



**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 Agenda Minutes

Wednesday, November 1, 2023

Educational Cultural Complex (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  
ECC, 4343 Ocean View Blvd., Room 124, 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., Room 122, San Diego, CA 92105  
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business & Accounting: Aaron Iffland  
Child Development: Lee Thompson  
Clothing & Textiles: Shirley Pierson  
Counseling: Joyce Almario-Greno  
Digital Media & Programming: Zak Ruvalcaba  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäufer  
English as a Second Language: Carolyn McGavock  
Healthcare: Kenny Parker  
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

### **GUEST:**

Edith Quintero, Counseling, SDCCE North City Campus

### **ABSENT:**

Megan Leppert, Hospitality and Culinary Arts

#### **1. CALL TO ORDER 2:31 p.m.**

- A. Approval of the agenda for **November 1, 2023**, meeting
  1. Discussion: Gil requested to update additional remote meeting locations
  2. Motion by Phounsavath
  3. Second by Spradley
  4. Final Resolution: Motion carries. Approved as amended.



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5. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer

**B. Approval of the October 4, 2023, meeting minutes**

1. Discussion: Request to add 'minutes' to the document title, 'Curriculum Committee Agenda Minutes', and use 'addenda' as plural for addendum.
2. Motion by Spradley
3. Second by Gualtieri
4. Final Resolution: Motion carries. Approved as amended.
5. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer

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

**A. New Course(s)**

1. BUSN 699
2. Discussion:
  - a. Reason for large range of hours associated with emerging topics/experimental course. Range reflects number of hours for current courses and programs.
  - b. Emerging topics courses are the exception to having a large range of hours and offered for a maximum of two semesters.
  - c. Creating an emerging topics course does not require having a course in mind.
  - d. When scheduling an emerging topics course, a new/permanent course needs to be in the curriculum process.
    - I. The emerging topics COR states, 'An outline...will be submitted to SDCCE Instructional Services Office prior to the course being offered.'
      - i. This is to ensure an existing COR is not being used, tied to a program, and/or tied to credit by exam.
      - ii. Existing courses cannot arbitrarily be used to teach something other than what is on the COR.
    - e. Lecture and lab hours are combined on the course outline of record (COR); outside agencies may require lecture and lab hours to be separate on the course outline of record or program may choose to keep hours separate.
  3. Motion by Spradley
  4. Second by Almario-Greno
  5. Final Resolution: Motion carries. Approved as presented.
  6. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer

**B. Course Revision(s)**

1. COMP 690 *pulled*
2. HMDV 675
3. HMDV 678
4. Discussion:



- a. HMDV 675 clarification on alternative titles; Rose explained helpful to designate outlines with exceptions and target audience; creating unique titles to differ from other institutions.
- b. HMDV 678 clarification on alternative titles
- c. In past, alternative titles were used for advertising/marketing class sections.
- 5. Motion by Spradley
- 6. Second by Tornsäuer
- 7. Final Resolution: Motion carries. Approved as presented.
- 8. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer
- C. Course Deactivation(s)
- D. New Certificate Program(s)
  - 1. Advanced Administrative Professional: Basic Computer Literacy
  - 2. Advanced Administrative Professional: Data Specialist
  - 3. Advanced Administrative Professional: Presentation Specialist
  - 4. Advanced Administrative Professional: Spreadsheet Specialist
  - 5. Discussion:
    - a. Pathway graphic of new certificate programs shared with committee.
      - I. Four new certificate programs using existing courses—each with two courses; The original program with six required courses will be deactivated.
  - 6. Motion by Parker
  - 7. Second by Spradley
  - 8. Final Resolution: Motion carries. Approved as presented.
  - 9. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addenda
  - 1. BUSN 699
  - 2. COMP 690 *pulled*
  - 3. HMDV 675
  - 4. HMDV 678
  - 5. Discussion: Reviewed HMDV 675 and HMDV 678 titles on DE addenda
  - 6. Motion by Parker
  - 7. Second by Jackson
  - 8. Final Resolution: Motion carries. Approved as amended.
  - 9. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäuer

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

### 3. OLD BUSINESS

- A. Essential Curriculum Approval Dates



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1. Reviewed projected terms and agenda deadlines.
  - a. Requested committee feedback to remove spring 2025 effective term listed on document and for proposed curriculum during spring 2024 to have an effective term of fall 2025 to avoid issues with potential errors.
    - I. Past practice at SDCCE has generally been to have a fall effective term and not spring.
    - II. Credit colleges have a fall effective term.
    - III. Committee encouraged to continue with curriculum proposals during spring term.
    - IV. Counseling perspective was shared. Preference was given to have fall effective term to be able to better prepare and assist students.
    - V. Recommended some months have more than one committee meeting.
    - VI. Requested members to notify their programs of the change.

B. Accreditation

1. [Self-Study Report](#)

- a. Requested committee feedback on 'Criterion 4. Curriculum Summary: Areas of Strength and Areas of Growth'.
- b. The focus this year was placed on distance education.
- c. Discussion ensued regarding:
  - I. Lack of faculty training; possibly addressed in another criterion.
  - II. Hyflex; highly used by ESL program; not standardized.
  - III. Suggested 'Areas of Strength #2' update to 'Online education innovations have become pillars of student engagement and enrollment'.
  - IV. Prioritized 'Areas of Growth'.

**4. NEW BUSINESS**

A. [2023 Annual Curriculum Approval Certification](#)

1. Submitted to California Community Colleges Chancellor's Office (CCCO).

**5. CREDIT COLLEGE CURRICULUM- FYI**

A. Child Development symposium discussion.

**6. STANDING REPORTS**

- A. District Curriculum Instruction Council Report (Gholson)
  1. AB1705 has included noncredit work experience.
- B. DEI in Curriculum (Gholson)
- C. District CurricUNET/currlQnet META Steering Subcommittee (Gholson)
  1. Working on META templates.
- C. District Policies and Procedures (Gholson)
  1. Revisions will be made to policies and procedures.
- E. Curriculum Update (Committee Members)

**7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**



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- A. Counseling brought forward concerns regarding programs active but not offered.
  - 1. Committee requested list of specific programs.

## **8. ADJOURNMENT**

- A. Motion to adjourn.
  - 1. Motion by Parker
  - 2. Second by Gholson
  - 3. Final Resolution: Meeting adjourned at 4:28 p.m.
  - 4. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäufer