



## CURRICULUM COMMITTEE MINUTES

Wednesday, June 1, 2022

Zoom: <https://cccconfer.zoom.us/j/99918523442>

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Child Development: Lee Thompson  
Clothing & Textiles: Shirley Pierson  
Digital Media & Programming: Zak Ruvalcaba  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuffer  
English as a Second Language: Carolyn McGavock  
Healthcare: Carrie Lewis  
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):** River Shaw

**ABSENT:** Sharian Lott (Business & Accounting), Lisa Carulli (Counseling), Veleka Iwuaba (High School Diploma/High School Equivalency and Basic Skills)

### **1. CALL TO ORDER**

- A. Approval of the Agenda for June 1, 2022, Meeting
  - a. **Discussion:** None
  - b. **Motion:** Shirley Pierson
  - c. **Second:** Megan Leppert
  - d. **Action:** Approved
- B. [Approval of the May 4, 2022, Meeting Minutes](#)
  - a. **Discussion:** None
  - b. **Motion:** Carolyn McGavock
  - c. **Second:** Pete Phounsavath



- d. **Action:** Approved
- C. Meeting Modality
  - a. **Discussion:** Committee plans on meeting on Zoom in September and in person in October.
  - b. **Motion to hold September meeting virtually on Zoom:** Shirley Pierson
  - c. **Second:** Pete Phounsavath
  - d. **Action:** Approved

## 2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum(s)

## 3. OLD BUSINESS

- A. [Inclusiveness Statement \(2nd Reading\)](#)
- a. **Discussion:** Last meeting, members had been tasked with bringing this statement to their faculty and getting feedback on whether this should be a section on the CORs (Course Outlines of Record).
  - i. One member's faculty felt that the statement was redundant, as they are already doing these things.
  - ii. Another member said their faculty is also already doing these things and is in favor of such a statement, as long as training is given to all faculty on the terms.
  - iii. Multiple members' faculty were not in favor of placing the statement on the CORs, as they cannot guarantee all faculty members understand the terms and can stand behind the statement. Training on the terms in the statement is needed before such a statement can be used.
  - iv. General consensus that the current statement is not viable as is and that further professional development is needed.
- b. **Motion to table the statement:** Richard Gholson
- c. **Second:** Megan Leppert
- d. **Action:** Richard Gholson retracted the motion.



- e. **Motion to table the statement pending further discussion and professional development:** Richard Gholson
- f. **Second:** Robert Jackson
- g. **Action:** Approved (with Claudia Tornsäufer abstaining)
- B. Equitizing Curriculum Optional Meeting
  - a. **Discussion:** The meeting took place on May 13th. There was robust discussion with several recommendations.
    - i. One such recommendation was to commit to review and revise a certain percentage of CORs in the 2022-2023 academic year. This would entail training for the faculty members who would audit their departments' CORs.
      1. One member said it would be better to only revise the CORs that are already up for review with departments.
      2. Since every program has a different number of CORs, one member wanted more careful wording regarding the required percentage of revisions so that the workload is equitable among departments.
      3. Question whether these audits should coincide with state and outside agency deadlines for reviews to reduce work, or if doing so would be overwhelming to faculty.
      4. Faculty should access demographic drop data to assist their reviews.
      5. The Curriculum Committee already has several related trainings ready to be offered at a meeting in the fall. The possibility was floated that this training might take place at the October in-person meeting.
      6. SDCCE has more than 700 CORs.
      7. Desiree Payne will conduct an analysis of CORs needing review following a three-pronged approach: CORs that haven't been reviewed in more than five years, CORs associated with current certificate programs, and CORs for which outside agencies require review.
    - ii. The Ad Hoc Remote Workgroup has been discussing the importance of developing a plan of action for professional development before developing an Inclusiveness Statement.
  - b. **Motion that the Committee commit to review and revise 10% of existing CORs in 2022-2023:** Richard Gholson
  - c. **Second:** Claudia Tornsäufer



d. **Action:** Approved

#### 4. NEW BUSINESS

##### A. Collaboration with Credit Colleges

- a. **Discussion:** Committee members were asked whether they have any positives or concerns to share about collaboration with the credit colleges.
  - i. Member expressed desire for a streamlined way of obtaining contact information for members' counterparts at the credit colleges.
    1. A second member shared that the Transition to College Committee has fostered dialogue and collaboration between noncredit and credit faculty members.
    2. A third member shared that they connect through their Advisory Board.
    3. A fourth member shared that they communicated with their Dean that they were trying to collaborate with their credit counterpart, and their Dean connected with the credit Dean to ensure the contact was made.
  - ii. A consistent confusion among child development students is the difference between noncredit and credit child development certificates. Non-credit students need to be sent to credit child development counselors to continue on their career path after completing noncredit courses, but non-credit faculty do not know how to direct them.

#### 5. CREDIT COLLEGE CURRICULUM- FYI

- A. City
- B. Mesa
- C. Miramar
  - a. The curriculum committees at the above colleges ended in May, so there is nothing to report.

#### 6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
  - a. FYI that the CIC allows walk-ins (instead of requiring courses and programs to be announced on the consent agenda), and this often happens in May. Sometimes these items conflict with courses and programs in progress at SDCCE, so Richard Gholson and Desiree Payne do their best to catch these conflicts. (One



such program came up in May, and the college agreed to pull it at Gholson and Payne's request.) To this end, Gholson and Payne may reach out to committee members about courses and programs that might conflict with upcoming items at CIC, so it is important to give such communications due attention.

- B. District CurriUNET Steering Subcommittee (Gholson/Payne)
  - a. A template has been provided to aid SDCCE with converting their CORs to curriQunet META over the summer. The District is working on funding a support position to aid with this.
- C. District Policies and Procedures (Payne): On hiatus.
- D. Curriculum Update (Payne): There is some curriculum in the pipeline pending review at the Curriculum Analyst level.

## 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. 2022-2023 Transition to Google Drive to MS Teams
- B. Technical Review will resume Fall 2022, no technical review during summer
- C. Desiree Payne will still be available to answer technical questions over the summer.
- D. 2022-2023 Committee Items
  - a. Review: COR template (consider state mandated sections and committee requested sections; OER/ZTC; DEI)
  - b. Discussion: Objectives, Student Learning Outcomes (SLOs), and Competencies.
    - i. There has been some confusion about these, so the Committee will be having training about them.

## 8. ADJOURNMENT

- A. **Motion:** Lee Thompson
- B. **Second:** Claudia Tornsäuffer
- C. **Action:** Adjourned at 4:32pm