Curriculum Committee Agenda Minutes

Wednesday, October 2, 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:
César E. Chávez Campus, 1901 Main Street, Room 316, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K and 101L, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 124, San Diego, CA 92113
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123

IN ATTENDANCE:
Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Clothing and Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
DSPS: Kim Salerno
Emeritus: Claudia Tornsäufer
English as a Second Language: Ildifonso Carrillo, proxy for Carolyn McGavock
Healthcare: Kenny Parker
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
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:
Shelly Hess, Dean, Instructional Services
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources
Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

ABSENT:
Digital Media and Programming: Zak Ruvalcaba
English as a Second Language: Carolyn McGavock
Hospitality and Culinary Arts: Megan Leppert

1. **CALL TO ORDER 2:37 p.m.**

    A. Approval of the agenda for **October 2, 2024**, meeting
        1. Motion by Parker
        2. Second by Pierson

San Diego College of Continuing Education

Mission Statement: San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

    3. Final Resolution: Motion carries. Approved as presented
    4. Approve: Almario-Greno, Carrillo, Gholson, Gualtieri, Iffland, Jackson, Phounsavath, Spradley, Thompson, Tornsäufer

B. Approval of the **September 4, 2024**, meeting minutes
    1. Motion by Parker
    2. Second by Phounsavath
    3. Final Resolution: Motion carries. Approved as presented
    4. Approve: Gholson, Gualtieri, Jackson, Spradley, Thompson, Tornsäufer
    5. Abstain: Almario-Greno, Carrillo, Iffland, Pierson

2. **CURRICULUM REVIEW/APPROVAL REQUESTS**

A. New Course(s)
B. Course Revision(s)
C. Course Deactivation(s)
    1. AGRI 600
    2. AGRI 603
    3. CHIN 800
    4. CHIN 805
    5. COMP 603
    6. COMP 606
    7. COMP 638
    8. FDNT 601
    9. FDNT 605
    10. FDNT 610
    11. FDNT 615
    12. FDNT 627
    13. FDNT 628
    14. FDNT 635
    15. FDNT 660
    16. HEBR 800
    17. MECT 400A
    18. OFSY 630
    19. OFSY 631
    20. PASV 557
    21. PASV 610
    22. Motion by Spradley
    23. Second by Jackson
    24. Final Resolution: Motion carries. Approved as presented
    25. Approve: Almario-Greno, Carrillo, Gholson, Gualtieri, Iffland, Parker, Phounsavath, Pierson, Thompson, Tornsäufer
D. New Certificate Program(s)
E. Certificate Program Revision(s)
F. Certificate Program Deactivation(s)
    1. Food Preparation for the Healthcare Professionals

![San Diego College of Continuing Education logo]

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      2. Network Security Specialist
      3. Professional Bakeshop Skills
      4. Motion by Gualtieri
      5. Second by Pierson
      6. Final Resolution: Motion carries. Approved as presented
      7. Approve: Almario-Greno, Carrillo, Gholson, Iffland, Jackson, Parker, Phounsavath, Spradley, Thompson, Tornsäufer

G. Distance Education Addenda

Approved for Distance education; DE addendum form submitted.

3. OLD BUSINESS

A. Labor Market Information (LMI); Entry Level Education; Taxonomy of Programs (TOP codes), Classification of Instructional Programs (CIP), and Standard Occupational Codes (SOC codes)
    1. Dean Hess provided insight on understanding labor market information and associated codes.
      a. LMI is used for Career Technical Education (CTE) programs.
      b. TOP codes are specific to California and relate to programs
      c. CIP codes are equivalent to TOP codes, but differ as they relate to Federal codes
      d. SOC codes relate to occupations and are under the Department of Labor
    2. The discussion focused on the importance of Taxonomy of Programs (TOP codes), Classification of Instructional Programs (CIP), Standard Occupational Codes (SOC codes), and the crosswalk between them. The team discussed the need to align these codes with the Federal level and the Department of Labor, and the importance of revisiting these codes during program revisions. They highlighted the relevance of tracking these codes for assessing student outcomes like placement and earnings after graduation.
    3. The conversation also concentrated on the issue of students having varying levels of education, from high school to PhDs, and how this affects the choice of SOC codes. Dean Hess also explained the importance of programs selecting appropriate SOC codes and to keep in mind, if a student finishes one of SDCCE certificates, regardless of the level of education a student has, what job will the student qualify for with the SDCCE certificate.
      a. For Continuing Education, best practice would be to select SOC codes based on the entry level education of high school diploma or equivalent, no formal educational credential, and some college no degree.
      b. SOC code information listed on our programs is shared with the Centers of Excellence (COE). The San Diego and Imperial COE supports Community Colleges in our area with data-informed program development and strategic planning.

