



**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.

## CURRICULUM COMMITTEE MINUTES

Wednesday, May 3, 2023

ECC Room 121

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

### Remote Conferencing Locations:

3249 Fordham Street, San Diego, CA 92110  
North City Campus, 8355 Aero Drive, 92123 Room 115 J

### IN ATTENDANCE:

Automotive: Robert Jackson

Child Development: Lee Thompson

Clothing & Textiles: Shirley Pierson

Counseling: Joyce Almario-Greno

Digital Media & Programming: Zak Ruvalcaba

DSPS: Kim Salerno

Emeritus: Claudia Tornsäuer

English as a Second Language: Carolyn McGavock

Healthcare: Carrie Lewis

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Lorie Crosby Howell, proxy for Minou Spradley, Vice President of Instruction

Instructional Services: Desiree Payne, Curriculum Analyst

Skilled and Technical Trades: Pete Phounsavath

**ABSENT:** Veleka Iwuaba (High School Diploma/High School Equivalency and Basic Skills), Megan Leppert (Hospitality and Culinary Arts), Sharian Lott (Business & Accounting),

**GUEST(S):** Ingrid Greenberg, Linda Osborn

### 1. CALL TO ORDER 2:34pm

- A. Approval of the Agenda for May 3, 2023, Meeting
  - a. Discussion: Richard Gholson requested to add Accreditation Self Study Criterion 4 Curriculum Focus Group as a New Business Item.
  - b. Motion: Lee Thompson
  - c. Second: Claudia Tornsäuer
  - d. Final Resolution: Motion carries. Agenda approved as amended.
  - e. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer



**B. Approval of the April 5, 2023, Meeting Minutes**

- a. Motion: Pete Phounsavath
- b. Second: Lorie Crosby Howell
- c. Final Resolution: Motion carries.
- d. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

**2. CURRICULUM REVIEW/APPROVAL REQUESTS**

**A. New Course(s)**

1. COMM 681 Content Management Systems I
2. COMM 682 Content Management Systems II
3. COMM 683 WordPress Theme Development
  - a. Discussion: Zak Ruvalcaba provided an overview of the proposed new courses and certificate program, and displayed and reviewed the Digital Media and Programming program pathway map.
  - b. Motion: Shirley Pierson
  - c. Second: Joyce Almario-Green
  - d. Discussion: The committee discussed course advisories, and the importance of consistency and transparency of course advisories to students. Desiree Payne noted course advisories are entered in Campus Solutions preceding the course catalog description and the course catalog description currently displays, a student will need to click on Course Details, for each class section in the online class schedule. The committee reviewed the course hours and discussed intended scheduling and modality of course offerings. In-person, and partially online and Hyflex, course offerings were discussed. The committee recommended an institutional method to collect student requests for in-person course offerings to support data informed scheduling decisions. The committee discussed program pathways map documents and recommended establishing a template to support consistency in informational documents. Richard Gholson thanked the committee for the in-depth discussion and recommended resume review of curriculum actions on the agenda.
  - e. Action: Recommendation to continue discussion regarding institutional methods to collect student requests for in-person course offerings to support data informed scheduling decisions.
  - f. Action: Recommendation to continue discussion regarding program pathway map template.
  - g. Final Resolution: Motion carries
  - h. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

**B. Course Revision(s)**

1. COMP 660 Programming with Python I



2. COMP 661 Programming with Python II
3. COMP 662 Programming Database- Python
4. COMP 663 Python for Data Science
  - a. Discussion: Ruvalcaba provided an overview of the proposed course and certificate program revisions. Ruvalcaba explained the certificate program revision is in response to many students emailing the program to request to advance to the two advanced courses in the advanced Python certificate program award. Ruvalcaba expanded on the course revision that included the addition of a "hack-a-thon" capstone project in the Course Content and Scope section.
  - b. Motion: Lee Thompson
  - c. Second: Lorie Crosby Howell
  - d. Final Resolution: Motion carries.
- i. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer
5. MUSN 519 Orchestra Workshop-OA
  - a. Discussion: Claudia Tornsäuer provided an overview of the proposed course revision and requested to add "Mandolin Orchestra" as an alternate title.
  - b. Motion: Carolyn McGavock
  - c. Second: Robert Jackson
  - d. Final Resolution: Motion carries
  - e. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer
  - f. Motion: Claudia Tornsäuer to add "Mandolin Orchestra" as an alternate title.
  - g. Second: Shirley Pierson
  - h. Final Resolution: Motion carries. Approved as amended.
  - i. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

C. Course Deactivation(s)

D. New Certificate Program(s)

1. CMS (Content Management Systems)
  - a. Discussion: The committee reviewed the LMI form.
  - b. Motion: Pete Phounsavath
  - c. Second: Joyce Almario-Green
  - d. Final Resolution: Motion carries
  - j. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete



Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

**E. Certificate Program Revision(s)**

1. Data Management with Python

- a. Discussion: The committee reviewed the LMI form. A committee member noted it appeared hourly wage is listed in the Annual Average Earnings column on the form. Desiree Payne will update the form reflecting Average Hourly Earnings to this LMI document.
- b. Motion: Lee Thompson
- c. Second: Lorie Crosby Howell
- d. Final Resolution: Motion carries.
- e. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

**F. Certificate Program Deactivation(s)**

**G. Distance Education Addendum(s)**

1. COMM 681 Content Management Systems I

2. COMM 682 Content Management Systems II

3. COMM 683 WordPress Theme Development

- a. Motion: Lorie Crosby Howell
- b. Second: Lee Thompson
- c. Final Resolution: Motion carries.
- d. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

4. MUSN 519 Orchestra Workshop - OA

1. Motion: Shirley Pierson
2. Second: Pete Phounsavath
3. Final Resolution: Motion carries.
4. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

5. MUSV 513 Musical Experiences-OA

- a. Discussion: The revision to the course outline was approved at the April meeting and the DE Addendum form should have accompanied the approval, and oversight. Tornsäuer confirmed that the course is proposed for distance education.
- b. Motion: Carolyn McGavock
- c. Second: Lorie Crosby Howell
- d. Final Resolution: Motion carries
- e. Approved: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete



Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

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

### **3. OLD BUSINESS**

#### **A. 2023-2024 Committee Meeting Calendar**

- a. Discussion: Payne noted September 13 is the second Wednesday of the month, a change in the meeting schedule proposed at the April meeting to accommodate September 6 occurring during the first week of the fall term.
- b. Motion: Richard Gholson
- c. Second: Pete Phounsavath
- d. Final Resolution: Motion carries
- e. Approved: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

#### **B. Range of Hours: 2022-2023 Class Offerings Audit**

- a. Discussion: Payne advised research continues to attempt to locate any state regulation and/or guidance on range of hours for noncredit courses. Payne noted, per the Vice President of Instruction request, she has reached out to North Orange Community College for any feedback the Instructional Services department may have on noncredit courses with approved range of hours and class scheduling practices for the institution's noncredit courses and is awaiting a response. The committee discussed range hours related to class scheduling. A committee member requested the committee take into consideration the difference in program area certificate types and student populations when discussing range of hours and proposing any guidelines. The committee discussed the difference between Certificate of Competency and Certificate of Completion. A guest presented concerns from instructors in regard to class hours associated with classroom assignments. Discussion continued. Gholson inquired on how the committee would like to proceed with the topic. A committee member proposed the committee draft a percent guideline for a range in hours, for example 20%.
- b. Action: The committee will continue to discuss the topic.

#### **C. Course Competencies- *Item tabled.***

### **4. NEW BUSINESS**

#### **A. Student Digital Fluency (Greenberg)**

- a. Discussion: Ingrid Greenberg presented on the topic of student digital fluency. The committee discussed digital fluency.

#### **B. Criterion 4 Curriculum Focus Group Accreditation Self Study- *Item tabled.***

### **5. CREDIT COLLEGE CURRICULUM- FYI *Item tabled***

#### **A. City**



- B. Mesa
- C. Miramar

## 6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Gholson announced that Desiree Payne has accepted a position at the District Office and will be leaving Continuing Education. Payne thanked Gholson and the committee members for their work and dedication to curriculum. Committee members thanked Payne and wished her well.

## 7. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)- *Item tabled.*
- B. DEI-AA in Curriculum (Gholson/Payne)
  - a. Discussion: Linda Osborn reported on coming state mandates around diversity, equity, inclusiveness, anti-racism, and accessibility.
- C. District CurricUNET/currIQuet META Steering Subcommittee (Gholson/Payne) *Item tabled.*
- D. District Policies and Procedures Subcommittee (Gholson/Payne)
  - 1. AP 4236 Advanced Placement Credit
  - 2. AP 5019 to 4019 Instructional Program Review
  - 3. AP 5021 to 4021 Program Discontinuance
    - a. Discussion: Gholson reported District Policies and Procedures has requested curriculum committee feedback on the administrative procedures proposed for revision and inquired if any committee had any concerns. No concerns were expressed.
    - b. Action: Report of no concerns to district.
- E. Curriculum Update (Committee Members/Payne)
  - a. Discussion: Lee Thompson reported that Child Development plans to propose curriculum for review on the June agenda. Pete Phounsavath reported on the Skilled and Technical Trades plan to propose a stand-alone Intro to Skilled Trades course.

## 8. ADJOURNMENT

- A. Motion: Richard Gholson
- B. Second: Pete Phounsavath
- C. Final Resolution: Motion carries
- D. Approve: Joyce Almario-Green, Richard Gholson, Lorie Crosby Howell, Robert Jackson, Carrie Lewis, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuer

The meeting adjourned at 4:39 p.m.