



Curriculum Committee Agenda Minutes

Wednesday, October 4, 2023

ECC, Room 121

Zoom link (for remote attendees): <https://sdccd-edu.zoom.us/j/88181212685>

Remote conferencing locations:

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
César E. Chávez Campus, 1901 Main Street, Room 107, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, San Diego, CA 92110
Mid-City Campus, 3792 Fairmount Ave., Room 122 San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson
Business & Accounting: Aaron Iffland
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
Digital Media & 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

ABSENT:

DSPS: Kim Salerno

1. CALL TO ORDER 2:31 p.m.

- A. Approval of the Agenda for October 4, 2023, Meeting
 1. Discussion: Prior to approval of agenda Committee discussed remote meeting location needs to be a public place where the public can join; The location needs to be published and signage posted; Gil requested to update additional remote meeting locations
 2. Motion by Parker
 3. Second by Spradley
 4. Final Resolution: Motion carries. Approved as amended.
 5. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuffer
- B. [Approval of the September 13, 2023, Meeting Minutes](#)



1. Motion by Parker
2. Second by Pierson
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Almario-Greno, Gholson, Gualtieri, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Thompson, Tornsäuffer
5. Abstain: Iffland, Spradley

2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Course(s)
- B. Course Revision(s)
 1. [CRTW 537 COR](#)
 - a. Discussion:
 - I. Tornsäuffer shared reasons for updating emeritus course.
 - i. A significant factor is the age and mental/physical capacity of the students. This allows for adapting course length to meet students' needs.
 - ii. To create a diverse list of subject possibilities for lesson plans and range of hours.
 - II. Spradley expressed concerns with courses leading to certificates having a large range of hours. Changing the length of the class may alter course objectives and the course may no longer be the same course.
 - b. Motion by Spradley
 - c. Second by Jackson
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuffer
- C. Course Deactivation(s)
- D. New Certificate Program(s)
- E. Certificate Program Revision(s)
- F. Certificate Program Deactivation(s)
- G. Distance Education Addendum
 1. [CRTW 537 DE Addendum](#)
 - a. Discussion: DE addendum document reviewed by Committee
 - b. Motion by Parker
 - c. Second by Spradley
 - d. Final Resolution: Motion carries. Approved as presented.
 - e. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuffer

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

3. OLD BUSINESS



A. [2023-2024 Committee Meeting Calendar](#)

1. Consider updating Curriculum Committee meeting schedule
2. Remove June 2024 meeting during graduation.
3. Update to two meetings during month of May (Check on events calendar for May 15th conflicts)
4. Discussion:
 - a. A second May meeting would be added only if the calendar allowed, and it was necessary to move curriculum forward.
 - b. Gholson moved to remove the June meeting; potential meeting additions in future.
5. Motion by Gholson
6. Second by Parker
7. Final Resolution: Motion carries. Approved as amended.
8. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Thompson, Tornsäuer
9. Abstain: Spradley

4. NEW BUSINESS

A. [Remote meeting and Brown Act](#)

1. Discussion: Committee viewed document discussing, 'Consideration of Brown Act provisions and adjustments for teleconference/virtual meetings under AB 361 and AB 2449.' Once the provisions of AB 361 and AB 2449 end, Committee may need to resume to standard Brown Act.
 - a. Spradley communicated remote meeting locations need to be a public place where the public has access; The location and meeting agenda need to be published in those locations 72 hours in advance.
 - b. The quorum of members of the body must participate from locations within the jurisdictional boundaries. If a member meets outside of the City of San Diego, it is considered outside of the jurisdiction of this District.

B. Non-credit course standards (Objectives, Goals and SLOs)

1. [An Introduction to Program and Course Approval Handbook 8th Edition \(PCAH\)](#)
 - a. Discussion: The PCAH is a resource for finding information on specific topics regarding both credit and non-credit curriculum. It is highly recommended to bookmark link to PCAH: <https://sdcce.edu/sites/default/files/iep/program-course-approval-handbook-8th-edition.pdf>
2. [Non-credit course standards \(PCAH 8th ed., p.127\)](#)
 - a. Discussion: The page was selected to review course outline of record (COR) components required for non-credit courses and recommended elements.
 - I. Required components for the COR; number of contact hours, catalog description, objectives, contents of specific knowledge, instructional methodology, examples of assignments/activities, and methods of evaluation.
 - II. Recommended elements for the COR include course number and title, advisories, SLOs, textbooks, and field trips.



