



CURRICULUM COMMITTEE MINUTES

Wednesday, March 2, 2022

2:30-4:30p.m.

Zoom: <https://cccconfer.zoom.us/j/99918523442>

IN ATTENDANCE:

Automotive: Robert Jackson

Business and Accounting: Sharian Lott

Child Development: Lee Thompson

Clothing & Textiles: Shirley Pierson

Digital Media & Programming: Zak Ruvalcaba

Emeritus: Claudia Tornsäuffer

English as a Second Language: Carolyn McGavock

High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba

Hospitality and Culinary Arts: Lee Blackmore (proxy for Megan Leppert)

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Desiree Payne, Curriculum Analyst

Instructional Services: Michelle Gray (proxy for Michelle Fischthal, Vice President)

Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, River Shaw

ABSENT: Lisa Carulli (Counseling), Kim Salerno (DSPS), Lisa Cork (Healthcare), Megan Leppert (Hospitality and Culinary Arts), Michelle Fischthal (Instructional Services)

1. **CALL TO ORDER - 2:33 pm**

A. Approval of the Agenda for March 2, 2022, Meeting

a. **Discussion:** None

b. **Motion:** Veleka Iwuaba

c. **Second:** Shirley Pierson

d. **Action:** Approved

B. [Approval of the January 5, 2022, Meeting Minutes](#)

a. **Discussion:** None

b. **Motion:** Carolyn McGavock

c. **Second:** Robert Jackson

d. **Action:** Approved



C. Next Meeting Modality

- a. **Discussion:** As of right now, SDCCE committees still have the option to meet online or possibly in Hyflex mode. Some committee members do not live in San Diego County and favor Hyflex. Hyflex is also more convenient for members transitioning from one meeting to another. Discussion ensued on differing interpretations of the Brown Act that might allow meetings to continue to be virtual.
- b. **Motion:** Lee Thompson
- c. **Second:** Claudia Tornsäufer
- d. **Action:** Approved

2. **CURRICULUM REVIEW/APPROVAL REQUESTS - None**

- 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)

3. **OLD BUSINESS**

- A. February Meeting Vote By Email
 - a. No curriculum was covered in the February vote by email.
- B. [Curriculum Review Rubric \(Second Reading\)](#)
 - a. **Discussion:** This document will guide faculty in writing Course Outlines of Record (CORs) and help Committee members make sure all relevant information has been covered. The goal is for this rubric to be completed by the time tech review is done. A guidance document for CORs has been previously requested by faculty.
 1. Clarification that this document only applies to CORs; language may need to be changed on the rubric to make it clearer that the criteria is not asking for lesson plans, etc.
 2. Authors can write whether each criterion is met and only include in-depth explanations if they feel it is necessary.
 3. The State has now given authority to local curriculum committees to approve everything except short-term vocational courses/programs; therefore, the State is relying on Committee



members to do their due diligence to make sure CORs pass all criteria.

4. It is important to ensure that the rubric does not become busywork and instead stays a living document that is useful to faculty. A possibility is that the Committee could require that a completed rubric be submitted with each COR.
 5. Committee member requested that a section be added to the rubric confirming to faculty that the faculty editing portion is completed.
 6. Clarification added to the title of the feedback section to make it clear who is responsible for completion of that portion.
 7. Committee found this document useful from a faculty perspective, especially to those writing CORs for the first time.
 8. Important to make sure this rubric is given to authors before they begin writing CORs. Discussion on how to ensure this.
 - a. The rubric should be included in the initial stages of the [“New Curriculum Approval Flow Chart.”](#)
 - b. Committee members are more familiar with who in their department is working on new CORs and should share this rubric with those authors.
- b. **Motion to approve rubric for use in implementing new curriculum and evaluating curriculum in process for the DEI portion:** Richard Gholson
 - c. **Second:** Michelle Gray
 - d. **Action:** Retracted by Richard Gholson
 - e. **Motion to approve this document to be implemented for all new curriculum that is in the early stages, while also being used for curriculum in process and revised curriculum for the DEI portion:** Richard Gholson
 - f. **Second:** Michelle Gray
 - g. **Action:** Approved. Committee members will take this back to their departments and share with COR authors.
- C. DE Addendum Form (Second Reading)
- a. **Discussion:**
 1. There were some changes to the distance education method of instruction section to ensure the language aligns with the District. The section “not approved for distance education” was also reworded to be clearer.



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2. Hyflex was included under “Online,” as students enrolled in Hyflex can choose to never set foot on campus.
 3. Student evaluation section has been simplified and become more open-ended.
 4. Adding radio buttons has been unsuccessful across different platforms; Marne Foster offers assistance.
 5. Document has been shared with Ingrid Greenberg and the Distance Education Committee. Edits have been made reflecting the results of that conversation.
- b. **Motion to approve revisions to document:** Sharian Lott
 - c. **Second:** Shirley Pierson
 - d. **Action:** Approved

4. NEW BUSINESS

A. [curriQunet META](#)

- a. **Discussion:** The District is seeking a new curriculum repository. CurricuNet was previously used, but it did not support noncredit and has been defunct for SDCCE. Desiree Payne has been doing much of the work for SDCCE that a curriculum repository would do. The absence of a noncredit-supporting curriculum repository has caused problems in the SDCCE curriculum development process. The new curriQunet META is made by the same developers, will connect SDCCE with the rest of the district, and supports noncredit. CORs can also be updated within the system.
 1. A handful of members were able to participate at the CIC presentation. Members will also have the opportunity to meet with Governet, the developers, and ask further questions. Once implemented by the District, training will be provided.
 2. Committee should develop a list of requirements and a wishlist for the new curriQunet META. Committee would like the new repository to have the ability to interface with Anthology and other SDCCD-supported systems. Further suggestions should be directed to Gholson and Payne.

B. Curriculum Committee Chair Vote (Information)

- a. **Discussion:** The role is a two-year commitment voted on by the members. The election will take place in April. The chair files all committee actions with the Academic Senate Office; serves as faculty representation to the CIC, which meets every two weeks; attends the



Academic Senate Executive Committee and general meetings as a non-voting, consultative member; and reviews curriculum for the curriculum review committees at the other colleges. Release time for this position is 0.3.

C. [Essential Approval Dates](#)

a. Remaining approval deadlines

1. **Discussion:** There are three meetings left for the academic year. April 2022 is the last meeting for which new curriculum submitted will have the opportunity to go all the way through the approval process within this academic year. The deadline to submit for the April agenda is March 17th. Curriculum can still be submitted after that date, but it will not reach CIC until fall.

5. **CREDIT COLLEGE CURRICULUM- FYI**

A. [City](#)

- a. New Subject Indicator DSGN (Design) = This subject covers project management using design theory. This will be up for approval at the CIC meeting on March 24th.

B. Mesa

C. Miramar

- a. New Subject Indicator: NAIS (Native American Indigenous Studies) = This will be up for District approval on March 10th.

6. **STANDING REPORTS**

A. District Curriculum Instruction Council Report (Gholson)

- a. **Discussion:** The credit colleges' deadline is currently December, but the CIC plans to move it to September to aid with earlier student registration. This pushes the catalog deadline earlier, effectively giving faculty a one-month window to get their curriculum approved. CIC could possibly aid with this if they choose to have another meeting in May.

B. District Online Catalog Workgroup (Gholson/Payne)

- a. **Discussion:** Gholson and Payne no longer serve on this workgroup. CE's online catalog will now be on curriQunet META.

C. District CurricUNET Steering Subcommittee (Gholson/Payne)

- a. **Discussion:** Nothing to report.

D. [District Policies and Procedures](#) (Payne/Gholson)



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- a. **Discussion:** Gholson reported on these at the Academic Senate. Of most interest is the Distance Education section, which clarifies the District's terms and definitions relating to distance education.
- E. Curriculum Update (Payne)
 - a. **Discussion:** The [Tech Review Tracker](#) has been loaded into the CRC meeting documents. It is an overview of curriculum in the pipeline.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. MS Teams (Effective Summer 2022)
 - a. **Discussion:** CRC will be converting from Google Drive to MS Teams in the fall. This is a stopgap measure on the way to moving into an online repository.
- B. February Board Meeting
 - a. **Discussion:** Gholson reported on anti-racist curriculum at SDCCE, including the Curriculum Committee's DEI statement and rubric. He also shared the Committee's progress with Hyflex, transparent assignments in one program, and other innovations at SDCCE.

8. ADJOURNMENT

- A. **Motion:** Michelle Gray
- B. **Second:** Veleka Iwuaba
- C. **Action:** Adjourned at 4:31pm