



Mission 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.

Curriculum Committee Agenda Minutes

Wednesday, January 3, 2024

ECC, Room 121

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/88181212685>

Remote conferencing locations:

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
César E. Chávez Campus, 1901 Main Street, Room 107, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, San Diego, CA 92110
Mid-City Campus, 3792 Fairmount Ave., Rooms 122 and 318, San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Carolyn McGavock
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Minou Spradley, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

ABSENT:

Business & Accounting: Aaron Iffland
Counseling: Joyce Almario-Greno
DSPS: Kim Salerno
Healthcare: Kenny Parker
Hospitality and Culinary Arts: Megan Leppert

1. CALL TO ORDER 2:32 p.m.

- A. Approval of the agenda for January 3, 2024, meeting
 1. Motion by Pierson
 2. Second by Jackson
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer
- B. Approval of the [December 6, 2023](#), meeting minutes



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1. Motion by Phounsavath
2. Second by Gualtieri
3. Final Resolution: Motion carries. Approved as amended.
4. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Course(s)

1. [HSEP 699 COR](#)
2. Discussion: Gualtieri expressed the need for the course to better prepare students with test taking skills.
3. Motion by Spradley
4. Second by Tornsäuer
5. Final Resolution: Motion carries. Approved as presented.
6. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

B. Course Revision(s)

1. [COMP 612 COR](#)
2. Discussion: Revision to remove advisory. Future course updates to follow.
3. Motion by McGavock
4. Second by Jackson
5. Final Resolution: Motion carries. Approved as presented.
6. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

C. Course Deactivation(s)

D. New Certificate Program(s)

E. Certificate Program Revision(s)

F. Certificate Program Deactivation(s)

G. Distance Education Addenda

1. HSEP 699 addendum
2. COMP 612 addendum
3. Discussion ensued regarding the benefits and importance of understanding how to take different types of tests. Once the tutoring center is established the committee considered the possibility of offering permanent courses focusing on test taking skills.
4. Motion by Spradley
5. Second by Thompson
6. Final Resolution: Motion carries. Approved as presented.
7. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

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

3. OLD BUSINESS



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4. NEW BUSINESS

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)
- E. Curriculum Update (Committee Members)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. **District Curriculum Instruction Council (CIC) Report** (Gholson)
 - 1. [CE Courses and Programs to CIC](#)
- B. DEI in Curriculum (Gholson)
- C. **District CurricUNET/currlQunet META Steering Subcommittee** (Gholson)
 - 1. Recommended Skill Level section no longer available.
- D. **District Policies and Procedures** (Gholson)
 - 1. [AP 4103—Work Experience Education Draft](#)
 - a. Title 5 has been revised and chaptered to include noncredit work experience programs; District is updating AP 4103 to include College of Continuing Education.
 - b. The District is dedicated to establishing a work experience committee, with coordinators from all colleges. The committee will convene regularly to address operations and title 5 compliance.
 - c. A student handbook and an instructor handbook will be maintained outlining the responsibilities of the college, the faculty, the students, and the employers. The discussion revolved around the implementation and benefits of work experience classes for students.
- E. **Curriculum Update** (Committee Members)
 - 1. Essential Curriculum Approval Dates
 - a. Deadline for curriculum to be considered for next Curriculum Committee meeting: Thursday, January 18, 2024.
 - b. The next meeting will be held on February 7, 2024.

8. ADJOURNMENT

- A. Motion to adjourn.
 - 1. Motion by Spradley
 - 2. Second by Gualtieri
 - 3. Final Resolution: Meeting adjourned at 4:15 p.m.
 - 4. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer