

## **Curriculum Committee Agenda Minutes**

**Wednesday, September 3, 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/89607560049>

### **Remote conferencing locations:**

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056  
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 101K San Diego, CA 92110  
ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113  
North City Campus, 8355 Aero Dr., Room 115H, San Diego, CA 92123  
West City Campus, 3249 Fordham St., Room 123, San Diego, CA 92110

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business, Accounting and Entrepreneurship: Aaron Iffland  
Child Development: Lee Thompson  
Counseling: Edith Quintero  
Digital Media and Programming: Zak Ruvalcaba  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuer  
English as a Second Language: Ildifonso Carrillo  
Healthcare: Anthony Nuncio proxy for Kenneth A. Parker  
High School Diploma/High School Equivalency and Basic Skills: Leticia Flores proxy for Sean Caruana  
Information Technology: Richard Gholson, Committee Chair  
Skilled and Technical Trades: David Anton proxy for 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  
Diana Vera-Alba, Program Chair, English as a Second Language

### **ABSENT:**

Clothing and Textiles: Shirley Pierson  
Healthcare: Kenneth A. Parker  
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana  
Hospitality and Culinary Arts: Megan Leppert  
Skilled and Technical Trades: Pete Phounsavath

**1. CALL TO ORDER      2:31 p.m.**

- A. Approval of the agenda for [September 3, 2025](#), meeting
1. Motion by Jackson
  2. Second by Quintero
  3. Final Resolution: Motion carries. Approved as presented.
  4. Approve: Anton, Carrillo, Flores, Gholson, Gil, Iffland, Nuncio, Ruvalcaba, Salerno, Thompson, Tornsäuffer

- B. Approval of [May 7, 2025](#), meeting minutes
1. Motion by Thompson
  2. Second by Flores
  3. Final Resolution: Motion carries. Approved as presented.
  4. Approve: Anton, Carrillo, Gholson, Gil, Iffland, Jackson, Nuncio, Quintero, Ruvalcaba, Salerno
  5. Abstain: Tornsäuffer

## **2. [CURRICULUM REVIEW / APPROVAL REQUESTS](#)**

- A. New Course(s)  
B. Course Revision(s)  
C. Course Deactivation(s)  
  1. FDNT 630-Catering
  2. FDNT 681-Culinary Arts and Sciences I
  3. FDNT 682- Culinary Arts and Sciences II  
D. New Certificate Program(s)  
E. Certificate Program Revision(s)  
F. Certificate Program Deactivations(s)  
  1. Culinary Arts and Sciences Program  
G. Motion by Jackson  
H. Second by Quintero  
I. Final Resolution: Motion carries. Approved as presented.  
J. Approve: Anton, Carrillo, Flores, Gholson, Gil, Iffland, Nuncio, Ruvalcaba, Salerno, Thompson, Tornsäuffer

## **3. OLD BUSINESS**

## **4. NEW BUSINESS**

- A. Committee Training
1. [Roles and Responsibilities](#)
  2. [Essential Dates](#)
  3. [Curriculum Resources](#)
    - a. [Range of Hours](#)
  4. Discussion: Gholson reviewed the Curriculum Committee members' role and the importance of meeting attendance, curriculum review, and compliance. The Curriculum Committee documentation is located on our [website](#).
- B. [2025-26 Courses and Programs Compliance Review](#)
1. Discussion: Course and program compliance documents were shared with the committee, including guidance on interpreting key details such as submission and creation dates.

- a. The documents identify courses and programs that require a review of contact hours and/or consideration for deactivation. Maintaining an accurate catalog is essential to reflect current offerings, as past inaccuracies have led to student confusion—some expressed interest in programs or certificates listed in the catalog but were told they were not available. Quintero emphasized the importance of keeping the catalog current to prevent such issues.
- b. It was also noted that the SDCCE catalog could potentially be audited, citing a recent audit of a credit college catalog. The group was reminded that the curriculum review process is to maintain compliance and mandated by Title 5 and local policies, including Board Policies and Administrative Procedures. M. Omae @ 3:30 p.m.
- C. Accepting deactivations only for courses and programs for Fall 2026 by Friday, November 7, 2025
  - 1. Discussion: It was requested active courses and programs no longer offered be inactivated. Omae addressed the committee and emphasized that while compliance is important, maintaining an accurate catalog is ultimately a student-centered responsibility.
    - a. Listing programs or courses in the catalog that have not been offered for many years misleads students and undermines their academic planning.
    - b. To avoid this disservice, program leadership—including deans, department chairs, and faculty involved in curriculum development—are encouraged to regularly review offerings with accuracy and integrity. Although deans may sometimes prefer to retain certain programs, curriculum origination and review fall under faculty purview. Faculty are empowered to initiate conversations about deactivation when appropriate, ideally in collaboration with their deans.
    - c. It is also important to note that deactivation is not permanent; programs can be reactivated in the future if needed. This proactive approach helps ensure the catalog remains a reliable and student-focused resource.
- D. CIP codes for courses required by COCI—Expected implementation by 2027

## **5. CREDIT COLLEGE CURRICULUM- FYI**

## **6. STANDING REPORTS**

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
- C. District CurricUNET/curriQunet META Steering Subcommittee (Gholson)
- D. District Policies and Procedures (Gholson)
- E. Student Learning Outcomes (SLOs) (Foster)

## **7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

- A. Curriculum Update (Committee Members)
  - 1. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, September 5, 2025.
  - 2. The next committee meeting will be held on Wednesday, October 1, 2025, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

## **8. ADJOURNMENT**

- A. Motion to adjourn.
  - 1. Motion by Omae

2. Second by Jackson
3. Final Resolution: Meeting adjourned at 4:10 p.m.
4. Approve: Anton, Carrillo, Flores, Gholson, Gil, Iffland, Nuncio, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäuffer

**Resource Links:**

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

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[Range of Hours](#)

[Program and Course Approval Handbook \(PCAH 8<sup>th</sup> Edition\)](#)

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

[CourseNet](#)

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