



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, December 6, 2023

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., 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

Emeritus: Claudia Tornsäuer

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

ABSENT:

DSPS: Kim Salerno

Hospitality and Culinary Arts: Megan Leppert

1. CALL TO ORDER 2:37 p.m.

A. Approval of the agenda for December 6, 2023, meeting.

1. Discussion: Walk-in courses and programs added to agenda—listed below in section '4. New Business'.
2. Motion by Spradley
3. Second by Parker
4. Final Resolution: Motion carries. Approved as amended.
5. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer



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B. Approval of the [November 1, 2023](#), meeting minutes.

1. Motion by Parker
2. Second by Phounsavath
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. [New Course\(s\)](#)

1. CLTX 611 COR
2. CLTX 612 COR
3. CLTX 613 COR
4. CLTX 641 COR
5. CLTX 642 COR
6. CLTX 661 COR
7. CLTX 662 COR
8. CLTX 663 COR
9. Discussion:
 - a. Pierson presented revision overviews of clothing and textile courses and programs. Program pathways are focused on construction, technology, and entrepreneurship. These programs used an alternate source (Lightcast) for Labor Market Information (LMI) to capture more current information. TOP codes have been updated to reflect production and manufacturing. (Program and courses reviewed simultaneously).
 - b. Jackson asked if there will be apprenticeship programs for clothing and textiles. Pierson clarified an industrial sewing program will be offered and in the future, possibly move towards an apprenticeship program. Local industry has taken an interest in SDCCE offering an apprenticeship program.
10. Motion by Spradley
11. Second by Parker
12. Final Resolution: Motion carries. Approved as presented.
13. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

B. [Course Revision\(s\)](#)

1. HLTH 609 COR
2. HLTH 610 COR
 - a. Discussion: HLTH 609, HLTH 610, and Personal Care Assistant/Caregiver program are being revised to adjust hours to previous hours since course outline of records were not revised—to align course hours and program hours. (Program and courses reviewed simultaneously).
 - b. Motion by Almario-Greno
 - c. Second by Thompson
 - d. Final Resolution: Motion carries. Approved as presented.



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- e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer
- 3. INDT 601 COR
- 4. INDT 602 COR
- 5. INDT 605 COR
- 6. INDT 606 COR
- 7. INDT 621 COR
- 8. INDT 622 COR
 - a. Discussion: Phounsavath reported INDT courses and programs were revised to align with current practices. No major changes. Extensive work was done to clean up and organize courses and programs. (Program and courses reviewed simultaneously).
 - b. Motion by Jackson
 - c. Second by Pierson
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

C. Course Deactivation(s)

- 1. (None)

D. New Certificate Program(s)

- 1. Patternmaking for Product Development Program
- 2. Product & Textile Surface Treatments: Embroidery Program
- 3. Product & Textile Surface Treatments: Digital Printing Program
- 4. Discussion:
 - a. Pierson presented revision overviews of clothing and textile courses and programs. Program pathways focused on construction, technology, and entrepreneurship. These programs used an alternate source (Lightcast) for Labor Market Information (LMI) to capture more current information. TOP codes have been updated to reflect production and manufacturing. (Program and courses reviewed simultaneously).
 - b. Jackson asked if there will be apprenticeship programs for clothing and textiles. Pierson clarified an industrial sewing program will be offered and, in the future, possibly move towards an apprenticeship program. Local industry has taken an interest in SDCCE offering an apprenticeship program.
- 5. Motion by Spradley
- 6. Second by Parker
- 7. Final Resolution: Motion carries. Approved as presented.
- 8. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

E. Certificate Program Revision(s)

- 1. Administrative Professional Communication Skills
- 2. Administrative Professional Entry-Level Skills
- 3. Administrative Professional Technical Skills



- a. Discussion: Administrative Assistant Certificate Program revised to Administrative Professional programs—Communication Skills, Entry-Level Skills and Technical Skills.
 - I. Iffland shared pathway diagram. Repackaging of the current courses using more up to date terminology
- b. Motion by Pierson
- c. Second by McGavock
- d. Final Resolution: Motion carries. Approved as presented.
- e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
- 4. Gas Metal and Flux-Cored Arc Welding Program
- 5. Gas Tungsten Arc Welding Program
- 6. Shielded Metal Arc Welding Program
 - a. Discussion: Phounsavath reported INDT courses and programs were revised to align with current practices. No major changes. Extensive work was done to clean up and organize courses and programs. (Program and courses reviewed simultaneously).
 - b. Motion by Jackson
 - c. Second by Pierson
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
- 7. Personal Care Assistant/Caregiver Program
 - a. Discussion: HLTH 609, HLTH 610, and Personal Care Assistant/Caregiver program are being revised to adjust hours to previous hours since course outline of records were not revised—to align course hours and program hours. (Program and courses reviewed simultaneously).
 - b. Motion by Almario-Greno
 - c. Second by Thompson
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
- 8. Secondary Education Completion Program
 - a. Discussion: Program hours revised to align with changes made to course hours of INTD 500.
 - b. Motion by Tornsäuer
 - c. Second by Jackson
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

F. Certificate Program Deactivation(s)

- 1. (None)



