Curriculum Committee Agenda Minutes

Wednesday, January 8, 2025
César E. Chávez Campus
Conference Room 102E, 2:30–4:30 p.m.

Zoom link (for remote attendees): https://sdccd-edu.zoom.us/j/85079344693

Remote conferencing locations:
MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K and 101L, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 124, San Diego, CA 92113
Mid-City Campus, 3792 Fairmount Ave., Rooms 122 and 318, San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:
Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Clothing and Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
DSPS: Kim Salerno
Digital Media and Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Carolyn McGavock
Healthcare: Kenny Parker
High School Diploma/High School Equivalency and Basic Skills: Sean Caruna proxy for Leah Gualtieri
Hospitality and Culinary Arts: Lee Blackmore proxy for Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Minou Spradley, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources
Maureen Rubalcaba. Dean, Instructional Learning Technology and Learning Resources
Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

ABSENT:
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
Hospitality and Culinary Arts: Megan Leppert

San Diego College of Continuing Education

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

   A. Approval of the agenda for **January 8, 2025**, meeting
      1. Motion by Parker
      2. Second by Tornsäufer
      3. Final Resolution: Motion carries. Approved as presented.
      4. Approve: Almario-Greno, Blackmore, Caruna, Gholson, Iffland, Jackson, McGavock, Omae, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson
   B. Approval of the **December 4, 2024**, meeting minutes
      1. Motion by Phounsavath
      2. Second by Spradley
      3. Final Resolution: Motion carries. Approved as presented.
      4. Approve: Almario-Greno, Blackmore, Gholson, Iffland, Jackson, McGavock, Omae, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson, Tornsäufer
      5. Abstain: Caruna

2. **CURRICULUM REVIEW/APPROVAL REQUESTS**

   A. New Course(s)
      1. ABED 445A
      2. ABED 445B
      3. ABED 445C
      4. ABED 445D
      5. ABED 445T
      6. CLTX 506
      7. CLTX 507
      8. CSCE 800
      9. Motion by Parker
      10. Second by Spradley
      11. Final Resolution: Motion carries. Approved as presented.
      12. Approve: Almario-Greno, Blackmore, Caruna, Gholson, Iffland, Jackson, McGavock, Omae, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson, Tornsäufer
   B. Course Revision(s)
      1. ARTX 530
      2. CRTW 537
      3. LAWS 510
      4. PASV 510
      5. Motion by Spradley
      6. Second by Caruna
      7. Final Resolution: Motion carries. Approved as presented.
      8. Approve: Almario-Greno, Blackmore, Gholson, Iffland, Jackson, McGavock, Omae, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson, Tornsäufer
   C. Course Deactivation(s)
      1. COMM 610 pulled

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2. COMM 646 pulled
3. COMM 647 pulled
4. COMM 699 pulled
5. OFSY 522 pulled
6. OFSY 603 pulled
7. OFSY 606 pulled
8. OFSY 609 pulled
9. OFSY 699 pulled
10. Discussion: All deactivations pulled for further research and clarification.
11. Motion by Pierson
12. Second by Jackson
13. Final Resolution: Motion carries. Approved as amended.
14. Approve: Almario-Greno, Blackmore, Caruna, Gholson, Iffland, McGavock, Omae, Parker, Phounsavath, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäufer

D. Distance Education Only
1. COMP 609
2. COMP 644
3. COMP 645
4. COMP 646
5. COMP 647
6. COMP 655 pulled
7. COMP 656 pulled
8. COMP 657 pulled
9. Discussion: COMP 655, COMP 656, and COMP 657 pulled for distance education approval. Instructor currently revising courses. Courses are not currently being offered online.
10. Motion by Spradley
11. Second by Tornsäufer
12. Final Resolution: Motion carries. Approved as amended.
13. Approve: Almario-Greno, Blackmore, Caruna, Gholson, Iffland, Jackson, McGavock, Omae, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson

E. New Certificate Program(s)
1. Textile Innovator
2. Discussion: Pierson shared the new program is replacing the current Sewn Product Business, Certificate of Completion. This new program will focus on what the innovation is around the product itself--not necessarily physically making the product.
3. Motion by Spradley
4. Second by Thompson
5. Final Resolution: Motion carries. Approved as presented.
6. Approve: Almario-Greno, Blackmore, Caruna, Gholson, Iffland, Jackson, McGavock, Omae, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Tornsäufer

F. Certificate Program Revision(s)

G. Certificate Program Deactivations(s)
1. Web Specialist

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2. Multimedia Specialist
3. Motion by Gholson
4. Second by Spradley
5. Final Resolution: Motion carries. Approved as presented.
6. Approve: Almario-Greno, Blackmore, Caruna, Iffland, Jackson, McGavock, Omae, Parker, Phounsavath, Pierson, Ruvalcaba, Salerno, Thompson, Tornsäufer

3.   OLD BUSINESS

A. Governance Handbook update
B. District Program Viability: Guiding Principles for New Program Initiation

4.   NEW BUSINESS

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:
      a. Requesting members send email to Richard and Trila for any courses not approving.
      b. Any requests for access to META—faculty will need their dean's approval for access. Dean will need to send email to Richard and Trila.
      c. If originators create 'mock' courses, please make sure to delete from META after adding 'mock' courses.
D. District Policies and Procedures (Gholson)
   1. Discussion:
      a. AP 4102.1 Career Technical Education (CTE) Services; As of December 12, 2024, per Policies and Procedures Subcommittee, the AP is undergoing constituent review.
      b. Upcoming policy discussion on the use of generative Artificial Intelligence (AI). Using examples from other cities and colleges being considered as guidance.

7.   ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Curriculum Update (Committee Members)
   1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, January 10, 2025.
   2. The next committee meeting will be held on Wednesday, February 5, 2025, at the César E. Chávez Campus, Conference Room 102E.

8.   ADJOURNMENT

A. Motion to adjourn.
   1. Motion by Gholson

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2. Second by Parker
3. Final Resolution: Meeting adjourned at 4:19 p.m.
4. Approve: Almario-Greno, Blackmore, Caruna, Iffland, Jackson, McGavock, Omae, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäufer

Resource Links:
Curriculum Committee: Goals, Agendas and Minutes
Curriculum Resources
Committee Meeting Dates
Range of Hours
Program and Course Approval Handbook (PCAH 8th Edition)
ASCCC Course Outline of Record: A Curriculum Reference Guide
CourseNet
Board of Trustees (BOT) and Curriculum Instructional Council (CIC)