



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, January 5, 2022 2:30-4:30pm

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

IN ATTENDANCE:

Automotive: Robert Jackson

Business and Accounting: Sharian Lott

Child Development: Lee Thompson

Clothing & Textiles: Shirley Pierson

Emeritus: Claudia Tornsäuer

English as a Second Language: Carolyn McGavock

Healthcare: Lisa Cork

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

Hospitality and Culinary Arts: Megan Leppert

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Desiree Payne, Curriculum Analyst

Instructional Services: Michelle Fischthal, Vice President

Skilled and Technical Trades: Pete Phoumsavath

GUEST(S): River Shaw, Lee Blackmore

ABSENT: Lisa Carulli (Counseling), Zak Ruvalcaba (Digital Media & Programming), Kim Salerno (DSPS)

I. CALL TO ORDER - 2:31 pm

A. [Approval of the Agenda for January 5, 2022, Meeting](#)

1. **Discussion:** Desiree Payne requested CALPRO Collaborative Curriculum Alignment be added to Agenda Item VIII.
Roundtable/Comments/Announcements
2. **Motion:** Claudia Tornsäuer
3. **Second:** Sharian Lott
4. **Action:** Approved

B. [Approval of the December 1, 2021, Meeting Minutes](#)

1. **Discussion:** None
2. **Motion:** Lee Thompson
3. **Second:** Lisa Cork
4. **Action:** Approved



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II. MEETING MODALITY (Action Item)

A. February 2022 Meeting

1. Meeting falls on first day of Spring 2022 Semester
 - a) **Discussion:** Payne explained the different modalities available: voting via email (consent agenda), holding an asynchronous meeting, or rescheduling. Richard Gholson added that the Committee also needs to decide whether a meeting would be virtual or in-person. Carolyn McGavock asked what a consent agenda entails. Gholson explained that only items that can be voted on will be presented, while items requiring discussion would be postponed.
 - b) **Motion:** Pete Phoumsavath moved to change next meeting to consent agenda (virtual vote)
 - c) **Second:** Robert Jackson
 - d) **Action:** Approved; next meeting will be via consent agenda.

III. CURRICULUM REVIEW/APPROVAL REQUESTS (Action Item)

A. New Course(s)

1. COMM 550 Digital Photography
2. COMM 551 Photo Editing
3. COMM 552 Advanced Photo Processing
 - a) **Discussion:** Both the faculty author and committee member program representative unavailable to present. Payne first presented on the Regional Consortium Program Recommendations December 2021 Update. This Consortium is composed of the colleges in our region. Credit curriculum goes before the Consortium, and members vote whether to endorse or not endorse. This information related to this item because the Consortium just voted not to endorse City College's photography certificate of achievement, due to the LMI data being below living wage. Payne relayed the Digital Media & Programming program area justification for continuing forward with the program - per industry feedback, digital photography skills are the foundation of any digital media or photography; if the Regional Consortium is not endorsing a new for-credit certificate, that is all the more reason to offer noncredit (no cost) option for students to learn these foundational skills.
 - (1) A member inquired about what will happen to City College's certificate program after the failure to endorse



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and what lessons can be learned from this as a noncredit college. **Response:** the program goes back to the Credit College Dean for discussion and possible revision or may be withdrawn. This underscores the importance of both LMI data and robust conversations with District College Colleagues to ensure adequate understanding and consensus.

- (2) Members inquired whether there is a conflict with Continuing Education proceeding with its own program. Payne provided that the department Dean at City College and department faculty were contacted by Dean Michelle Gray and support SDCCE proceeding with its own program.
- b) Gholson proposed that instead of presenting courses, DE addendums, and program proposals separately for separate votes, the Committee consider everything at once.
 - (1) Committee proceedings were originally modeled after CIC proceedings. Programs have become a much larger part of Committee business than they were in the past. DE addendums must be approved separately. Committee agreed to the suggested process.
- c) LMI data was presented. Only income for photographers applies to this program, as employers typically require bachelor's degrees for higher level positions.
- d) Discussion regarding appropriateness of COMM subject indicator. It was mentioned that use of COMM may be confusing to students. Discussion is occurring with the department regarding use of a new subject designator.
- e) **Motion to approve COMM 550-552 and Digital Photography certificate program:** Sharian Lott
- f) **Second:** Claudia Tornsäuer
- g) **Action:** Approved

B. Course Revision(s)

- 1. FDNT 661 Baking and Pastry Fundamentals
- 2. FDNT 662 Baking and Artisanal Breads
- 3. FDNT 663 Advanced Patisserie and Cakes
- 4. FDNT 664 Chocolate & Sugar Fundamentals
 - a) **Discussion:** Faculty have noted more time is needed to properly teach students the topic. The revisions add hours while fine-tuning the existing course and program information.



