

**SAN DIEGO CONTINUING EDUCATION CURRICULUM COMMITTEE**  
**Minutes**  
**ECC, Room 181**  
**March 3, 2016**

Members present: Marie Doerner, Richard Gholson, Donna Namdar, Bob Pyle, Linda Osborn, Donna Eckstein, Sean Caruana, Jan Forstrom, Esther Matthew

1. CALL TO ORDER - Chair Donna Namdar called the meeting to order at 2:34
  - a. Approval of the Minutes for February 17, 2016 - **APPROVED**  
Esther Matthew motioned to approve; Sean Caurana seconded the motion.
  - b. Approval of the Agenda for March 3, 2016 - **APPROVED**  
Linda Osborn made motion to approve; Bob Pyle seconded the motion.
2. OLD BUSINESS  
None
3. NEW BUSINESS –
  1. Donna Namdar led review of current Curriculum Committee resource guidelines and templates for revising/creating course outline; discussion followed.
  2. Strategic Plan- The committee reviewed brainstorming ideas for committee goals and activities commenced at March meeting, and clarified final draft of strategic plan.
4. COURSE ACTIONS
  - a. NEW COURSE APPROVAL REQUESTS
  - b. COURSE/CATALOG CHANGE REQUESTS – REVISED OUTLINE- none
  - c. NEW PROGRAM REQUESTS -none
  - d. PROGRAM REVISION REQUESTS-none
  - e. WALK-INS - none
5. INFORMATION ITEMS/STANDING REPORTS  

CIC Report/ Donna Namdar -none
6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS -none
7. ADJOURNMENT- Chair Donna Namdar adjourned the meeting at 4:30.