



CURRICULUM COMMITTEE MINUTES

Wednesday, January 4, 2023

Zoom: <https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVVWVZwdkNKeWozUT09G>

IN ATTENDANCE:

Automotive: Robert Jackson
Business & Accounting: Sharian Lott
Clothing & Textiles: Shirley Pierson
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäuffer
English as a Second Language: Carolyn McGavock
Healthcare: Carrie Lewis
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Michelle Fischthal, Vice President
Instructional Services: Desiree Payne, Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

ABSENT: Megan Leppert (Hospitality and Culinary Arts), Lee Thompson (Child Development), Joyce Almario-Greno (Counseling), Kim Salerno (DSPS)

GUESTS: Marne Foster, Linda Osborn, Matthew Rivaldi,

1. CALL TO ORDER 2:36pm

- A. Approval of the Agenda for January 4, 2023, Meeting
 - a. Discussion: Correct date from January 3 to January 4.
 - b. Motion: Zak Ruvalcaba
 - c. Second: Pete Phounsavath
 - d. Final Resolution: Motion carries
 - e. Approve: Michelle Fischthal, Richard Gholson, Veleka Iwuaba, Carrie Lewis, Carolyn McGavock, Zak Ruvalcaba
- B. [Approval of the December 7, 2022, Meeting Minutes](#)
 - a. Motion: Veleka Iwuaba
 - b. Second: Carolyn McGavock
 - c. Final Resolution: Motion carries
 - d. Approve: Michelle Fischthal, Richard Gholson, Veleka Iwuaba, Carrie Lewis, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba
- C. Meeting Modality
 - a. Discussion: Richard Gholson reviewed that the February meeting is the last meeting which may be able to be held virtually before the changes to the Brown



Act become effective. Gholson noted from past discussion the meetings moving forward are planned to be held in person.

- b. Motion: Shirley Pierson
- c. Second: Claudia Tornsäufer
- d. Final Resolution: Motion carries
- e. Approve: Michelle Fischthal, Richard Gholson, Robert Jackson, Veleka Iwuaba, Carrie Lewis, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba

2. CURRICULUM REVIEW/APPROVAL REQUESTS

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

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

3. OLD BUSINESS

- A. Accreditation Self-Study Criterion 4 - Curriculum (Focus Group) Indicator 4.3
 - a. Discussion: Gholson reviewed the indicator and explained requests for examples from committee members in order to support the accreditation team focus group report. Shirley Pierson reported that the Clothing and Textiles program has hard copies of textbooks available to students in the classrooms and provides Palmer-Pletsch textbook video tutorials and supplemental instructional materials to students at zero cost. Gholson inquired about student access to equipment. Pierson explained the equipment is available in the classroom for student use. Carrie Lewis reported that the Healthcare program provides textbooks through a book loaning program and provides zero cost online textbooks, as well as QTI files, free sample exams, and other HWI free resources. Claudia Tornsäufer reported learning materials are provided through a learning management system and Google Suite, and added the program provide provides free, instructor supported, learning materials in various classes as well as Posit Science Brain HQ software to Brain Fitness students at zero cost. Pete Phounsavath reported the Skills and Technical Trades program provides free instructional materials to students and simulated practicum activities to students at zero cost, while ensuring instructional materials meets industry standards. Gholson inquired on the technology/equipment available to students. Phounsavath explained the equipment available to students in the classroom laboratory setting and use of trainers as part of instruction. Pierson added that the Clothing and Textiles program also provides learning kits (fabrics, materials, patterns, etc.) to students at zero cost. Discussion continued regarding the learning kits and resource materials. Robert Jackson reported on the Automotive program's partnerships, for



example Subaru of America, that provide free learning management system materials which include vehicle specifications, inspection procedures, and any new technology their industry expects technicians to have experience with. Jackson added that the program also uses trainers, like the Skilled and Technical Trades, as part of instruction. Marne Foster explained as part of the Career and College Readiness class students are expected to provide reflections and was interested to know whether the Clothing and Textiles program used any resource materials as assessment tools. Pierson advised a portion of resource books are used as an assessment tool. Foster reported that the high school program uses the Aztec program and Excel program to provide free practice exams, tests, and drills to help students prepare for exams. Carolyn McGavock reported that the ESL program provides free access to textbooks in the classroom and provides textbooks via a book loaning program and the program also mails the textbooks to online Beginning Literacy and Beginning Low students at zero cost to support students who have limited access to transportation. McGavock noted one pain point is that Continuing Education students interested in purchasing a textbook must purchase textbooks through City College, and that getting to City College is a challenge for some students. McGavock added that the program offers Hyflex classes to support flexibility in classes. Matthew Rivaldi reported the Business and Accounting program uses OER materials and noted the program has noticed that consistently using a standard OER resource (e.g., OpenStax) is the ideal approach. Carolyn McGavock acknowledged Diana Vera-Alba's work as CE's OER Coordinator in overseeing zero-cost textbooks and OER for the college. Foster recommended mentioning the role and support of the OER Coordinator in the accreditation narrative. Michelle Fischthal reported on how ICOM supports accessibility in supporting learning outcomes through online learning, synchronous and asynchronous instruction, and OER. Fischthal noted that accreditation is time to recognize all the work faculty and programs perform to support instruction and student success.

B. SOC Code Recommendations – CTE Programs

- a. Discussion: Desiree Payne reported no update and reviewed that a file of SOC code in need of review and update was provided by the district to Instructional Services.
- b. Action: Payne to provide the file to the instructional program deans, program chairs and committee program representatives with recommendations and next steps.

C. Competency-based Education

- a. Discussion: Payne provided an overview of the state-wide initiative of competency-based education, and reviewed how currently CTE programs produce competencies certificates for certificate programs and exploration on how the college can document competencies at a course level, which also includes exploration on where the course competencies can be maintained (e.g., curriculum repository, course outline of record, separate system). Fischthal added this work is important in order to prepare for competency-based education and noted previous work with SkillWays. Discussion occurred on how to ensure course level competencies are built into the curriculum development process, relation of course objectives to course competencies. Gholson inquired if any programs are already maintaining course



- competencies. Lewis reported Healthcare must evaluate students at the course level in order to meet state requirements, and the students are provided in a handbook which reflects the competencies. Pierson reported the Clothing and Textiles program has portfolio skills check list. Discussion occurred regarding competency-based and positive attendance accounting method, placement tests. Jackson reported the Automotive has a document listing NATAP competencies which are provided to students and added the course syllabi include enabling objectives. Foster noted that the student learning outcomes should be written in measurable terms.
- b. Action: Payne to research the state terminology and information regarding objectives, outcomes, and competencies and share the information with the committee in order to support next steps.
- D. Range of hours
- a. Discussion: Payne noted the time and recommended in depth conversation is deferred to the next meeting. Payne reviewed the discussion regarding range of hours and advised the item will continue as an Old Business item to support discussion and next steps. Payne added that while hours are always discussed during technical review, range of hours will specifically include in technical review. Discussion continued.
- E. COR Course Revision of Older Course Outline of Record (COR) Reports: [Five-years or older since last revision](#) and [Active courses not offered in three years or more](#)
- a. Discussion: Gholson reported the Information and Technology program has a meeting scheduled to review the data. Phounsavath reported the Skilled and Technical Trades program is working towards scheduling a meeting to review the data and determine if any curriculum changes need to occur. Claudia Tornsauer reported the Emeritus should decide on courses appropriate for deactivation soon.

4. NEW BUSINESS

- A. Title 5 Distance Education Changes & SDCCE DE Addendum Form
- a. Discussion: Payne displayed the changes to Title 5 distance education regulation and provided an overview of changes which directly impact the Continuing Education DE Addendum form. Payne recommended changes to the form come through for committee review. Payne noted the committee should examine the Title 5 changes in depth and engage in discussion on any possible impacts on the committee's review and approval of distance education in order to ensure the current review and approval process meets the new Title 5 standards.

5. CREDIT COLLEGE CURRICULUM- FYI

- A. City- No update
- B. Mesa- No update
- C. Miramar- No update

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)



- B. DEI in Curriculum (Gholson/Payne)
- C. District CurricUNET/curriQunet META Steering Subcommittee (Gholson/Payne)
- D. District Policies and Procedures (Gholson/Payne)
- E. Curriculum Update (Committee Members/Payne)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Last date to submit a course deactivation proposal for the 2023-2024 catalog is Wednesday, March 1, 2023
- B. The committee thanked Fischthal for her support over the years. Fischthal thanked the committee for their work and acknowledged the committee's achievements of the years.

8. ADJOURNMENT

- A. Motion: Claudia Tornsäufer
- B. Second: Veleka Iwuaba
- C. Discussion: Chat items were reviewed. Gholson responded to the inquiry regarding percentage variance between range of hours and advised there is no definition, and this will need to be taken into consideration. Gholson responded to the inquiry regarding digital certificates, and advised digital certificates are not currently available. Discussion occurred regarding digital certificates and badging and the benefits to students.
- D. Final Resolution: Motion carries
- E. Approve: Michelle Fischthal, Richard Gholson, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba,