

## CURRICULUM COMMITTEE MINUTES

Wednesday, February 5, 2020

ECC, Room 181, 2:30 to 4:30

**IN ATTENDANCE:** Lisa Cork (Healthcare Careers), Richard Gholson- Committee Chair (Information Technology), Michelle Fischthal (VPI), David Holden (ABE/HSDP-Alt Representative), Veleka Iwuaba (ABE/ HSDP), Corinne Layton (ESL), Megan Leppert (Hospitality/Culinary Arts), Sharian Lott (Business and Accounting), Desiree Payne (Curriculum Analyst), Shirley Pierson (Fashion), Pete Phounsavath (Skilled Technical Trades), Paul Richard (Digital Media), Kim Salerno (DSPS), Lee Thompson (Child Development), Claudia Tornsauffer (Emeritus)

**GUEST:** Toni Reiner

**ABSENT:** Cassandra Caesar (Counseling), Lisa Carulli (Counseling-Alt Representative), Robert Jackson (Automotive), Megan Leppert (Culinary), Pat Mosteller (Emeritus), Nonna Sadoudi (ESL-Alt Representative)

**RECORDER:** Desiree Payne

### 1. CALL TO ORDER

- A. Approval of the December 4, 2019, Meeting Minutes
  - a. Motion: Veleka Iwuaba
  - b. Second: Pete Phounsavath
  - c. Action: Approved
- B. Approval of the Agenda for February 5, 2020, Meeting
  - 1. Motion: Shirley Pierson
  - 2. Second: Claudia Tornsauffer
  - 3. Action: Approved

### 2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Courses
  - 1. COMM 666 Workflow for Modern Web Design  
Toni Reiner presented the curriculum and advised of the need for a new course in the Digital Design program pathway.  
Motion: Paul Richard  
Second: Sharian Lott  
Action: Approved
- B. Course Revisions
  - 1. COMM 667 Motion Graphics
  - 2. COMM 668 Video Production
  - 3. COMM 669 Content Management Basics  
Reiner provided an overview of course revisions and role in revision to Digital Design program pathway.  
Motion: Lisa Cork

Second: Paul Richard

Action: Approved

C. Course Deactivations

D. New Programs

1. Motion and Video Production Certificate of Completion

2. Web Design and Content Management Certificate of Completion

Renier reviewed the new programs and student entry points in Digital Design program pathway. Labor market data reviewed. Program implementation plan was discussed.

Motion: Shirley Pierson

Second: Paul Richard

Action: Approved

E. Program Revisions

1. Digital Design Certificate of Completion

Renier advised the program title was changed based on program faculty recommendation.

Motion: Lee Thompson

Second: Paul Richard

Action: Approved

F. Program Deactivations

1. Digital Media 2 Certificate of Completion

Renier reviewed proposed two new programs will replace the Digital Media 2 program. Program phase out and implementation plan was discussed.

Motion: Veleka Iwuaba

Second: Lee Thomspson

Action: Approved

G. Distance Education Addendum

1. COMM 666

Motion: Veleka Iwuaba

Second: Claudia Tornsaufer

Action: Approved

### 3. OLD BUSINESS

### 4. NEW BUSINESS

A. Emergency Vote Procedure

1. Desiree Payne reviewed the process applied to the December emergency vote.

Payne inquired if committee members had any feedback. Recommendation to include emergency and virtual vote curriculum as an agenda item on next in-person meeting agenda. Recommendation was presented to have committee members provide their cell phone numbers to help ensure quorum is met.

Discussion occurred regarding SDCE Instructional Services maintaining contact list and being the responsible party to contact members.

Motion: Lee Thompson

Second: Veleka Iwuaba

Action: Approved



- B. Distance Education Addendum (first read)
  - Discussion: Payne reviewed the draft of the SDCE Distance Education (DE) addendum to course outlines for distance education method of instruction. Payne noted components were incorporated from DE fields in SDCCD College CurricUNET for college course outlines. Payne shared an example of North Orange's Noncredit Distance Education Curriculum Proposal addendum document. Gholson advised the draft is being shared as a first read and requested committee members bring any recommendations and feedback to the next meeting. Discussion occurred regarding sharing the document with the SDCE Distance Education for recommendations. Claudia Tornsauer advised the item could be added to the February 6 Distance Education Committee meeting. Discussion continued.
  - Action: Draft form will be included as an agenda item on the March 4 SDCE Curriculum Committee Agenda
  - Action: Gholson to attend the February 6 DE Committee meeting
- C. Spring 2020 Committee Business
  - 1. Review of guidelines and resource documents
    - Discussion: Gholson reported per committee approved annual action item the committee will need to review current SDCE curriculum guidelines and resources documents. Curriculum Resources on the Faculty and Staff Resources page was displayed.
  - 2. Chair election
    - Discussion: Gholson reported the committee chair election is scheduled to occur Spring 2020. Last election occurred in April.
- D. Spring 2020 Curriculum Approval Dates
  - 1. Discussion: Payne reviewed the remaining committee meeting dates, deadlines for agenda items, and remaining SDCE and District local approvals dates for the remainder of the academic year.
- E. Curriculum Summaries
  - 1. Discussion: Payne reviewed updates to the SDCE curriculum summaries which include addition course hours and listing of sections of course outlines impacted for course revision proposals.
- F. Google Drive
  - 1. Discussion: Gholson reviewed the implementation of Google Drive for curriculum committee meeting handouts. Gholson encouraged committee members to provide feedback and recommendations on how to improve Google Drive or explore other options. Gholson reminded members to notify him if they experience trouble accessing the link. Recommendation to include subfolders in Google Drive for handouts.

## 5. COLLEGE CURRICULUM- FYI

- A. City
- B. Mesa
- C. Miramar
  - 1. Discussion: Committee reviewed the College curriculum listed on recent agenda items. Discussion occurred regarding vetting SDCE curriculum through the College Faculty.

## 6. STANDING REPORTS

- A. District Curriculum Instructional Council Report (Gholson)
  - 1. Discussion: Gholson reported virtual meeting occurred in January and in-person meetings resume in February. Gholson reported the District is overseeing exploration of new curriculum repository project for college and noncredit and he and Payne are subcommittee members.
- B. District Policies and Procedures Subcommittee (Caesar)
  - 1. No report.
- C. Curriculum Update (Payne)
  - 1. Discussion: Payne reported on curriculum in the tech review pipeline. Payne noted Spring is normally a busy time for tech review.

## 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

No items

## 8. ADJOURNMENT

- A. Motion: Paul Richard
- B. Second: Veleka Iwuab
- Action: Meeting adjourned