



Curriculum Committee Agenda Minutes

Wednesday, September 4, 2024

Educational Cultural Complex, 4343 Ocean View Boulevard, Room 121, San Diego, CA 92113

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/82583549108>

Remote conferencing locations:

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056

CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, San Diego, CA 92110

Mid-City Campus, 3792 Fairmount Ave., Rooms 122, San Diego, CA 92105

West City Campus, 3249 Fordham St., Rooms 123, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson

Child Development: Lee Thompson

Digital Media and Programming: Zak Ruvalcaba

Emeritus: Claudia Tornsäuffer

English as a Second Language: Carolyn McGavock

Healthcare: Kenny Parker

High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri

Hospitality and Culinary Arts: Megan Leppert

Information Technology: Richard Gholson, Committee Chair

Skilled and Technical Trades: Pete Phounsavath

SDCCE Instructional Services: Minou Spradley, Vice President of Instruction

SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:

Marne Foster, SLO/Program Review Coordinator

Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources

Maureen Rubalcaba, Dean, Instructional Learning Technology and Learning Resources

Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

ABSENT:

Business, Accounting and Entrepreneurship: Aaron Iffland

Counseling: Joyce Almario-Greno

Clothing and Textiles: Shirley Pierson

DSPS: Kim Salerno

1. CALL TO ORDER 2:35 p.m.

A. [Approval of the agenda for September 4, 2024, meeting](#)

1. Motion by Spradley

2. Second by Parker

3. Final Resolution: Motion carries. Approved as presented.



4. Approve: Gholson, Gualtieri, Jackson, McGavock, Phounsavath, Ruvalcaba, Thompson, Tornsäuer
- B. [Approval of the June 5, 2024, meeting minutes](#)
 1. Motion by Parker
 2. Second by Phounsavath
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Gholson, Gualtieri, Jackson, McGavock, Ruvalcaba, Spradley, Thompson, Tornsäuer
- C. [Approval of the May 1, 2024, meeting minutes](#)
 1. Motion by Gualtieri
 2. Second by Jackson
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Gholson, McGavock, Parker, Phounsavath, Ruvalcaba, Spradley, Thompson, Tornsäuer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
 1. [COMP 692](#)
 2. Discussion: Advisory to course was updated to include COMP 690 (reflecting new title).
 3. Motion by Parker
 4. Second by Gualtieri
 5. Final Resolution: Motion carries. Approved as presented.
 6. Approve: Gholson, Jackson, Leppert, McGavock, Phounsavath, Ruvalcaba, Spradley, Thompson, Tornsäuer
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addenda
 1. [COMP 692](#)
 2. Motion by Spradley
 3. Second by McGavock
 4. Final Resolution: Motion carries. Approved as presented.
 5. Approve: Gholson, Gualtieri, Jackson, Leppert, Parker, Phounsavath, Ruvalcaba, Thompson, Tornsäuer

**Approved for Distance education; DE addendum form submitted.*

3. OLD BUSINESS

4. NEW BUSINESS

- A. Committee Training
 1. [Roles and Responsibilities](#)



- a. Discussion: Reviewed 'Curriculum Committee Member Role' document. Emphasized the importance of training, quorum, and faculty representation.
 - I. Highlighted the need for advance review of documents and active participation in discussions and votes.
 - II. Stressed the need to have a program representative speak to curriculum being brought forward for committee approval
 - i. If no representative is present, curriculum may not move forward and will be tabled for future committee approval.

2. Essential meeting dates

- a. Discussion: Reviewed 'Essential Approval Dates' document.
 - I. Fall 2026 deadline for curriculum to be considered for the Curriculum Committee meeting is February 7, 2025.
 - i. To ensure the curriculum is approved and ready for fall 2026, all required document such as courses, program narratives, and Labor Market Information (LMI) for CTE programs should be submitted by November 8, 2024, assuming no issues arise during the submission process.
 - ii. Curriculum approval process:
 - A. Curriculum technical review; courses, programs, narratives, and LMI (for CTE programs).
 - B. Curriculum proposals to CE Curriculum Committee agenda for approval.
 - C. CE curriculum forwarded to District's Curriculum Instructional Council (CIC) for approval.
 - D. CIC approved curriculum forwarded to Board of Trustees (BOT) for approval.
 - E. BOT approved curriculum submitted to Chancellor's Office Curriculum Inventory (COCI).
 - A. The curriculum is submitted to COCI after Management Information System (MIS) data submissions from the previous term are complete.
 - B. COCI program approvals may take more than 60 days.
 - F. After COCI approval, request District Office-Educational Services to configure program(s) in Campus Solutions. This may take several weeks before configuration is complete.
 - A. Confirmation of configured program(s) from District Office-Educational Services.
 - G. Notify Dean and Chairs curriculum is ready to be offered for effective term.
 - II. Proposed curriculum is due the Friday after each Curriculum Committee meeting for consideration to be placed on the next meeting agenda.
 - III. Concern regarding lengthy curriculum process, taking up to two years. The conversation ended with an emphasis on the importance of faculty



not having to worry about the details of the process once the curriculum is created.

- i. McGavock posed concerns/questions about the two-year curriculum approval process for CTE programs:
 - A. How can you possibly write a course about programming that is going to be relevant two years from now?
 - B. Should we keep this in mind when curriculum is reviewed?
 - C. Will this content be obsolete in two years?
 - D. Should we consider this in our approval process?

3. Curriculum Resources

- a. Discussion: Review of resources on curriculum website

B. Committee name and composition

- 1. Item 4a of constitution (pp.32-34); on academic senate page;
<https://sdcce.edu/organization/governance/academic-senate/resources-other>
- 2. <https://sdcce.edu/sites/default/files/gov/pg-handbook-updated-20240424.pdf> (p.25)
- 3. Discussion: The possibility of revising the committee's name, the governance document and the curriculum constitution to align with current practices. Gholson will bring back suggested changes to documents to the committee.

C. META

- 1. Courses assigned to disciplines
- 2. META reports
 - a. Active Not Offered
 - b. Six Year/Two Year Review (Five year)
- 3. Discussion:
 - a. Introduced META curriculum development approval process.
 - b. META process will be for new, revised and deactivated curriculum proposals.
 - c. Emphasized the importance of making changes to the course outline prior to 'launching'.
 - d. Reviewed the concept of default days to ensure course approvals are not stalled—potential delay of 30 days.
 - e. Notifications are sent via email by META.
 - f. Aligning with approval process of credit colleges.
 - g. Importance of up-to-date information to maintain compliance.
 - I. Title 5 and accrediting bodies require colleges provide accurate information to the students.
 - h. Update catalog to reflect current course offerings.
 - i. Request to provide list of courses to deactivate—using the Active Not Offered report.
 - j. When programs are ready to use courses—it is possible to reactivate the course.

D. Alternative Titles

- 1. No longer acceptable; not in compliance if alternative titles are being used. Courses need to use titles listed in catalog and submitted to the Chancellor's Office Curriculum Inventory (COCI).



2. Suggestion to add alternative titles or course emphasis to the section class notes.
- E. Range of hours
 1. Dr. Spradley discussed the importance of range of hours and the need to align course hours with the course outline of record (COR). She highlighted that some classes, particularly those tied to certificates of completion, need a tighter range of hours compared to certificates of competency stand-alone courses. Dr. Spradley also mentioned she and the District Office are working on determining a reasonable range of hours for different types of courses.
 - a. District has requested not to schedule classes above or below the hours listed on the COR.
 - I. Scheduling above the hours listed on the COR may result in returning money to the State, if audited, since our courses are being offered more hours than what they were approved.
 - II. Scheduling below the hours listed on the COR is not in compliance.
 2. Emeritus and English as a Second Language are requesting for exceptions to their range of hours.

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)
 1. Administrative Procedures
 2. Board Policies
 3. Board Policies and Procedures Approval Flowchart
 4. AP 4020
 - a. Review of Curriculum Development
 - b. This is the framework curriculum operates to some degree. It lists the expectations of both credit and noncredit.
 - c. This will be brought back to the committee for a more in depth review.
 5. AP 4102.1
 - a. Review of Career Technical Education (CTE) Programs of Services
 - b. The automotive program has their own process.
 - c. Programs are encouraged to meet with Gholson for feedback to bring back to Academic Senate.
 - d. Jackson voiced concerns regarding car registration.
 - e. AP 4102.1 is a District policy and Miramar will need to follow suit.
 - f. McGavock shared her experience with the Automotive program and feels there is a whole lot of training associated with having students work on somebody else's car. This training does not show up in these policies per se. Students would be missing a very powerful and important element of training—if the students didn't have any kind of authentic customer experience.
- E. Curriculum Update (Committee Members)



7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
- C. District CurricUNET/currlQunet META Steering Subcommittee (Gholson)
- D. District Policies and Procedures (Gholson)
- E. Curriculum Update (Committee Members)
 - 1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, September 6, 2024.
 - 2. The next committee meeting will be held on Wednesday, October 2, 2024.

8. ADJOURNMENT

- A. Motion to adjourn.
 - 1. Motion by Parker
 - 2. Second by Phounsavath
 - 3. Final Resolution: Meeting adjourned at 4:33 p.m.
 - 4. Approve: Gholson, Gualtieri, Jackson, Leppert, McGavock, , Ruvalcaba, Spradley, Thompson, Tornsäuer

Resource Links:

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

[Curriculum Resources](#)

[Committee Meeting Dates](#)

[CourseNet](#)

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