

SAN DIEGO CONTINUING EDUCATION
CURRICULUM COMMITTEE
MINUTES
ECC, Room 181, 2:30 to 4:30
June 7, 2017

1. IN ATTENDANCE

Kate Adler
John Bromma
Laura Burgess
Cassandra Caesar
Jan Forstrom
Richard Gholson
David Holden
Pat Mosteller
Donna Namdar
Desiree Payne
Rachel Rose

- a. May 3, 2017, Meeting Minutes- Add "Approved" under Agenda Item 2.a.

Motion to approve the minutes as amended:

First: John Bromma

Second: Jan Forstrom

Approved as amended

- b. June 7, 2017, Meeting Agenda-
Add New Business Item, Code Alignment Project (Kate Alder) and move Old Business
Agenda Item 2.b. for discussion after Course Actions Agenda Item (Desiree Payne).

Motion to approve the agenda as amended:

First: Cassandra Caesar

Second: Richard Gholson

Approved as amended

2. OLD BUSINESS

- a. Technical Review Update – Donna Namdar provided an update of the technical review meetings which have been occurring.
- b. Course Resource Guidelines (*discussion occurred after Agenda Item 4*)- Desiree Payne advised the committee had reviewed and made minor edits to the SDCE Course Outline Resource Guide document at the April meeting. Payne recommended the posting the current version of the document, as well as the updated blank course outline form and course outline template, to the Curriculum Resources and Forms webpage. The committee agreed.

3. NEW BUSINESS

- a. Curriculum Streamlining Conference- Namdar and Payne reported on the Curriculum Streamlining Conference, occurred on May 22 at Mesa College. Namdar and Payne advised allowing a noncredit institution to locally approve their curriculum requires research by the state's legal team and the research is scheduled to occur during the 2017-2018 academic year. Kate Alder noted noncredit is located in over 30 areas of Title 5, which is why noncredit was not included with the colleges in obtaining authority to locally approve their curriculum.
- b. Committee Composition 2017-2018- 2017-2018 membership was discussed. Namdar - advised her role as committee chair continues through 2017-2018 and voting for chair will occur in 2018.
- c. Curriculum Institute 2017- Namdar reported she and Payne are planning to attend the Curriculum Institute in Riverside.
- d. Year-End Report: CE Curriculum- Namdar reviewed the Curriculum Approved by the SDCE Curriculum Committee 2016-2017 handout.

4. COURSES and PROGRAMS APPROVED

- a. New Course Approval Requests- John Bromma provided information on the new DSPS courses. The committee reviewed the course outlines.
 - i. DSPS 609D Social Skills
 - ii. DSPS 611D Beginning Computers- The committee recommended the word "Use" should be replaced with a non-measurable term in Course Goal 5.
 - iii. DSPS 612D Intermediate Computers

Motion to approve the three DSPS courses; DSPS 611D as amended:

First: John Bromma

Second: Jan Forstrom

Approved; DSPS 611D as amended

- b. Course/Catalog Change Requests Revised Course Outlines- Jan Forstrom provided information on the three course revisions and the revision of the program description. The committee reviewed the course outlines and program description.
 - i. ESLA 415 ESL Multi-Level- The committee recommended to include the word "English" in the course description.
 - ii. ESLA 434 ESL Int Low 4- The committee recommended to add "or equivalent" to the first Recommended Skill Level.
 - iii. ESLA 435 ESL Int High 5- The committee recommended to add "or equivalent" to the first Recommended Skill Level.
 - iv. Intermediate English as a Second Language Certificate Program

Motion to approve the three ESLA courses as amended, and the program description:

First: Rachel Rose

Second: Cassondra Caesar

Approved; ESLA 415, 434, and 435 as amended

- c. New Program Requests - No items
- d. Program Revision Requests - No items
- e. Walk-ins - No items

5. INFORMATION ITEMS/STANDING REPORTS DISCUSSED

- a. Curriculum & Instructional Council (CIC) Report – Namdar provided reported on the May CIC meeting.
- b. Code Alignment Project- Alder reported on a pilot Code Alignment Project which the District (colleges and SDCE) is participating in; aligning Career Technical Education (CTE) TOP and SAM codes in order to address the needs of Strong Workforce. Alder noted her department, CTE program deans and program chairs are working on submitted updated to TOP and SAM codes. Alder noted a state submission process for these changes has yet to be clearly identified. Alder advised she will keep the committee updated.

6. ROUNDTABLE/COMMENTS/ ANNOUNCEMENTS:
No items

Adjourned 4:04 p.m.

Minutes transcribed by Desiree Payne.