G. Distance Education Addenda

1. CLTX 611 DE addendum
2. CLTX 612 DE addendum
3. CLTX 613 DE addendum
4. CLTX 641 DE addendum
5. CLTX 642 DE addendum
6. CLTX 661 DE addendum
7. CLTX 662 DE addendum
8. CLTX 663 DE addendum
9. HLTH 609 DE addendum
10. HLTH 610 DE addendum
11. INDT 601 DE addendum
12. INDT 602 DE addendum
13. INDT 605 DE addendum
14. INDT 606 DE addendum
15. INDT 621 DE addendum
16. INDT 622 DE addendum
17. Discussion: HLTH 609 and HLTH 610 DE addenda moved to walk-ins; forms needed further updates
18. Motion by Parker
19. Second by Gaultier
20. Final Resolution: Motion carries. Approved as amended.
21. Approve: Almario-Greno, Gholson, Gaultier, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

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

3. OLD BUSINESS

A. Essential Curriculum Approval Dates

1. Discussion ensued regarding curriculum production/process timeline:
 - a. CE curriculum deadline for curriculum tech review—for future CE Curriculum Committee meeting approval.
 - I. Prior to curriculum deadline requesting course and/or program documents be completed prior to technical review:
 - i. Course outline of record (COR)
 - ii. Course distance education (DE) addendum form
 - iii. Program narrative—description, goals and objectives, required courses
 - iv. Program Labor Market Information (LMI) for career technical education (CTE) programs
 - v. Miscellaneous documents
 - b. District curriculum deadline to be included on District Curriculum Instructional Council (CIC) curriculum summary



- c. CIC approval of curriculum
- d. Board of Trustees (BOT) approval
- e. Submission to Chancellor's Office Curriculum Inventory (COCI) for courses and programs.
 - I. Submissions occur prior to and after MIS process and when COCI is not closed for maintenance.
- f. Submission to District Educational Services to configure new and revised programs in Campus Solutions.
 - I. Configuration of new and revised programs should be prior to effective term roll-forward and registration.
- g. CE ISO approve courses to schedule class sections in Campus Solutions.
- h. Notify program dean, chair, and faculty of approved curriculum ready to be scheduled.

4. NEW BUSINESS

A. Walk-Ins

- 1. Courses
 - a. CLTX 541
 - I. Discussion: Course objectives reviewed for CLTX 541 and CLTX 542. (Program and courses reviewed simultaneously).
 - II. Motion by Parker
 - III. Second by Spradley
 - IV. Final Resolution: Motion carries. Approved as amended.
 - V. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
 - b. CLTX 699
 - I. Discussion: The course follows the standard patterns used by emerging topics courses; offering for two semesters only, range in the lecture/laboratory hours to allow for different courses and submitting subject objectives—course content being developed to the Instructional Services Office.
 - II. Motion by McGavock
 - III. Second by Lee
 - IV. Final Resolution: Motion carries. Approved as amended.
 - V. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
 - c. ESLA 699
 - I. Discussion: Similar discussion as CLTX 699; Need to create guidance for process for emerging topics courses
 - II. Motion by Pierson



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- III. Second by Jackson
- IV. Final Resolution: Motion carries. Approved as amended.
- V. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
- 2. Program
 - a. Industrial Sewing and Manufacturing
 - b. Discussion: Program and courses reviewed simultaneously. Reviewed program description, TOP code, range of hours, and LMI information. Course objectives reviewed for CLTX 541 and CLTX 542. (Program and courses reviewed simultaneously).
 - I. Motion by Parker
 - II. Second by Spradley
 - III. Final Resolution: Motion carries. Approved as amended.
 - IV. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer
- 3. Distance Education Addenda simultaneously
 - a. CLTX 541 DE addendum
 - b. CLTX 542 DE addendum
 - c. CLTX 699 DE addendum
 - d. ESLA 699 DE addendum
 - e. HLTH 609 DE addendum
 - f. HLTH 610 DE addendum
 - g. Discussion: Clarification on Outside-of-Class Work hours for HLTH 609 (50-100 hours), HLTH 610 (65-130 hours), and ESLA 699 (36-270 hours). Change CLTX 541 and CLTX 542 DE addenda from online to partially online.
 - h. Motion by Gualtieri
 - i. Second by Parker
 - j. Final Resolution: Motion carries. Approved as amended.
 - k. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuer

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
- C. District CurricUNET/curriQunet META Steering Subcommittee (Gholson)
 - 1. Discussion/Input regarding CurricUNET Steering Follow-up: Language for confirmation of consultation check box for new course/course revision. Example:
 - a. Input element: Check box
 - b. Function for array: Required validation at a Course Revision and New Course



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- c. **Message**: By checking this box, you confirm that the proposed curriculum is communicated and has received consultation among discipline faculty across the district. Failure to communicate and consult district faculty may delay the curriculum approval process for this curriculum.
2. The discussion/communication needs to occur prior to CE Curriculum Committee meetings.

D. District Policies and Procedures (Gholson)

1. [AP 4103—Work Experience Education Draft](#)

- a. Discussion moved to future curriculum committee meeting.

E. Curriculum Update (Committee Members)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

8. ADJOURNMENT

A. Motion to adjourn.

1. Motion by Parker
2. Second by Phounsavath
3. Final Resolution: Meeting adjourned at 4:32 p.m.
4. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer