



Curriculum Committee Agenda Minutes

Wednesday, September 13, 2023

ECC, Room 132

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

Remote conferencing locations:

2632 Blackhorn Dr., San Diego, CA 92105

3478 Larga Circle, San Diego, CA 92110

CE Mesa College Campus, 7350 Armstrong Pl., Room 101F, San Diego, CA 92110

MiraCosta College, One Barnard Dr., Room T210, Oceanside, CA 92056

West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson

Business & Accounting: Sharian Lott

Child Development: Lee Thompson

Clothing & Textiles: Shirley Pierson

Digital Media & Programming: Zak Ruvalcaba

DSPS: Kim Salerno

Emeritus: Claudia Tornsäuer

English as a Second Language: Carolyn McGavock

Healthcare: Kenny Parker

Hospitality and Culinary Arts: Megan Leppert

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Catherine Shafer, Acting Dean, Healthcare Careers & Community Education proxy for Minou Spradley, Vice President of Instruction

Instructional Services: Patricia Gil, Curriculum Analyst

Skilled and Technical Trades: Pete Phounsavath

ABSENT:

High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba

Counseling: Joyce Almario-Greno

GUESTS:

Maureen Gallegos

Aaron Iffland

1. CALL TO ORDER 2:33 p.m.

- A. Introductions
- B. Approval of the Agenda for September 13, 2023, Meeting
 1. Discussion: Gil requested to update addresses to remote meeting locations
 2. Motion by Parker
 3. Second by Tornsäuer



4. Final Resolution: Motion carries. Approved as amended.
5. Approve: Gholson, Jackson, Leppert, Lott, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Shafer, Thompson, Tornsäuer

C. Approval of the June 8, 2023, Meeting Minutes

1. Motion by Phounsavath
2. Second by Jackson
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Gholson, Jackson, Leppert, Lott, Phounsavath, Ruvalcaba, Salerno, Tornsäuer
5. Abstain: McGavock, Parker, Pierson, Shafer, Thompson

D. Approval of the May 3, 2023, Meeting Minutes

1. Motion by McGavock
2. Second by Pierson
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Gholson, Jackson, Leppert, Lott, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson, Tornsäuer
5. Abstain: Parker, Shafer

2. CURRICULUM REVIEW/APPROVAL REQUESTS *(tabled until further clarification)*

1. Discussion: HMDV 445-Supervised Tutoring; Thompson clarified with the program Dean and Rachel Rose regarding HMDV 445 to move forward; HMDV 445 tabled.
 - a. Shafer requested clarification on course goals and course objectives language from outline to CE Instructional Services; inquired if language listed on the shared HMDV 445 document is common language/part of a template.
 - b. Gholson confirmed document lists common language and a process needs to be developed to ensure what is being stated on the course outline actually happens; we will continue the existing practice until a process can be established.
2. Motion by McGavock
3. Second by Parker
4. Final Resolution: Motion carries. Approved as amended.
5. Approve: Gholson, Jackson, Leppert, Lott, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Shafer, Thompson, Tornsäuer

A. New Course(s)

B. Course Revision(s)

1. HMDV 699 Child Development Emerging Topics

- a. Discussion: Thompson clarified with program Dean and Rachel Rose to move course forward.
- b. Motion by Thompson
- c. Second by Leppert
- d. Final Resolution: Motion carries. Approved as amended.
- e. Approve: Gholson, Jackson, Leppert, Lott, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Shafer, Thompson, Tornsäuer

C. Course Deactivation(s)



- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum(s)

1. [HMDV 699 Child Development Emerging Topics](#)

- a. Discussion: Gholson ensured DE addendum was reviewed; addendum reflected originator and date.
- b. Motion by Gholson
- c. Second by Parker
- d. Final Resolution: Motion carries. Approved as amended.
- e. Approve: Gholson, Jackson, Leppert, Lott, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Shafer, Thompson, Tornsäuer

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

3. OLD BUSINESS

A. Range of Hours

1. [Guidelines for Range of Hours](#)

- a. Discussion: Gholson shared during last year's Curriculum Committee meetings there were requests to provide some kind of guidance with range of hours.
- b. Shafer shared the CE courses offered with credit by exam (CBE) agreements are tied with a credit college course. The credit colleges' departments review Continuing Ed's curriculum and determine if the curriculum at CE is equivalent to the credit college. Shafer also shared the credit college's perspective of range of hours.
- c. A document was shared with the committee listing items that should be considered for range of hours and an activity to list circumstances that might drive the need for range of hours and how they are determined.

B. Course Competencies

C. Institutional Method of Gathering Student Requests for In-Person Class Offerings

- 1. Discussion: Gholson shared this topic was discussed at a previous meeting and our institution is conducting work on how a student-based scheduling model can be created to gather student request for in-person class offerings.
 - a. Shafer shared the Planning, Research and Institutional Effectiveness (PRIE) department is working on a simulator deans can use to review student success rates by the various modes of instruction (in-person, online and hybrid)—how each mode affects FTEF and apportionment.

D. Program Pathway Map Template

1. [Examples: Child Development, Digital Media and Programming, Healthcare](#)

- a. Curriculum Committee reviewed program map examples.
 - i. Programs have developed the formatting of their own maps.
 - ii. In past, committee members have suggested consistency to these program maps. Committee does not develop the maps.
- b. Shafer shared the Healthcare programs distribute maps to students during orientations and post on the website.
- c. Gholson suggested looking for direction from the Public Information Office (PIO) to potentially get help with the program maps.



4. NEW BUSINESS

A. Review of Committee Goals

1. Review of Committee Member Role

a. Gholson explained the importance of attending Curriculum Committee meetings.

2. Annual Review of Committee Guidelines and Resource Documents

a. Gholson shared website and resources available.

B. 2023-2024 Committee Meeting Calendar

1. 2023-2024 Essential Approval Dates

a. Discussion: Reviewed new format of approval dates—listing projected term at beginning of document. Committee needs to be aware the dates are not guaranteed since there may be other factors from preventing curriculum to go forward, (i.e. Board of Trustees schedule meetings).

2. Consider updating Curriculum Committee meeting schedule

a. Discussion: Review of first meeting schedule draft; will bring back next month to decide on meeting dates.

3. Remove June 2024 meeting during graduation.

a. Discussion: Removing June 2024 meeting to follow suit with Academic Senate.

4. Update to two meetings during month of May

a. Discussion: Preferences for May meeting

5. CREDIT COLLEGE CURRICULUM- FYI STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)

1. CIC 08/31/23 Courses Approved

2. CIC 08/31/23 Program Approved

B. DEI in Curriculum (Gholson)

C. District CurricUNET/currIQuonet META Steering Subcommittee (Gholson)

D. District Policies and Procedures (Gholson)

E. Curriculum Update (Committee Members)

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. The next meeting will be held on Wednesday, October 4, at ECC in room 121, from 2:30-4:30 p.m.

7. ADJOURNMENT

A. Motion to adjourn

1. Motion by Parker

2. Second by Tornsäuer

3. Final Resolution: Meeting adjourned at 4:35 p.m.

4. Approve: Gholson, Jackson, Leppert, Lott, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Shafer, Thompson, Tornsäuer