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- b) **Motion to approve revisions to FDNT 661-664, Baking and Pastry I program, and Baking and Pastry II Program:** Shirley Pierson
 - c) **Second:** Robert Jackson
 - d) **Action:** Approved
- 5. HLTH 609 Healthcare Careers
- 6. HLTH 610 Personal and Home Care Aide
 - a) **Discussion:** Faculty have expressed that fewer hours are needed to cover the topics in HLTH 609. Soft skills were also added to collaborate with the College & Career Readiness Program. The change to HLTH 610 is an alternate title to avoid confusion with another course (Home Health Aid) for which a CNA is needed. Payne asked whether the proposed new hour requirement for HLTH 609 is 80 or 85 hours. Curriculum author confirmed it is 80.
 - b) **Motion to approve revisions to Personal Care Assistant-Caregiver and courses HLTH 609-610:** Veleka Iwuaba
 - c) **Second:** Shirley Pierson
 - d) **Action:** Approved
- C. Course Deactivation(s)
- D. New Certificate Program(s) See motion in Agenda Item III.A.
 - 1. Digital Photography
- E. Certificate Program Revision(s) See motion in Agenda Item III.B.
 - 1. Baking and Pastry I
 - 2. Baking and Pastry II
 - 3. Personal Care Assistant-Caregiver
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum(s)
 - 1. COMM 550 Digital Photography
 - 2. COMM 551 Photo Editing
 - 3. COMM 552 Advanced Photo Processing
 - 4. FDNT 661 Baking and Pastry Fundamentals
 - 5. FDNT 662 Baking and Artisanal Breads
 - 6. FDNT 663 Advanced Patisserie and Cakes
 - 7. FDNT 664 Chocolate & Sugar Fundamentals
 - 8. HLTH 609 Healthcare Careers
 - a) **Discussion:** Gholson moved to approve all DE Addendums at once. Note, DE addendums do not require a separate section for Hyflex.



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- b) **Motion to approve DE Addendums as listed on the agenda:**
Lisa Cork
- c) **Second:** Pete Phounsavath
- d) **Action:** Approved

IV. OLD BUSINESS

A. [Cultural Curriculum Audit/Curriculum Equity Project](#)

- 1. **Discussion:** Second reading occurred at the November meeting. Feedback from the committee was that the statement did not provide a means by which members could measure whether diversity, equity, and inclusivity (DEI) has been appropriately reflected in CORs. Also noted that the committee does not need to wait to develop a measure to move forward with affirming the statement's importance.
- 2. **Motion:** Richard Gholson
- 3. **Second:** Lisa Cork
- 4. **Action:** Approved. Gholson will bring this forward to the Academic Senate and would appreciate other Committee members helping to present it.

B. Strategic Plan Update

- 1. **Discussion:** Payne noted that new information from Planning, Research, and Institutional Effectiveness (PRIE) has surfaced that committees are not required to submit a strategic plan. At the optional December ad hoc meeting to draft committee strategic plan goals, participating members recommended continuing with the process to make a strategic plan for Committee reference. Proposed strategic goals were approved via virtual email vote by consent agenda.
- 2. Committee will pursue coordinating and embedding the strategic goals.
 - a) Will be embedded in the Instructional Services Office (ISO) Strategic Plan update, as ISO would be supporting the Curriculum Committee's goals.
 - (1) Any changes and updates to this document would be made by the Curriculum Committee and not ISO.
 - (2) Noted that this would prevent siloing the work both groups are doing.
 - b) Additional clarification requested by member regarding definition and measurement of the goal of serving as a bridge for



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interdisciplinary collaboration. Michelle Fischthal says this will be up to the Committee to clarify.

- c) An initial analysis will be made by Payne to navigate joining the Committee's Strategic Plan update to ISO's Strategic Plan update.
- d) Follow up meeting with interested committee members will occur before March meeting to review and discuss findings. Conducted by Payne and Gholson.

V. NEW BUSINESS

A. [Rubric for Curriculum Committee Curriculum Review Approval](#)

- 1. First Reading: Committee reviewed rubric in small groups.
- 2. Overall response was positive.
- 3. Intended to be used by faculty authors during tech review. Committee members would receive the completed rubric with the curriculum they are to review.
- 4. Committee offered editing feedback, which will be incorporated into the next draft. Further comments and suggestions from members after the meeting were invited. Rubric will be test-run during upcoming tech reviews.

B. [DE Addendum Form](#)

- 1. First Reading
- 2. Language on the form updated to reflect District and the State terms.
 - a) Discussion regarding why Online Emergency Only is an option for DE, as it seemed redundant when there is a Partially Online option. Noted that some courses required waivers from external agencies to offer courses online during the pandemic (examples included healthcare and automotive).
 - (1) Discussion clarified the meaning of the use of "declared emergency" to refer to instances declared by the state, district, or an individual college. Phrase "declared state of emergency" will be changed to "declared emergency." Payne will investigate what term is commonly used.

C. [Regional Consortium Program Recommendations](#) (*Tabled until next meeting*)



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VI. CREDIT COLLEGE CURRICULUM- FYI (*Tabled until next meeting*)

- A. City
- B. Mesa
- C. Miramar

VII. STANDING REPORT (*Tabled until next meeting*)

- A. District Curriculum Instruction Council Report (Gholson)
- B. District Online Catalog Workgroup (Gholson/Payne)
- C. District CurricUNET Steering Subcommittee (Gholson/Payne)
- D. District Policies and Procedures (Payne)
- E. Curriculum Update (Payne)

VIII. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. CalPro Event: Collaborative Curriculum Alignment

- 1. The goal of this training is successful transition of students from level to level. The event is free. Payne will send out an email outlining the event and inviting participation.

IX. ADJOURNMENT

Action: Adjourned at 4:36pm