

Curriculum Committee Agenda Minutes

Wednesday, May 7, 2025

Educational Cultural Complex (ECC), 4343 Ocean View Blvd.
Conference Room 121, 2:30–4:30 p.m.

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/85079344693>

Remote conferencing locations:

César E. Chávez Campus, 1901 Main Street, Rooms 301 and 316, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101L, and 106, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113
North City Campus, 8355 Aero Dr., San Diego, CA 92123
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Clothing and Textiles: Shirley Pierson
Counseling: Edith Quintero
DSPS: Kim Salerno
Emeritus: Charlene Schade, proxy for Claudia Tornsäuffer
English as a Second Language: Ildifonso Carrillo
Healthcare: Kenny Parker
Hospitality and Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:

Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources
Oscar Aparicio, Work Experience Coordinator

ABSENT:

Digital Media and Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäuffer
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri

1. CALL TO ORDER 2:33 p.m.

- A. Approval of the agenda for [May 7, 2025](#), meeting
 - 1. Discussion: Added two items to the New Business portion of the agenda—Governance Handbook (action item), and draft of the curriculum report for the Academic Senate (informational item).
 - 2. Motion by Parker

3. Second by Phounsavath
 4. Final Resolution: Motion carries. Approved as amended.
 5. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Leppert, Omae, Pierson, Quintero, Salerno, Schade, Thompson
- B. Approval of [April 9, 2025](#), meeting minutes
1. Motion by Quintero
 2. Second by Jackson
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Carrillo, Gholson, Gil, Iffland, Leppert, Omae, Parker, Phounsavath, Pierson, Salerno, Schade, Thompson

2. CURRICULUM REVIEW / APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
1. COMP 655-Cyber Threat and Vulnerability
 2. COMP 656-Cyber Incident Response Intro
 3. COMP 657-Cybersecurity Architecture
 4. DSPS 607D-Community Living Skills
 5. DSPS 608D-Personal Living Skills
 6. DSPS 621D-Adapted Physical Fitness
 7. DSPS 639D-Occupational Opportunities
 8. DSPS 676D-Creative Writing
 9. DSPS 690D-Cognitive Retraining-Acquired Brain Injury
 10. Discussion: COMP courses were revised to include distance education. DSPS courses completed curriculum review to update hours, titles, objectives, and language for currency.
 11. Motion by Parker
 12. Second by Phounsavath
 13. Final Resolution: Motion carries. Approved as presented.
 14. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Leppert, Omae, Pierson, Quintero, Salerno, Schade, Thompson
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivations(s)

3. OLD BUSINESS

- A. [Range of Hours](#)
1. Discussion: The document was shared as a resource to assist programs in establishing appropriate hour ranges for their courses, reflecting the typical standards for credit-bearing courses. In the future, the State may require non-credit courses to align with similar hour bands. It was recommended that any updates to course hour ranges be included as part of the regular curriculum review process including associated programs.
- B. [Essential Dates](#)

