



CURRICULUM COMMITTEE MINUTES

Wednesday, September 4, 2019

ECC, Room 181, 2:30 to 4:30

IN ATTENDANCE: Lisa Carulli (Counseling), Lisa Cork (Healthcare Careers), Karina Dam (Project Assistant), Michelle Fischthal (VPI), Richard Gholson- Committee Chair (BIT), Veleka Iwuaba (ABE/HSDP), Robert Jackson (Automotive), Timothy Pawlak (Business and Accounting), Megan Leppert (Hospitality and Culinary), Pat Mosteller (Emeritus), Desiree Payne (Curriculum Analyst), Shirley Pierson (Fashion), Bob Pyle (Skilled Tech Trades), Rachel Rose (Child Development), Nonna Sadoudi (ESL), Kim Salerno (DSPS)

GUESTS: Jolene Lee

ABSENT: Digital Media representative

RECORDER: Karina Dam/Desiree Payne

1. CALL TO ORDER

A. Welcome/Introductions (Discussion)

1) Introductions

2) Role as a Member

- a. Discussed importance of regular attendance. Members should make every attempt secure a proxy if absent due to quorum and voting. Members were recommended to attend at least one SDCE technical review meeting in order to become familiar with the process.

B. Approval of the June 5, 2019 Meeting Minutes. Desiree Payne noted the date associated with Agenda Item 1.B. Approval of Agenda should reflect June 5, 2019.

1) Motion: Bob Pyle

2) Second: Lisa Cork

3) Action: Approved as amended

C. Approval of the Agenda for September 4, 2019, Meeting

1) Motion: Nonna Sadoudi

2) Second: Robert Jackson

3) Action: Approved

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses

B. Course Revisions

1) AUTO 507 Automotive Technician

- a. Course outline revisions reviewed and discussed; recommendation to remove the language of "open entry/ open exit courses" in the course catalog description.

2) AUTO 507A Engine/Electrical/Performance

- a. Course outline revisions reviewed and discussed; recommendation to remove the language of "open entry/ open exit courses" in the course catalog description.



- 3) AUTO 507B Advanced Drivability & Performance
 - a. Course outline were reviewed and discussed
 - 4) Motion: Rachel Rose
 - 5) Second: Lisa Carulli
 - 6) Action: Approved; 507 & 507A approved as amended
- C. Course Deactivations
D. New Programs
E. Program Revisions
F. Program Deactivations
G. Distance Education Addendum
 - 1) AUTO 507
 - 2) AUTO 507B
 - a. Motion: Rachel Rose
 - b. Second: Bob Pyle
 - c. Action: Approved

3. OLD BUSINESS

A. 2019-2020 Meeting Dates (Action Item)

1) January and April

- a. First Wednesday of the month meeting dates fall on January 1, 2020 and April 1, 2020, discussion centered on moving meeting dates to an alternate Wednesday during the months. Rachel Rose suggested virtual curriculum approval if committee cannot reach agreement on a date. Discussion occurred regarding which Wednesday the meetings should fall on, whether virtual or in person. Motion presented to hold the meetings on January 15 and April 15.
 - i. Motion: Rachel Rose
 - ii. Second: Lisa Cork
 - iii. Action: Approved
- b. Discussion continued regarding whether alternate meetings should be in-person meetings or virtual meetings. Discussion occurred regarding how a virtual meeting would function. Desiree Payne and Richard Gholson explained the District Curriculum Instructional Services (CIC) virtual meeting process. Motion presented to hold virtual meetings on January 15 and April 15.
 - i. Motion: Rachel Rose
 - ii. Second: Bob Pyle
 - iii. Action: Approved

B. SDCE Curriculum Inventory (Discussion)

- 1) Gholson and Payne updated the committee on recent discussion with Dean Shelly Hess of District Curriculum Services regarding a new district-wide curriculum inventory system; Hess has reached out the Governet, CurricUNET vendor. Gholson and Payne advised they will continue to update the committee. Payne noted which research is being conducted a SDCE CourseNET webpage which will contain PDFs of all currently active SDCE course outlines and be accessible to all faculty, staff, administrators, students and the public should available within the next couple of weeks.

C. Review Strategic Plan (Discussion)

- 1) Richard recommended tabling the discussion to the next meeting.



- a. Motion: Bob Pyle
- b. Second: Rachel Rose
- c. Action: Approved

4. NEW BUSINESS

A. Curriculum Role & Mission (Discussion)

- 1) The committee reviewed constitution and committee webpage. District coordinated Subject Area meetings, curriculum approval requirements and components, curriculum resources, committee and committee member responsibility in reviewing and recommending approval of curriculum, and statewide streamlining of non-credit approval were discussed.

B. Certificate Competencies for Courses/Programs (Discussion)

- 1) Gholson spoke to the importance of creating or updating competencies for certificates before new or revised courses and/or programs are offered.

C. Anatomy of a Transformative Course (Discussion)

- 1) Gholson and Payne advised SDCE's Student Equity has funds to support faculty attendance to the Anatomy of a Transformative Course workshop. Gholson sought committee member interest in attending. Megan Leppert and Rachel Rose expressed interest. Gholson advise if any other members would like to attend to contact Payne. Payne advised she would follow up with Leppert and Rose regarding registration details.

D. Curriculum Institute (Discussion)

1) Streamlining Noncredit Curriculum Approval-State Level

- a. Gholson reported at the 2019 Curriculum Institute the streamlining of non-credit curriculum state approval is near finalization. Gholson noted Career Development and College Preparation (CDCP) short-term vocational certificate programs will not be included in the streamlined approval. Gholson advised the committee will continue to be updated.

2) Distance Education

- a. Gholson reminded committee of the new language Title 5 language regarding distance education and the impact on non-credit. Gholson advised he is working with Instructional Services to assist in how new processes or forms will be implemented for SDCE.

3) State Curriculum Repository

- a. Gholson reported the state Chancellor's Office is exploring switching to a new vendor and migrating to a new statewide curriculum repository. Payne advised the state migrated to the current system in 2017.

5. COLLEGE CURRICULUM- FYI

- A. City
- B. Mesa
- C. Miramar

- 1) Committee reviewed the colleges' curriculum agenda items. Gholson and Payne encouraged committee members to review and discuss with program dean and program faculty members as appropriate.

6. STANDING REPORTS



- A. District Curriculum Instructional Council Report (Gholson)
 - a. No report.
- B. District Policies and Procedures Subcommittee (Caesar)
 - a. No report. Discussion occurred regarding the SDCE faculty member serving on the committee for 2019-2020. Payne advised she will research and provide an update.
- C. Curriculum Update (Payne)
 - a. Payne displayed the technical review tracker and provided an update on pending curriculum. Suggestion to distribute the tracker to program deans, program chairs and committee members as a FYI on curriculum under development and not yet finalized.
 - b. Payne displayed the curriculum tracker and provided an update on pending curriculum approvals. Nonnna Sadoudi inquired on ESL Reading and ESL Grammar programs.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Adjournment at 4:18 pm.
 - 1) Motion: Bob Pyle
 - 2) Second: Megan Leppert
 - 3) Action: Approved