Deactivation(s)
  - 1. CEMR 510 Consumer Ed—Special Topics
  - 2. Motion by Parker
  - 3. Second by Jackson
  - 4. Final Resolution: Motion carries. Approved as presented.
  - 5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer

D. New Certificate Program(s)

1. Vocational Nursing Training
2. Motion by Nuncio
3. Second by Caruana
4. Final Resolution: Motion carries. Approved as presented.
5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Nuncio, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer

E. Certificate Program Revision(s)

1. Plumbing, Certificate of Completion
2. Motion by Caruana
3. Second by Parker
4. Final Resolution: Motion carries. Approved as presented.
5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Quintero, Salerno, Thompson, Tornsäuffer

F. Certificate Program Deactivations(s)

3. **OLD BUSINESS**

M. Omae @ 3:15 p.m.

A. Range of Hours

1. Discussion: A robust discussion was held regarding the importance of maintaining a range of instructional hours as specified in the Course Outline of Record (COR). The intent of establishing minimum hours is to ensure courses adequately meet required contact hours while allowing flexibility to account for calendar variations.

B. Program Narrative and LMI needed for program revisions.

1. Discussion: Gil reminded the committee that when course revisions occur, the associated programs also require revision. Both the program narrative and Labor Market Information (LMI) data are required for Career Technical Education (CTE) programs, while only the program narrative is needed for non-CTE programs. Gholson emphasized the importance of Labor Market Information (LMI) in determining whether a program remains viable for continued offering. He explained that while weak LMI indicators do not necessarily prevent approval of program revision, they signal the need for further discussion to understand the underlying factors and determine whether any program changes are needed. Omae informed the group that LMI data questionnaires for CTE programs will be reviewed in the spring to prevent duplicate efforts.

C. Subject Indicators for Common Course Numbering on hold until further notice.

- |         |   |
|---------|---|
| 1. ACCT | CE: Accounting<br>Credit: Accounting (City, Mesa, Miramar)  |
| 2. AUTO | CE: Automotive<br>Credit: Automotive Technology (Miramar)   |
| 3. DRAM | CE: Dramatic Arts<br>Credit: Dramatic Arts (City, Mesa)   |
| 4. DSPS | CE: Disability Support Programs and Services<br>Credit: Disability Support Programs and Services (City, Mesa) |
| 5. ENGL | CE: English<br>Credit: English (City, Mesa, Miramar)  |
| 6. HEAL | CE: Health Education<br>Credit: Health Education (City, Mesa, Miramar)  |
| 7. PSYC | CE: Psychology<br>Credit: Psychology (City, Mesa, Miramar)  |

- D. Accepting deactivations only for courses and programs for Fall 2026 by Friday, November 7, 2025.
1. Active courses not offered, please inactivate if courses have not been offered or reviewed.

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

- A. Adding representation for Instructional Learning Technology and Learning Resources Department to Curriculum Committee
1. Discussion: First reading of proposed amendment to the Academic Senate constitution bylaws. Further research is needed to ensure the Curriculum Committee is adhering to the established review and approval process when adding representation to the committee.
- B. Curriculum Committee co-members  
C. Curriculum Committee proxy  
D. Curriculum Committee attendance  
E. Academic Senate constitution revision

#### **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)
1. Policies and procedures undergoing constituent review.
    - a. Instructional Services Board Policies
    - b. Instructional Services Administrative Procedures
    - c. Policy and Procedures Development
  2. Discussion: Gholson provided an overview of the development process for Board Policies and Administrative Procedures. Gholson also shared documents listing the policies and procedures currently undergoing revision that the District Office has asked college curriculum committees to review.
- E. Student Learning Outcomes (SLOs) (Foster)

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

- A. Curriculum Update (Committee Members)
1. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, October 3, 2025.
  2. The next committee meeting will be held on Wednesday, November 5, 2025, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

#### **8. ADJOURNMENT**

- A. Motion to adjourn.
1. Motion by Parker
  2. Second by Phounsavath
  3. Final Resolution: meeting adjourned at 4:42 p.m.
  4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, McGavock, Omae, Parker, Phounsavath, Quintero, Salerno, Thompson, Tornsäuer



**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.

### **Resource Links:**

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

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[Range of Hours](#)

[Program and Course Approval Handbook \(PCAH 8<sup>th</sup> Edition\)](#)

[ASCCC Course Outline of Record: A Curriculum Reference Guide](#)

[CourseNet](#)

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