1. Discussion: For inclusion in the Fall 2027 catalog, the ideal curriculum submission date is Friday, November 7, 2025, with the final deadline on Friday, December 5, 2025, for new, revised, or deactivated curriculum. For programs, all course outlines of record must be complete, along with the program narrative and labor market information (LMI) for CTE programs.
- C. New subject indicators: Programming (PROG) and Digital Media (DGTL)
 1. To replace the subject indicator, COMM
 2. Consultation needed with credit colleges
- D. Additional subject indicators shared with credit colleges
 1. Discussion: Changes to subject indicators may be necessary due to the implementation of the California Community Colleges Chancellor's Office (CCCCO) common course numbering system, as credit and noncredit courses cannot share the same subject indicator. Further discussion is planned for the fall semester.
 2. ACCT CE: Accounting
Credit: Accounting (City, Mesa, Miramar)
 3. AUTO CE: Automotive
Credit: Automotive Technology (Miramar)
 4. COMM CE: Communications
Credit: Communication Studies (City, Mesa, Miramar)
 5. DRAM CE: Dramatic Arts
Credit: Dramatic Arts (City, Mesa)
 6. DSPS CE: Disability Support Programs and Services
Credit: Disability Support Programs and Services (City, Mesa)
 7. ENGL CE: English
Credit: English (City, Mesa, Miramar)
 8. HEAL CE: Health Education
Credit: Health Education (City, Mesa, Miramar)
 9. PSYC CE: Psychology
Credit: Psychology (City, Mesa, Miramar)
- E. Catalog rights and continuous enrollment
- F. Equivalency process
 1. Discussion regarding catalog rights, continuous enrollment and equivalency process:
 - a. The need for a formalized process around continuous enrollment, catalog rights, and course substitution emerged from challenges during curriculum updates to the textile program. Due to significant changes in program requirements, some students found themselves between two curriculum patterns, prompting the need for clearer guidance and flexibility through a course substitution/equivalency process. Currently, credit programs can approve course substitutions if content is deemed equivalent. Extending a similar process to noncredit programs would help students meet program requirements, especially during curriculum transitions or when accepting credit for prior learning (CPL) for work, military, or technical experience—such as in health or skilled trades.
 - b. Instructional Services will initiate discussions with Student Services, including the VP of Student Services, faculty and counselors, to define parameters for catalog rights and continuous enrollment. This collaboration is necessary as these areas directly impact student advising and program completion. North Orange County Community College District (NOCCCD) has already

implemented catalog rights and continuous enrollment policies in its noncredit programs, which will be reviewed for alignment or adaptation at SDCCE.

- c. The development of a CPL process will require input from faculty (as subject matter experts), evaluators, and counselors. Faculty will be integral in determining course equivalency and appropriateness. Title 5 regulations, Region X, and local policies will also guide the creation of these procedures. Initial CPL training attended by administrators, faculty, and staff highlighted the complexity of this work and the importance of a coordinated effort. While some elements may mirror credit college processes, SDCCE may need to design new policies tailored to noncredit programs.
- d. Final student petition approvals will be determined by department or program chairs in consultation with colleagues. In some cases, counselors may participate, recognizing that curriculum, laws, and industry standards evolve over time. These discussions are in the early stages and aim to support students navigating outdated or transitioning programs.

4. NEW BUSINESS

A. Work Experience

1. Discussion: Gholson gave an update on the development and inclusion of noncredit work experience. Students would be able to complete work experience at their college and use credit by exam (CBE) to fulfill the requirements.
2. Aparicio shared the Mechanical Technology (MECT) Work Experience Canvas shell he developed to support instructors teaching the course. The program is still under development, and courses are waiting approval.
3. Gholson presented the SDCCD's Work Experience Education website:
<https://www.sdccd.edu/departments/educational-services/workforce/work-experience.aspx>
4. While the front-facing progress is strong, the backend implementation remains complex. Consultation with the district has been initiated, as there is currently no established process for managing the infrastructure needed to support SDCCE's work experience program. District Deans Hess and Perman have recommended pausing further steps—such as adding approved courses to the catalog or scheduling them—until the backend is fully developed and the placeholder status (TBD) is resolved on the website. Although course approvals are underway, they do not require immediate catalog placement. To avoid extended delays in launching programs, it was suggested that interested faculty begin drafting course outlines now, even if formal submission is postponed. This approach allows for curriculum development to proceed while backend systems are being established.
5. Key implementation elements still need to be addressed, including:
 - a. Paid aspect of work experience and potential collaboration with job developers.
 - b. Enrollment Process: Unlike the credit side, enrollment may require permission numbers and tighter control, as much of the learning will be student-driven (e.g., securing placements).
 - c. Orientation and Planning: Support structures like orientation, placement strategies, and industry partnerships need coordination. While faculty often have strong industry ties, student self-placement must still be planned.

- d. Prerequisites: There is currently no formal process for prerequisites. If certain courses require prior preparation, the feasibility of implementing prerequisites must be explored. In the interim, faculty are encouraged to offer informal guidance to help students make appropriate course selections.
6. The focus moving forward will be to simultaneously develop backend processes while allowing program and curriculum planning to progress, ensuring readiness without unnecessary delays.

