



CURRICULUM COMMITTEE MINUTES

Wednesday, February 1, 2023

Zoom: <https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVVVZwdkNKeWozUT09G>

IN ATTENDANCE:

Automotive: Robert Jackson
Business & Accounting: Sharian Lott
Child Development: Lee Thompson
Counseling: Joyce Almario-Greno
Digital Media & Programming: Zak Ruvalcaba
DSPS: Kim Salerno
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: Desiree Payne, Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

ABSENT: Megan Leppert (Hospitality and Culinary Arts), Shirley Pierson (Clothing & Textiles)

GUESTS: Marne Foster, Aaron Iffland

1. CALL TO ORDER 2:34pm

- A. Approval of the Agenda for February 1, 2023, Meeting
 - a. Discussion: Richard Gholson advised the Zoom link may require updating.
 - b. Motion: Pete Phounsavath
 - c. Second: Lee Thompson
 - d. Final Resolution: Motion carries. Minutes approved as amended.
 - e. Approve: Joyce Almario-Greno, Richard Gholson, Carrie Lewis, Zak Ruvalcaba, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäuffer
- B. Approval of the January 4, 2023, Meeting Minutes
 - a. Discussion: Joyce Almario-Greno advised she does not recall attending the meeting. Desiree Payne to research, verify, and update minutes accordingly before publishing. Carolyn McGavock clarified discussion regarding ESL in agenda item 3.A.a. Old Business
 - b. Motion: Claudia Tornsäuffer
 - c. Second: Carrie Lewis
 - d. Final Resolution: Motion carries. Agenda approved as amended.



- e. Approve: Joyce Almario-Greno, Robert Jackson, Carrie Lewis, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Thompson, Claudia Tornsäufer
- C. Meeting Modality
 - a. Discussion: Richard Gholson reviewed the March meeting is scheduled to be held in-person. Gholson reviewed remote attendance requirement of displaying address is required for any committee member who plans to attend remotely. Advanced notification of remote attendance in order to publish the location on the agenda was discussed. ADA compliance of meeting locations, including location where members plan to participate remotely, was discussed. Discussion continued.
 - b. Motion: Pete Phounsavath
 - c. Second: Lee Thompson
 - d. Final Resolution: Motion carries
 - e. Approve: Joyce Almario-Greno, Richard Gholson, Robert Jackson, Veleka Iwuaba, Carrie Lewis, Carolyn McGavock, Pete Phounsavath, Zak Ruvalcaba, Kim Salerno, Lee Thompson, Claudia Tornsäufer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
- C. Course Deactivation(s)
 - . PHYE 545 PACE
 - a. PHYE 546 Walking Workout-OA
 - b. PHYE 547 Physical Fitness-OA
 - c. PHYE 548 Tai Chi-OA
- 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. SOC Code Recommendations – CTE Programs
 - a. Discussion: Desiree Payne provided a brief overview of SOC codes. Payne advised the action item of sending a list of SOC codes associated with some Continuing Education certificate programs which required updating, with recommendations for alternate SOC codes, is still pending.
 - b. Action: Payne to provide the file to the instructional program deans, program chairs and, committee program representatives with recommendations and next steps.
- B. Competency-based Education



- a. Discussion: The committee continued discussion of preparing for competency-based education and course level competencies in addition to certificate program level competencies. The committee continued the discussion of identifying a repository for the competencies. Payne acknowledged that the action item of researching to determine if there are statewide definitions for competencies is pending.
- C. Range of hours
 - a. Discussion: Payne reminded the committee that range of hours is a topic discussed during technical review. Payne added that the committee should discuss a process to review existing course outlines to support program area faculty and program area deans in considering whether a range of hours is appropriate for a course, and the timeline for submissions of course revisions. Payne advised she will conduct an audit of courses scheduled at a variance of hours. Committee members recommended the audit is based on current class scheduling and not during the pandemic. Payne recommended the audit will consist of classes scheduled during the most recent terms scheduled for fall, spring and summer. Some committee members expressed their support of the range of hours on course outlines. Discussion continued.
- D. COR Course Revision of Older Course Outline of Record (COR) Reports:
 - a. [Five-years or older since last revision](#) and [Active courses not offered in three years or more](#)
 - b. Discussion: Item tabled.

4. NEW BUSINESS

- A. Title 5 Distance Education Changes & SDCCE DE Addendum Form
 - a. Discussion: Payne provided an overview of recently adopted Title 5 changes which made changes to distance education regulations. Payne displayed a document which reflected the changes. Gholson and Payne reported that they both attended the February 2023 Continuing Education (CE) Distance Education Committee meeting where the changes were discussed as well as the need to update the CE Online Class Form and CE Distance Education Addendum Form. Payne displayed the proposed changes to the CE Distance Education Addendum Form, first reading. The committee members reviewed the proposed changes and considered Title 5 language. The committee discussed tailoring language for end users of the form as opposed to using exact Title 5 language. Gholson advised the document is presented as a first read and will return for a second read and motion.
 - b. Action: The CE Distance Education Addendum Form will return for a second reading and motion at the March 1 meeting.

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)
 - a. Discussion: Gholson reported the council will have its first meeting in February.
- B. DEI in Curriculum (Gholson/Payne)
 - a. Discussion: No update.
- C. District CurricUNET/curriQnet META Steering Subcommittee (Gholson/Payne)
 - a. Discussion: Gholson advised the subcommittee to continue to meet and review and discuss implementation of curriQnet META. Gholson reported the CE Curriculum Committee should begin reviewing the features in the system. Gholson noted some committee members were present for the demonstration provided by the vendor last year or may have viewed the recording. Gholson noted that all curriculum will go through META for review and local approval once implemented.
 - b. Action: Add META system overview to a future CE Curriculum Committee agenda during Spring 2023.
- D. District Policies and Procedures Subcommittee (Gholson/Payne)
 - a. Discussion: Payne reported the subcommittee is scheduled to hold its first Spring 2023 meeting in February.
- E. Curriculum Update (Committee Members/Payne)
 - a. Discussion: Aaron Iffland commented on the logistics curriculum should be submitted for review soon. Pete Phounsavath reported the Skilled and Technical Trades program faculty are considering a new HVAC curriculum. Marne Foster shared that it is not necessary to review program student learning outcomes. Foster advised there appeared to be some confusion and she wanted to address this.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Payne announced that Interim Vice President of Instruction, Dr. Minou Spradley began their assignment on February 1.
- B. Gholson reminded the committee members of the catalog timeline in order for the course deactivations to get removed from the published catalog. A reminder will get sent to the committee members.

8. ADJOURNMENT

- A. Motion: Richard Gholson
- B. Second: Claudia Tornsäuffer
- C. Final Resolution: Motion carries
- D. Approve: Richard Gholson, Robert Jackson, Carrie Lewis, Sharian Lott, Carolyn McGavock, Shirley Pierson, Pete Phounsavath, Zak Ruvalcaba,