

SAN DIEGO CONTINUING EDUCATION  
CURRICULUM COMMITTEE  
MINUTES  
ECC, Room 181, 2:30 to 4:30  
April 5, 2017

1. IN ATTENDANCE

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

- a. March 1, 2017, Meeting Minutes  
Motion to approve the minutes:  
First: Cassandra Caesar  
Second: Pat Mosteller  
Approved
- b. April 5, 2017, Meeting Agenda- Correct typo in Agenda Item 5.  
Motion to approve the agenda as amended:  
First: Richard Gholson  
Second: Kate Alder  
Approved as amended

2. OLD BUSINESS

- a. Curriculum Process Chart/Review of Revised Draft – Desiree Payne presented the updated chart, noting the changes due to requests received at the March meeting. The committee reviewed the chart and discussed possible additional edits.
- b. Technical Review- Alder proposed technical review meetings occur as standing meetings. Discussion occurred regarding the composition of a technical review workgroup. The committee agreed alternate meetings should occur as necessary to accommodate faculty members who are unavailable on Wednesdays. The committee suggested the workgroup be considered a pilot workgroup which could be reexamined and adjusted during the 2017-2018 academic year if necessary. The committee discussed the flow chart. The committee proposed adding language referencing the standing monthly technical review meetings to the flow chart. Discussion continued.

Motion to approve the establishment of standing technical review workgroup meetings on the third Wednesdays of each month during the fall and spring semesters effective April 2017:

First: Kate Alder

Second: Jan Forstrom

Approved

- c. Review of Strategic Plan Report- Namdar presented the Curriculum Committee Strategic Plan Report due to the Office of Institutional Effectiveness on April 10. The committee reviewed the document. Namdar noted the presentation at the Academic Senate meeting should be included in the report.

Motion to approve the Curriculum Committee Strategic Plan Report:

First: Richard Gholson

Second: Bob Pyle

Approved

### 3. NEW BUSINESS

- a. 2017-2018 Meeting Calendar – The committee reviewed the 2017-2018 Curriculum Committee meeting calendar. Alder noted the technical review dates included on the calendar. Gholson advised December 20 should be removed.

- b. Academic Senate Presentation – Namdar reported on the recent Academic Senate meeting. Namdar advised she and Payne presented at the meeting.

- c. Update on all courses and programs in the “pipeline”- Payne reviewed the current status of courses and programs in the state inventory: four new course approvals were received, five courses are under review, and ten programs are under review. Payne provided a Chancellor’s Office Curriculum Inventory (COCI) Pilot update.

### 4. COURSES and PROGRAMS APPROVED

#### a. New Course Approval Requests

- 1) DSPS 625D Communication on the Job- John Bromma presented the curriculum and noted Krystle Taylor is the proposal originator. The committee reviewed the outline. Recommendation to change “Have” to “Gain” in Course Goal 7.

Motion to approve the course as amended:

First: Lisa Carulli

Second: Bob Pyle

Approved as amended

- 2) DSPS 642D Life Management/Career Prep- The committee reviewed the outline.

Motion to approve the course:

First: Lisa Carulli

Second: Cassondra Caesar

Approved

- b. Course/Catalog Change Requests- Revised Course Outlines  
No items
- c. New Program Requests  
No items
- d. Program Revision Requests  
No items
- e. Walk-ins  
No items

5. INFORMATION ITEMS/STANDING REPORTS DISCUSSED

Curriculum & Instructional Council (CIC) Report – Namdar provided a report on the March 23, 2017, CIC meeting.

6. ROUNDTABLE/COMMENTS/ ANNOUNCEMENTS:  
No items

Adjourned 4:12 p.m.

Minutes transcribed by Desiree Payne.