

SAN DIEGO CONTINUING EDUCATION  
CURRICULUM COMMITTEE  
MINUTES  
ECC, Room 181, 2:30 to 4:30  
March 1, 2017

1. IN ATTENDANCE

Kate Alder  
John Bromma  
Laura Burgess  
Cassandra Caesar  
Lisa Carulli  
Jan Forstrom  
David Holden  
Pat Mosteller  
Donna Namdar  
Desiree Payne  
Bob Pyle

- a. February 1, 2017, Meeting Minutes- David Holden attended. In Attendance will be updated to include David Holden.  
Motion to approve the minutes as amended  
First: Pat Mosteller  
Second: Bob Pyle  
Approved
- b. March 1, 2017, Curriculum Committee Meeting Agenda- Add Technical Review under New Business.  
Motion to approve the agenda as amended  
First: Cassandra Caesar  
Second: Bob Pyle  
Approved

2. OLD BUSINESS

- a. Curriculum Process Chart/Review of Revised Draft – Desiree Payne presented the updated chart, reflecting revisions received at the February meeting. The committee provided an additional update. Payne will make the update and present the chart at the next meeting.
- b. Passport to Success Curriculum Presentation – Donna Namdar reported on the presentation. Bob Pyle relayed his feedback as an attendee.

3. NEW BUSINESS

- a. Strategic Plan – Namdar reviewed the first and five year goals. Namdar advised the goals are being met.
  1. Course templates and Resource Guidelines – The committee reviewed the documents and provided edits. Both documents will be updated and brought back to the committee for review.

- b. Chancellor's Office Curriculum Inventory (COCI) Pilot update – Payne reported the migration from the old inventory to the new inventory has been delayed and the current inventory is still functioning. Payne advised 13 courses were recently approved and programs have been submitted for review and approval.
- c. Technical Review – The committee discussed the current technical review process. Motion to continue the discussion at the next meeting  
First: John Bromma  
Second: Jan Forstrom  
Approved

4. COURSES and PROGRAMS APPROVED

No items

a. PROGRAM REVISIONS REQUESTED

No items

b. WALK-INS

No items

5. INFORMATION ITEMS/STANDING REPORTS DISCUSSED

CIC Report – VPI Kate Alder reported on an agenda item regarding the streamlining of the curriculum process which grants institutions local authority to approve credit course proposals, state approved would no longer be required for certain course proposals. Alder advised concerns were discussed at the meeting. Alder noted this currently does not apply to noncredit courses.

6. ROUNDTABLE/COMMENTS/ ANNOUNCEMENTS:

- a. SDCE Catalog – Payne advised a new catalog is currently in print production and will be distributed before the accreditation site visit to the campuses. Payne added a link to an online PDF will be added to the San Diego Continuing Education website.
- b. 2017 Curriculum Institute – Namdar advised the Academic Senate will provide funds to support her attendance this year.

Adjourned 4:28 p.m.

Minutes taken by Desiree Payne.