



CURRICULUM COMMITTEE  
MINUTES

ECC Room 181, 2:30 to 4:30  
Wednesday, December 5, 2018

**IN ATTENDANCE:** Cassondra Caesar (Counseling, Co-Chair), Michelle Fischthal (Vice President, Instruction), Richard Gholson- **Committee Chair** (BIT), Veleka Iwuaba (Basic Skills/High School, Co-Chair), Joan McKenna (Hospitality/Consumer Science), Pat Mosteller (Emeritus), Desiree Payne (Curriculum Analyst), Nonna Sadoudi (ESL)

**ABSENT:** John Bromma (DSPS), Kathy Campbell (Healthcare Careers), Lisa Carulli (Counseling, Co-Chair), David Holden (Basic Skills/High School), Bob Pyle (CTE) Rachel Rose (Parent Education)

**REORDERER:** Desiree Payne

**1. CALL TO ORDER [Action Items]**

1.1. November 7, 2018, Minutes

Discussion: None

Motion: Pat Mosteller; Second: Joan McKenna

Action: Approved

1.2. December 5, 2018, Agenda

Discussion: None

Motion: Michelle Fischthal; Second: Pat Mosteller

Action: Approved

**2. OLD BUSINESS**

2.1. Strategic Plan/Campus Labs (Gholson) [Discussion Item]

Richard Gholson presented and reviewed the committee's goals, objectives and action steps for the 18-19 program review cycle. Gholson encouraged committee feedback.

Conclusion: Plan may be updated as needed as goals, objectives and action steps are met or change.

**3. NEW BUSINESS**

3.1. Tech Review Form (Payne) [Discussion Item]

Desiree Payne presented the SDCE Instructional Services Technical Review form. Payne explained the form was designed to be planning guide for proposal originating faculty members during curriculum development. Gholson requested committee members share the form with their department.

Conclusion: Add "Planning" to form title; post the form in Public Folders and/or on curriculum resource webpage; committee members are to share the form with their departments.

**4. CURRICULUM APPROVAL REQUESTS [Action Items]**

4.1. New Courses

No items

4.2. Course Revisions (Walked-In)

4.2.1. ARTS 507 Art Appreciation-OA



Discussion: Minor corrections to Objectives and Assignments sections

Motion: Joan McKenna; Second: Nonna Saldoudi

Conclusion: Approved as amended

4.2.2. OFSY 541 Keyboarding-Multilevel

Discussion: Typewriters and typewriting language discussed

Motion: Pat Mosteller; Second: Joan McKenna

Action: Approved

4.2.3. PASV 530 Retirement Living-Later Life

Discussion: Course outline is currently undergoing tech review for more substantial revision.

Motion: Pat Mosteller; Second: Joan McKenna

Action: Approved

4.2.4. SOCC 503 Social Studies/Older Adults

Discussion: Add revision date in footer

Motion: Nonna Saldoudi; Second: Veleka Iwuaba

Action: Approved as amended

4.2.5. SPEE 520 Effective Communications

Discussion: Minor corrections to Assignments sections

Motion: Joan McKenna; Second: Veleka Iwuaba

Action: Approved as amended

4.3. Course Deactivations

No items

4.4. New Program

No items

4.5. Program Revisions

No items

4.6. Distance Education (DE) Addendum Summary

4.6.1.1. ARTS 507 (Revision)

4.6.1.2. OFSY 541 Revision)

4.6.1.3. PASV 530 (Revision)

4.6.1.4. SOCC 503 (Revision)

4.6.1.5. SPEE 520 (Revision)

Discussion: None

Motion: Pat Mosteller; Second: Nonna Saldoudi

Action: Approved

5. COLLEGE CURRICULUM [Discussion Items]

5.1. City

5.2. Mesa

5.3. Miramar

Discussion: College curriculum reviewed.

6. INFORMATION/STANDING REPORTS [Discussion Items]

6.1. District Curriculum Instructional Council (CIC) Report (Gholson)

Discussion: Gholson reported there has not been SDCE curriculum on the CIC agenda recently. Next meeting is scheduled for December 13.

6.2. District Policies and Procedures Subcommittee (Caesar)



**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.

Caesar reported the subcommittee discussed and reviewed assessment for prerequisites and advisories.

**6.3. Curriculum Update (Payne)**

Discussion: No change

**7. ROUNDTABLE/ANNOUNCEMENTS**

7.1. Payne noted the next meeting is the first day back from winter recess, Wednesday, January 2.

Adjournment

Motion: Veleka Iwuaba; Second: Cassandra Caesar

Action: Meeting adjourned at 3:58 p.m.