



## CURRICULUM COMMITTEE MINUTES

Wednesday, June 2, 2021

Zoom

### **IN ATTENDANCE:**

Business and Accounting: Sharian Lott

Child Development: Lee Thompson

Clothing & Textiles: Shirley Pierson

Counseling: Lisa Carulli

Digital Media and Programming: Zak Ruvalcaba

DSPS: Kim Salerno

Emeritus: Claudia Tornsäuer; Pat Mosteller (Alt Rep)

English as a Second Language: Corinne Layton

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: Michelle Fischthal, Vice President, Instruction

Instructional Services: Desiree Payne, Curriculum Analyst

Skilled and Technical Trades: Pete Phounsavath

**GUEST(S):** Laurie Cozzolino

**ABSENT:** Robert Jackson (Automotive)

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

#### **A. Approval of the May 5, 2021, Meeting Minutes**

**Motion:** Veleka Iwuaba

**Second:** Pete Phounsavath

**Action:** Approved

#### **B. Approval of the Agenda for June 2, 2021, Meeting**

**Discussion:** Megan Leppert advised FDNT 664 is not listed on the agenda as a course revision for distance education. FDNT 664 added to the agenda.

**Motion:** Megan Leppert

**Second:** Lisa Cork

**Action:** Approved as amended

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



**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.

A. New Courses

B. Course Revisions

1. CEMR 505 Consumer Education/Older Adult
2. LAWS 510 Law and the Retiree

**Discussion:** Desiree Payne summarized the updates to both courses, triggered by re-review of curriculum with program faculty and program dean. Payne noted research, as a result of discussion, was conducted which identified several other colleges offering consumer protection subject matter under their law or legal courses.

**Motion:** Shirley Pierson

**Second:** Sharian Lott

**Action:** Approved

3. FDNT 661 Baking & Pastries Essentials
4. FDNT 662 Baking and Artisanal Breads
5. FDNT 663 Advanced Pastries and Cakes
6. FDNT 664 Chocolate & Sugar Fundamentals

7. **Discussion:** Megan Leppert reported course revisions are for distance education. Partially online modality was discussed.

**Motion:** Lee Thompson

**Second:** Claudia Tornsäuer

**Action:** Approved

8. INTD 501 Career Development

**Discussion:** Veleka Iwuaba reported the course revisions are minor and include proposal for distance education. Iwuaba noted the course is proposed for inclusion in a proposed new workforce preparation certificate program, Intro to Career & College Readiness, which has been designed to support students who are undecided in their career path. Continuing Education's high school Bridge Program was discussed.

**Motion:** Lisa Cork

**Second:** Corinne Layton

**Action:** Approved

C. Course Deactivations

D. New Certificate Programs

1. Intro to Career & College Readiness

**Discussion:** Typo noted in third paragraph and corrected. Discussion occurred regarding vocational ESL (VESL) courses and student pathways.

**Motion:** Corinne Layton

**Second:** Megan Leppert

**Action:** Approved as amended.

E. Certificate Program Revision

F. Certificate Program Deactivations

G. Distance Education Addendums



1. CEMR 505 Consumer Education/Older Adult
9. LAWS 510 Law and the Retiree
10. FDNT 661 Baking & Pastries Essentials
11. FDNT 662 Baking and Artisanal Breads
12. FDNT 663 Advanced Pastries and Cakes
13. FDNT 664 Chocolate & Sugar Fundamentals
14. INTD 501 Career Development

**Discussion:** Outside of class hours, distance education modality, Title 5 regulations, and non-credit alternative attendance accounting method were discussed.

**Motion:** Veleka Iwuaba

**Second:** Shirley Pierson

**Action:** Approved

**Additional Discussion:** Institution's best practices regarding hybrid class scheduling and minimum amount of online class meetings for hybrid was discussed. Considerations and impacts of defining a minimum amount of online hours for hybrid, supporting student success, and considerations for class scheduling were discussed. Title 5 language was discussed. Discussion continued.

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

### 3. OLD BUSINESS

#### B. Cultural Curriculum Audit

**Discussion:** Richard Gholson reviewed recommendations, considerations and decisions outlined in the action plan. Laurie Cozzolino provided an overview of Mesa College's plan lead by the Vice President of Instruction, Curriculum Chair and Professional Development Coordinator. The committee discussed options on how to proceed: faculty training program, including equitizing curriculum in existing technical review process, forming an ad hoc group over the summer and offer Flex trainings during the fall. The Faculty Inquiry Group (FIG) was discussed. Faculty participation at the summer's Long Beach City College (LBCC) Curriculum Cultural Audit was discussed. Cozzolino noted LBCC provides training materials to participants. Perkins Committee discussions related to retention and syllabi was discussed. Discussion continued.

**Action:** Short-term: Address equitizing curriculum during Technical Review and document into existing process. Long-Term: Team of faculty (based on ad hoc group form over the summer) lead project and explore Fall 2021 Flex trainings.

#### C. COR and Student Learning Outcomes-*tabled*



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**4. NEW BUSINESS**

**5. CREDIT COLLEGE CURRICULUM (Information) *tabled***

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

**6. STANDING REPORTS- *tabled***

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

**7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

- A. Gholson thanked the committee members for their hard work this year. Pierson thanked Gholson and Payne for their committee and curriculum support. Payne thanked the committee and advised the committee approved 53 curriculum items during the [2020-2021] academic year. Michelle Fischthal commended everyone for their dedication and significant work conducted over the years, and noted the committee has evolved over the past couple of years.

Adjourned 4:33 p.m.