

SAN DIEGO CONTINUING EDUCATION  
CURRICULUM COMMITTEE  
MINUTES  
ECC, Room 181, 2:30 to 4:30  
May 3, 2017

1. IN ATTENDANCE

John Bromma  
Laura Burgess  
Cassandra Caesar  
Char Schade  
Jan Forstrom  
Kathy Campbell  
Richard Gholson  
David Holden  
Donna Namdar  
Desiree Payne  
Bob Pyle  
Rachel Rose

- a. April 5, 2017, Meeting Minutes  
Motion to approve the minutes:  
First: Rachel Rose  
Second: Richard Gholson  
Approved

- b. May 3, 2017, Meeting Agenda- Add New Business Item, Updating Course Outlines  
Motion to approve the agenda as amended:  
First: Cassandra Caesar  
Second: Richard Gholson  
Approved as amended

2. OLD BUSINESS

- a. Curriculum Process Chart/Review of Revised Draft – The committee reviewed the chart and with the edits discussed at the April meeting.  
Motion to approve the flow chart:  
First: John Bromma  
Second: Richard Gholson  
Approved
- b. Technical Review- Update April 19 Tech Review Meeting  
Donna Namdar provided an update on the first technical review workgroup meeting. The committee discussed the creation of a FAQ sheet based on common inquiries received at the meetings. Course outlines and maximum course hours were discussed. Course competencies and scheduling were discussed.
- c. 2017-2018 Meeting Calendar – The committee reviewed the calendar. The committee agreed on the dates.

- d. DSPS 625D Communication on the Job and DSPS 642D Life Management/Career Prep approved at CIC April 27, 2017 – Namdar reported the courses were approved and will be presented to the District Board of Trustees for approval.

### 3. NEW BUSINESS

- a. Review of CE Curriculum in process – Namdar reported several ESL technical review meetings have occurred and it appears meeting may occur through May; DSPS technical review meetings have occurred and DSPS faculty members plan to attend the May technical review meeting with curriculum for review. Namdar noted Nutrition and Healthcare Careers may have curriculum to review before the end of the spring semester.
- b. Updating Course Outlines – Laura Burgess advised past practice has been all revisions undergo technical review, this ensures the entire outline is reviewed and updated as necessary. Burgess explained when a course requires updating the entire outline should be reviewed and updated as necessary. Burgess noted some outlines are over a decade old and in need of updating. Burgess explained when course revisions are submitted to the state the committee is ensuring the outline underwent a complete review. Burgess noted each year committee members may change and wanted to present the topic for discussion. Discussion occurred regarding new courses versus course revisions. Payne stated her recommendation is all revisions are subject to technical review. Namdar noted posting the outlines on a SDCE webpage may prompt review of course outlines. Payne advised she is currently working towards having the outlines accessible online.

### 4. COURSES and PROGRAMS APPROVED

- a. New Course Approval Requests - No items
- 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 April CIC meetings.

### 6. ROUNDTABLE/COMMENTS/ ANNOUNCEMENTS:

Payne advised she is expecting and due in August.

Adjourned 3:39 p.m.

Minutes transcribed by Desiree Payne.