



CURRICULUM COMMITTEE MINUTES

Wednesday, September 7, 2022

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

IN ATTENDANCE:

Business & Accounting: Sharian Lott

Child Development: Lee Thompson

Emeritus: Claudia Tornsäufer

English as a Second Language: Carolyn McGavock

Healthcare: Carrie Lewis

High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba

Hospitality and Culinary Arts: Megan Leppert

Information Technology: Richard Gholson, Committee Chair

Instructional Services: Desiree Payne, Acting Instructional Support Analyst

Instructional Services: Michelle Fischthal

Instructional Services: Trila Gil, Acting Curriculum Analyst

Skilled and Technical Trades: Pete Phounsavath

GUEST(S): River Shaw, Marne Foster

ABSENT: Robert Jackson (Automotive), Shirley Pierson (Clothing & Textiles), Lisa Carulli (Counseling), Zak Ruvalcaba (Digital Media & Programming), Kim Salerno (DSPS)

1. CALL TO ORDER

A. Introductions

B. Approval of the Agenda for September 7, 2022, Meeting

- a. **Discussion:** None
- b. **Motion:** Veleka Iwuaba
- c. **Second:** Pete Phounsavath
- d. **Action:** Approved

C. [Approval of the June 1, 2022, Meeting Minutes](#)

- a. **Discussion:** Reminder that the Committee approved a motion to review and revise 10% of existing Course Outlines of Record (CORs) during this academic year. Additional reminder that the Curriculum Committee leads are here to support members should they need help engaging credit faculty members in discussions about curriculum development.
- b. **Motion:** Pete Phounsavath
- c. **Second:** Carolyn McGavock
- d. **Action:** Approved



D. Meeting Modality (October meeting is in-person)

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. Equitizing Curriculum

1. [DEI in Curriculum: Model Principles and Practices \(cccco.edu\)](https://cccco.edu)

a. **Discussion:** In 2020, the California Community College Curriculum Committee issued recommended priorities. In 2021, they implemented a workgroup to develop guidance on how to meet those priorities. This document is a result of that workgroup and was released this year. It focuses largely on principles in curriculum review and processes.

- i. Committee went into breakout groups and reviewed [this highlighted version of the document](#) to discuss how to implement this guidance at SDCCE. They then came back together to discuss their recommendations, which were recorded here: [Model and Practices 090722 Breakout Session](#).

2. [Curriculum Review Rubric](#)

a. **Discussion:** Members are encouraged to access this document in advance of COR creation/revision and provide it to all authors involved. The idea is not to fill in every block but to use the sections that apply to the portion of the COR being developed. The rubric is available on the [Curriculum Committee resource webpage](#).

3. DEI Committee

a. **Discussion:** The committee has not yet met.

4. DEI in Curriculum- Standing Report on agenda

B. Collaborating with Credit Colleges

4. NEW BUSINESS

A. [Review Committee Member Role](#)

1. **Discussion:** If members cannot attend a meeting, they are asked to appoint a proxy from their program and to provide the proxy with this document before the meeting.



This document can also be found on the [Curriculum Committee resource page](#). Members are encouraged to have discussions with their faculty now in order to have a proxy in place in case of absence.

B. October 2022 In-Person Meeting

1. October 5, 2:30-4:30pm at ECC Room 169

- a. Members will be working further on equity processes and participating in related activities. If members are unable to attend this meeting in-person, please alert Gholson, Payne, and Gil.

5. CREDIT COLLEGE CURRICULUM (Information)

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
- C. District CurriUNET/curriQunet META Steering Subcommittee (Gholson/Gil/Payne)
 - a. The migration is currently in the technical stages and focused on converting existing CORs into a format that can be uploaded into curriQunet META. Members are encouraged to add their functionality preferences for curriQunet META to this wish list: [CurriQunet META Functionality Requests](#). If members are uncomfortable adding to this spreadsheet, they can email their ideas to Payne and Gil instead.
 - b. The ETA for full transition to curriQunet META is December 2023.
 - c. All colleges in the District will be using this system, so it will be easier to interface with other college's curriculum. It is important to note that documents in curriQunet META will be tailored for credit or noncredit, so there will not be confusion between the two types.
- D. District Policies and Procedures (Gil/Payne)
- E. Curriculum Update (Committee Members/Gholson/Gil/Payne)
 - a. Curriculum is being worked on by Skilled Trades, High School Equivalency, and Culinary Arts. Members are again asked to ensure that faculty members involved in creation and revision of CORs have access to the COR Rubric. They are also asked to give feedback to the Committee on the Rubric's use.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

8. ADJOURNMENT

- A. **Motion:** Veleka Iwuaba
- B. **Second:** Claudia Tornsäuffer
- C. **Action:** Adjourned at 4:27pm