



CURRICULUM COMMITTEE MINUTES

Wednesday, May 4, 2022

2:30-4:30pm

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

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: Megan Leppert

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Desiree Payne, Curriculum Analyst

Instructional Services: Michelle Fischthal

Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, River Shaw

ABSENT: Lisa Carulli (Counseling), Zak Ruvalcaba (Digital Media & Programming), Kim Salerno (DSPS), Lisa Cork (Healthcare)

1. CALL TO ORDER (Action)

- A. Approval of the Agenda for May 4, 2022, Meeting
 - a. **Discussion:** None
 - b. **Motion:** Pete Phounsavath
 - c. **Second:** Claudia Tornsäuffer
 - d. **Action:** Approved
- B. [Approval of the April 6, 2022, Meeting Minutes](#)
 - a. **Discussion:** None
 - b. **Motion:** Veleka Iwuaba
 - c. **Second:** Robert Jackson
 - d. **Action:** Approved



- C. Approval of Meeting Modality
 - a. **Discussion:** None
 - b. **Motion to approve Zoom meeting for June:** Lee Thompson
 - c. **Second:** Veleka Iwuaba
 - d. **Action:** Approved

2. CURRICULUM REVIEW/APPROVAL REQUESTS (Action)

- A. New Course(s)
- B. Course Revision(s)
 - a. INTD 500 Career & College Readiness
 - i. **Discussion:** Veleka Iwuaba presented. The department wants to increase the allotted hours from 80 to 90 hours. This is an equity issue for faculty, as all other courses in the department are 90 hours. Increasing the hours will also allow the subject to be covered on a deeper level. Member questioned whether a range of allotted hours would be preferable, as this course is sometimes offered in a two-week, online format for 50 hours. Approving a range would prevent future auditing problems for these shorter classes. COR was amended during the discussion to have a range from 50-90 hours.
 - ii. **Motion:** Carolyn McGavock
 - iii. **Second:** Claudia Tornsäuffer
 - iv. **Action:** Approved
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
 - a. Introduction to Career and College Readiness
 - b. Introduction to Child Care as a Career
 - c. Introduction to Healthcare Careers
 - d. Introduction to Hospitality Industry
 - i. **Discussion:** These were modified due to the hours on the INTD 500 COR being amended.
 - ii. **Motion:** Megan Leppert
 - iii. **Second:** Shirley Pierson
 - iv. **Action:** Approved
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum(s)
 - a. INTD 500 Career & College Readiness



- i. **Discussion:** The “Total Hours on COR” section will have to be updated to reflect the new range approved. The “Outside-of-Class Work Hours” do not need to be updated.
- ii. **Motion:** Sharian Lott
- iii. **Second:** Carolyn McGavock
- iv. **Action:** Approved

3. OLD BUSINESS

A. Curriculum Committee Chair Vote (**Action**)

- a. **Discussion:** Richard Gholson was placed in a waiting room while Desiree Payne asked whether anyone else would like to run. No one put themselves forward.
- b. **Motion to re-elect Richard Gholson as Committee Chair for a two-year term (2022-2023 and 2023-2024):** Lee Thompson
- c. **Second:** Pete Phounsavath
- d. **Action:** Approved

B. [2022-2023 Committee Meeting Calendar \(Action\)](#)

- a. **Discussion:** The proposed dates for the first meetings of the fall and spring semesters occur during the first weeks of classes. Members decided to keep the dates as-is.
- b. **Motion:** Veleka Iwuaba
- c. **Second:** Pete Phounsavath
- d. **Action:** Approved

C. [Inclusiveness Statement \(Action\)](#)

- a. **Discussion:**
 - i. Purpose
 1. Member said including a statement on CORs sets the tone for new instructors on what is expected from them in terms of DEIA (Diversity, Equity, Inclusion, and Accessibility). Another member said that departments should not put a statement on the CORs until they can guarantee they stand behind it and can enact it. A third member pointed out this language is already part of the college’s mission. Perhaps each department should submit a statement of how the individual course has been formatted to account for DEIA.
 - ii. Elements
 1. Multiple members reported that their faculty members said the terms used in the statement were not familiar enough for faculty to feel empowered in their ability to fulfill them. Member said that the



terms being unfamiliar to faculty members is a good indication that departments should be having conversations about these terms and how to enact them. Perhaps the statement should focus on what the departments are already doing.

- iii. Rather than focusing on a statement, the VPI would like the committee to move forward with forming a workgroup to create a real plan to advance DEIA in curriculum. Members were asked to check with their faculty for interest in participation. A description will be forwarded to committee members to aid with this.

D. **curricUnet META (Discussion)**

- a. **Discussion:** Contracts have been signed, and this summer will be a transition period as SDCCE moves to **curricUnet META**. In preparation for this, the formatting and outline of CORs will be discussed at the next few meetings. Members are also asked to think of a wishlist of functionalities and reports that they would like to see included in **curricUnet META**.

4. NEW BUSINESS

- A. Collaboration with Credit Colleges (Discussion) - *Tabled until next meeting*

5. CREDIT COLLEGE CURRICULUM- FYI - *Tabled until next meeting*

- A. City
- B. Mesa
- C. Miramar

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson) - *Tabled until next meeting*
- B. District Online Catalog Workgroup (Gholson/Payne) - *Tabled until next meeting*
- C. District CurricUNET Steering Subcommittee (Gholson/Payne) - *Tabled until next meeting*
- D. District Policies and Procedures (Payne) - *Tabled until next meeting*
- E. Curriculum Update (Payne/Committee Members)
 - a. Several things are in the pipeline (Clothing & Textiles, welding, CCNA). Lots of revisions are coming through.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Discussion around meeting modality preferences in 2022-2023 = The majority of members favor keeping meetings online. Online meetings are more accessible, more



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productive, and more convenient for members. Members also find it easier to break into small groups. However, it is easier to socialize and build community in person. A compromise may be splitting the meetings between modalities or using a hybrid approach. It might be nice to meet in person in October and then meet virtually for the rest of the year.

B. Happy Teacher Appreciation Week! Thank you to members for your service to students and the community.

8. ADJOURNMENT

- A. **Motion:** Megan Leppert
- B. **Second:** Lee Thompson
- C. **Action:** Adjourned at 4:31pm