B. Governance Handbook

1. Discussion: Gholson shared the Curriculum Committee page from the Governance Handbook. The committee reviewed and updated specific sections of the page.
 - a. One proposed addition included a goal reflecting the committee's role in supporting DEI (Diversity, Equity, and Inclusion) practices. The last goal was updated to state: 'Support the integration of diversity, equity, and inclusion principles throughout curriculum materials.'
 - b. The general meeting statement language was updated according to current meeting schedule—1st Wednesday of each month during the fall and spring semesters, 2:30-4:30 p.m.
 - c. The Curriculum Analyst was added as the 'Recorder/Meeting Transcriber'.
2. The committee discussed ways to demonstrate alignment with the fifth Student Learning Outcome (SLO) regarding 'Diversity, Equity, Inclusion, Anti-racism and Access'. The committee affirmed its commitment to DEI integration by highlighting and sharing promising practices across disciplines—such as ESL, Business, and Healthcare—while respecting faculty and program autonomy. Structured opportunities, such as biannual showcases, were proposed as a measurable way to support and guide faculty in curriculum transformation. Additionally, applying a DEI-informed lens during curriculum reviews (courses and programs) would enhance the committee's role in supporting inclusive curriculum development.
3. Motion by Quintero
4. Second by Parker
5. Final Resolution: Motion carries. Approved as presented.
6. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Leppert, Omae, Phounsavath, Pierson, Salerno, Schade, Thompson

C. Draft of Curriculum Report

1. Discussion: Gholson presented a preliminary report of the 2024-25 Highlights of the Curriculum Report to be presented to the Academic Senate.
 - a. 138 curriculum actions in all program areas
 - b. New curriculum process adopted: META
 - c. Active courses not offered: ISO requesting these courses be inactivated to follow compliance with Title 5, District Board Policy and Administrative Procedures. There are ~50 courses in need of action.
 - d. Course and program reviews
 - e. Course range of hours
 - f. Code alignment: It was requested that updated TOP, CIP, and SOC codes submitted for program code alignment also be submitted for program reviews and revisions. This ensures the codes submitted to the Chancellor's Office Curriculum Inventory are aligned with codes listed in the SDCCD systems—Campus Solutions and META.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
 - 1. Discussion: Subject indicators for COMM—going forward
- B. DEI in Curriculum (Gholson)
 - 1. Discussion:
 - a. Governance statement with DEI goal.
 - b. Will engage with various program areas and faculty to identify current practices and ensure DEI is effectively embedded in the curriculum development process.
- C. District CurricUNET/currIqunet META Steering Subcommittee (Gholson)
 - 1. Discussion:
 - a. Report any META issues; ISO will notify District/Vendor
- D. District Policies and Procedures (Gholson)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Curriculum Update (Committee Members)
 - 1. Changes to Curriculum Committee representatives or program chairs (for Meta).
 - a. Arrange for another representative if there is a change.
 - b. Notify CEISO of membership changes.
 - 2. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, May 9, 2025.
 - 3. The next committee meeting will be held on Wednesday, September 3, 2025, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

8. ADJOURNMENT

- A. Motion to adjourn.
 - 1. Motion by Phounsavath
 - 2. Second by Pierson
 - 3. Final Resolution: Meeting adjourned at 4:34 p.m.
 - 4. Approve: Carrillo, Gholson, Gil, Iffland, Jackson, Leppert, Omae, Parker, Quintero, Salerno, Schade, Thompson

Resource Links:

[Curriculum Committee: Goals, Agendas and Minutes](#)

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[Range of Hours](#)

[Program and Course Approval Handbook \(PCAH 8th Edition\)](#)

[ASCCC Course Outline of Record: A Curriculum Reference Guide](#)

[CourseNet](#)

[Board of Trustees \(BOT\) and Curriculum Instructional Council \(CIC\)](#)