

## **Curriculum Committee Agenda Minutes**

**Wednesday, February 5, 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:**

CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K and 101L, San Diego, CA 92110  
Educational Cultural Complex, 4343 Oceanview Blvd Room A121 San Diego 92113  
Mid-City Campus, 3792 Fairmount Ave., Rooms 122 and 318, San Diego, CA 92105

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business, Accounting and Entrepreneurship: Aaron Iffland  
Child Development: Lee Thompson  
Clothing and Textiles: Shirley Pierson  
Counseling: Edith Quintero  
Emeritus: Claudia Tornsäuffer  
English as a Second Language: Carolyn McGavock  
Healthcare: Kenny Parker  
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri  
Information Technology: Richard Gholson, Committee Chair  
Skilled and Technical Trades: Pete Phounsavath  
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction  
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

### **GUEST:**

Marne Foster, SLO/Program Review Coordinator  
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources  
Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

### **ABSENT:**

DSPS: Kim Salerno  
Digital Media and Programming: Zak Ruvalcaba  
Hospitality and Culinary Arts: Megan Leppert

## **1. CALL TO ORDER 2:33 p.m.**

- A. Approval of the agenda for [February 5, 2025](#), meeting
  1. Motion by Phounsavath
  2. Second by Pierson
  3. Final Resolution: Motion carries. Approved as amended.

4. Approve: Gholson, Gualtieri, Iffland, Jackson, McGavock, Omae, Parker, Quintero, Thompson, Tornsäuffer
- B. Approval of January 8, 2025, meeting minutes
  1. Motion by Parker
  2. Second by Tornsäuffer
  3. Final Resolution: Motion carries. Approved as presented.
  4. Approve: Gholson, Gualtieri, Iffland, Jackson, McGavock, Omae, Phounsavath, Pierson, Thompson
  5. Abstain: Quintero

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

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

## **3. OLD BUSINESS**

## **4. NEW BUSINESS**

- A. Spring 2025 Curriculum Committee Members
- B. Essential Approval Dates
  1. Committee discussed deadlines for fall 2027; final date for catalog deadline for fall 2027 will be Friday, November 9, 2025.
  2. There are equal number of months for curriculum development for fall 2027 as in fall 2026.
- C. Walk-Ins
  1. Course Deactivations
    - a. COMM 610
    - b. COMM 646
    - c. COMM 647
    - d. COMM 699
    - e. OFSY 522
    - f. OFSY 603
    - g. OFSY 606
    - h. OFSY 609
    - i. OFSY 699
  2. Motion by Iffland
  3. Second by Parker
  4. Final Resolution: Motion carries. Approved as presented.
  5. Approve: Gholson, Gualtieri, Jackson, McGavock, Omae, Phounsavath, Pierson, Quintero, Thompson, Tornsäuffer

**D. Credit For Prior Learning (CPL)**

1. The discussion emphasized the need for a system to recognize and approve prior learning for students, particularly in advanced courses. The committee suggested this could be done by observing student competency and providing opportunities for students to apply prior learning to program completions. Further, discussions will be necessary to determine processes.

**5. CREDIT COLLEGE CURRICULUM- FYI**

**6. STANDING REPORTS**

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
- C. District CurricUNET/currlQunet META Steering Subcommittee (Gholson)
- D. District Policies and Procedures (Gholson)

**7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

- A. Curriculum Update (Committee Members)
  1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, February 7, 2025.
  2. The next committee meeting will be held on Wednesday, March 5, 2025, at the César E. Chávez Campus, Conference Room 102E.

(Gualtieri and McGavock—out at 4 p.m.)

**8. ADJOURNMENT**

- A. Motion to adjourn.
  1. Motion by Iffland
  2. Second by Phounsavath
  3. Final Resolution: Meeting adjourned at 4:25 p.m.
  4. Approve: Gholson, Jackson, Omae, Parker, Pierson, Quintero, Thompson, Tornsäuffer

**Resource Links:**

[Curriculum Committee: Goals, Agendas and Minutes](#)

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[Range of Hours](#)

[Program and Course Approval Handbook \(PCAH 8<sup>th</sup> Edition\)](#)

[ASCCC Course Outline of Record: A Curriculum Reference Guide](#)

[CourseNet](#)

[Board of Trustees \(BOT\) and Curriculum Instructional Council \(CIC\)](#)