- i. SDCCE non-credit courses include advisories only—not prerequisites. This is to prevent limitations on enrollment for non-credit students.
- 3. [Definition of Terms \(PCAH 8th ed., p.34\)](#)
 - a. Discussion: Reviewed official definitions of curriculum terms specifically **objectives** and **learning outcomes**.
 - I. Objectives: official term used for curriculum and CORs; required by CCCCCO; should clearly specify what students should know and/or be able to do upon successful completion of work; course goals are often confused with objectives.
 - II. Learning outcomes: commonly expressed as Student Learning Outcomes
- 4. [Course Outline Guidelines \(SDCCE CRC\)](#)
 - a. Discussion: Document SDCCE Committee developed; focused on course objectives and course goals; reviewed examples.
 - I. Course objectives need to be specific, narrow, and measurable.
 - II. Course goals are broad, not measurable, define overall mission of course, and attainable within the time frame of the course.
- 5. [Outcomes and Assessment Practices Handbook, Student Learning Outcomes, p. 11.](#)
 - a. [SDCCE Outcomes and Assessment](#)
 - b. Discussion:
 - I. The [Outcomes and Assessment Practices Handbook](#) was developed by the Student Learning Outcomes (SLOs) Task Force; manual for understanding how to write student learning outcomes.
 - II. SDCCE Outcomes and Assessment website is a resource for SLOs and developing objectives for new and revised courses; Institutional Student Learning Outcomes list, and [Outcomes and Assessment Practices Handbook](#) are located here.
 - III. Reviewed the Student Learning Outcomes, page 11.
- 6. [New Curriculum Approval Flow Chart](#)
 - a. Discussion: Reviewed process and various stages of curriculum development.
 - I. Spradley shared classes cannot be offered until curriculum is approved at the California Community Colleges Chancellor’s Office (CCCCO).
 - II. Some reasons/factors the curriculum process is delayed after Curriculum Committee approval:
 - i. The Board of Trustees (BOT) only approve curriculum during regular meetings. On occasion the BOT meetings change from regular meetings to special meetings.
 - ii. Submissions to the Chancellor’s Office Curriculum Inventory (COCI) are halted for maintenance at least one week each term and three to four weeks during the summer.
 - iii. Each term (fall, spring, and summer) curriculum submissions stop during the Management Information System (MIS) process. This process usually starts one week after the current term ends and continues approximately six to ten weeks into the following term.



- iv. After curriculum is approved in COCI, curriculum associated with programs are routed to the District Office to make updates. This process can take approximately four to six weeks. Courses using alternative titles and tied to programs are problematic and slow down the process. Creating experimental courses will help in avoiding the use of alternative titles.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. **DEI in Curriculum (Gholson)** ([Competency-based Education at SWC](#))
 - 1. Discussion: Gholson shared link to news report and discussion with Southwestern College's Curriculum Chair, Randy Beach, who is leading the Competency-based Education programs at Southwestern College.
- C. **District CurriUNET/curriQunet META Steering Subcommittee (Gholson)**
 - 1. META is moving forward; Vendor is making updates.
- D. District Policies and Procedures (Gholson)
- E. Curriculum Update (Committee Members)
 - 1. Thompson reported there will be a pause on developing a program combining HMDV 675 and HMDV 678 since Grossmont College has robust curriculum in place—will wait how revised courses are doing as stand-alone.
 - 2. Iffland reported Six Sigma courses are being reviewed.
 - 3. Gualtieri reported HSEP courses are being revised and requested a meeting.
 - 4. Ruvalcaba informed there are two programs being developed—JavaScript and a type of database program.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. The next meeting will be held on Wednesday, November 1, at ECC in room 121, from 2:30-4:30 p.m.
- B. Discussion: Almario-Greno asked about the student-based scheduling model discussed at the last curriculum meeting. Spradley clarified students were given an enrollment management survey last spring asking scheduling preferences. Discussions with the research office will resume.

8. ADJOURNMENT

- A. Motion to adjourn.
 - 1. Motion by Gualtieri
 - 2. Second by Parker
 - 3. Final Resolution: Meeting adjourned at 4:26 p.m.
 - 4. Approve: Almario-Greno, Gholson, Gualtieri, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäuffer