

SAN DIEGO CONTINUING EDUCATION  
CURRICULUM COMMITTEE  
MINUTES  
ECC, Room 181, 2:30 to 4:30  
Wednesday April 4, 2018

IN ATTENDANCE

Cassandra Caesar  
Lisa Carulli  
Michelle Fischthal  
Jan Forstrom  
Richard Gholson  
David Holden  
Joan McKenna  
Donna Namdar  
Desiree Payne  
Bob Pyle  
Rachel Rose

Guest:  
Marne Foster

1. CALL TO ORDER

- A. March 7, 2018, Meeting Minutes  
Motion to approve the minutes  
First: Jan Forstrom, Second: Michelle Fischthal  
Approved
  
- B. April 4, 2018, Meeting Agenda  
Desiree Payne corrected DSPS course numbers for agenda item 4.A.3 and 4.A.4  
Motion to approve the agenda as amended  
First: Lisa Carulli, Second: Richard Gholson  
Approved as amended

2. OLD BUSINESS

- A. Strategic Plan Update- Donna Namdar reported the plan was distributed to the committee for feedback/edits, minor edits were received, edits were incorporated in the final draft, and the plan was submitted to Deborah King prior to the April 1 deadline.

3. NEW BUSINESS

- A. 2018-2020 Chair Election  
Namdar explained she will not run for re-election and called for nominations. Forstrom nominated Richard Gholson. Gholson approved unanimously. Namdar welcomed Gholson as the 2018-2020 committee chair, effective July 1. The committee thanked Namdar for her service.

4. COURSE ACTIONS

- A. New Course Approval Requests
  - 1) ESLA 452 ESL BEGINNING PRONUNCIATION  
ESLA 453 ESL INT/ADV PRONUNCIATION  
Forstrom provided an overview of the curriculum, including the program.

## COURSE ACTIONS: New Course Approval Requests (continued)

Motion to approve ESLA 452, ESLA 453, and ESL Pronunciation program  
First: Rachel Rose, Second: Cassandra Caesar  
Approved

- 2) DSPTS 675D CREATIVE WRITING - DSPTS
- 3) DSPTS 676D ESSAY WRITING - DSPTS  
Payne provided a brief overview of the curriculum  
Motion to approve DSPTS 675D and DSPTS 676D  
First: Jan Forstrom, Second: Rachel Rose  
Approved

B. Course/Catalog Change Requests- Revised Course Outline  
No items

C. New Program Requests

- 1) ESL PRONUNCIATION PROGRAM  
See agenda item 4.A.1

D. Program Revision Requests

- 1) GED PROGRAM  
David Holden provided an overview of the revision; removal of HSDP 415 and update to program description. Minor edits were made to the description.  
Motion to approve GED program revision as amended  
First: Cassandra Caesar, Second: Richard Gholson  
Approved

E. Walk-Ins  
No items

## 5. INFORMATION ITEMS/STANDING REPORTS

A. CIC Report - Namdar reported on the March 8 CIC approvals and noted the Cyber Security curriculum was pulled from the consent agenda. Namdar explained City College faculty would like to meet with CE BIT faculty to discuss the program; District Curriculum Services is coordinating the meeting. Namdar reported all three colleges and CE curriculum committee sharing agendas was proposed. Michelle Fischthal reviewed the importance of CE faculty members and deans discussing curriculum with their appropriate college counterparts.

## 6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Marne Foster sought assistance from the committee in capturing Student Learning Outcomes (SLOs) during curriculum development. Discussion occurred. Namdar recommended Foster draft a SLO FAQ sheet which could be distributed to faculty members during technical review. Fischthal stated Foster should be included to the CE curriculum approval distribution.
- B. Payne reported on recent state approvals.
- C. Forstrom inquired on June and July Committee Chair hours.

Adjourned at 3:48 p.m.