

SAN DIEGO CONTINUING EDUCATION CURRICULUM COMMITTEE
Minutes
ECC, Room 181 2:30 to 4:30
Wednesday June 1, 2016

Members present: Laura Burges, Donna Namdar, Esther Matthew, Bob Pyle, Linda Osborn, Dona Eckstein

Guests: John Bromma, Lauren Dugan, Marina Monta, Pete Miles

1. CALL TO ORDER – Chairperson Donna Namdar called the meeting to order at 2:35 p.m.
 - a. Approval of the Minutes for May 2016
Esther Matthew moved to approve the minutes. Bob Pyle seconded the motion.
 - b. Approval of the Agenda for June 1, 2016
Esther moved to approve the agenda. Jan Forstrom seconded the motion.

2. OLD BUSINESS
Curriculum Committee Composition for next year – Chairperson Donna Namdar announced that a representative from each department is needed for next year. Persons interested in participating on the Curriculum Committee in 2016-2017 need to send email stating interest to Ingrid Greenberg.

3. NEW BUSINESS
Curriculum Assistance Summer 2016:
Donna Namdar announced that she will have some hours for Curriculum Committee business over the summer. She will attend a conference but will also have some availability to assist with minor revisions on course outlines.

Strategic Planning: New Curriculum Goal Added
A goal was added to the Curriculum Committee's strategic plan created May. The additional, new goal is to add resources for curriculum by adding Office of Curriculum Development to SDCE.

4. COURSE ACTIONS
 - a. NEW COURSE APPROVAL REQUESTS - NONE

b. COURSE/CATALOG CHANGE REQUESTS – REVISED COURSE OUTLINE

PARENT EDUCATION

HMDV 626 3-5 Year Preschool Experience **APPROVED**

Esther Matthew moved to approve the course with minor revision. Donna Eckstein seconded the motion.

HMDV Family Day Care Experience **APPROVED**

Jan Forstrom moved to approve the course. Bob Pyle seconded the motion.

c. NEW PROGRAM REQUESTS

BIT

Office Assistant I **APPROVED**

Office Assistant II **APPROVED**

Pete Miles presented request for BIT Department to split one long program into two shorter programs based on higher/lower criteria for hiring. Jan Forstrom moved to approve the new programs. Linda Osborn seconded the motion.

d. PROGRAM REVISION REQUESTS - NONE

- e. WALK-INS – Jan Forstrom presented course outlines for ESL Intermediate Low, ESL Intermediate High, ESL Advanced Low and ESL Advanced High courses for first reading. The outlines will be considered new courses due to major revisions. The ESL department will continue to revise outlines for additional ESL courses and will present all to the Curriculum Committee in spring 2017.

5. INFORMATION ITEMS/STANDING REPORTS - NONE

CIC Report/ Donna Namdar

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS NONE

7. ADJOURNMENT- Chairperson Donna Namdar adjourned the meeting at 4:40 p.m.