B. Alternative Titles
    1. No longer being used

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C. Range of Hours
  1. The committee discussed the importance of maintaining a consistent range of hours for courses and revising course outlines to align with state and district contracts. They addressed scheduling courses within the listed hours and the potential consequences of deviating from these guidelines.
  2. The team focused on standardizing the range of hours for CTE and ESL courses. They also discussed the need for flexibility in certain courses like Emeritus and DSPS. The conversation ended with a decision to provide this information to all programs and continue course revisions, while addressing challenges with specific courses.
D. Emerging Topics
E. Subject Indicator:
  1. PROG (to replace COMM courses for Digital Media and Programming)
     a. Common Course Numbering impact   (Kim Salerno @ 3:45 p.m.)
  2. CSCE (Community Service/Community Education)
  3. The committee discussed the implementation of a new common course numbering system across the state, primarily affecting transfer courses. In future, noncredit will eventually switch to common course numbering. They noted that this system could benefit students by making it easier to transfer and complete programs at different colleges. However, they also acknowledged the challenges and potential conflicts this might cause, particularly with existing subject indicators. The committee also discussed the introduction of a new indicator for community service and education courses, and the potential for some courses to shift under this new indicator. They agreed to bring these issues to the committee for further discussion and approval.
     a. Changing the course numbering to align with common course numbering would entail a course revision. The course prior to the revision and the course with the new numbering would be considered equivalent courses.
F. Credit for Prior Learning (CPL) for Noncredit courses
  1. Reciprocity with credit colleges (e.g., Students have credit for medical terminology courses from credit college).
  2. Location of approval of CPL on COR
  3. The potential for credit for prior learning in non-credit courses was raised by Dr. Spradley. The committee acknowledged issues with credit transfers between institutions and proposed implementing credit for prior learning for non-credit students, though acknowledging the work involved. The need for a process allowing transfers between credit colleges and non-credit programs was highlighted.
G. META access
  1. Process for requesting permission for access
  2. Adjunct instructors
  3. The committee discussed the implementation of META, a new curriculum repository system, emphasizing its use towards the end of the development process. They also highlighted the importance of early consultation with faculty members to ensure alignment with program goals and parameters. The committee clarified the process for updating course outlines, with simple changes like adjusting hours triggering program revisions but being expedited, while extensive changes require more work. They also

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noted the need to update program narratives to meet state and district obligations. The committee acknowledged that the system is not perfect and is working with the vendor to fix issues.

4.   NEW BUSINESS

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. The AP regarding the Automotive Department has gone to Academic Senate to have an opportunity for another read. Plans are to forward the information to Curriculum Instructional Council (CIC) in December.
E. Curriculum Update (Committee Members)
   1. Dr. Spradley and Gholson will be attending the Vision 2030 conference.

7.   ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

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. Curriculum Update (Committee Members)
   1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, October 4, 2024.
   2. The next committee meeting will be held on: Wednesday, November 6, 2024.

8.   ADJOURNMENT

A. Motion to adjourn
   1. Motion by Parker
   2. Second by Tornsäufer
   3. Final Resolution: Meeting adjourned at 4:19 p.m.
   4. Approve: Almario-Greno, Carrillo, Gholson, Gualtieri, Iffland, Jackson, Phounsavath, Pierson, Spradley, Thompson

Resource Links:
Curriculum Committee: Goals, Agendas and Minutes
Curriculum Resources
Committee Meeting Dates
CourseNet
Board of Trustees (BOT) and Curriculum Instructional Council (CIC)
2024-25 SDCCE Catalog