



## CURRICULUM COMMITTEE MINUTES

Wednesday, October 12, 2022

Zoom: <https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVVVZwdkNKeWozUT09>

### **IN ATTENDANCE:**

Automotive: Robert Jackson  
Business & Accounting: Sharian Lott  
Child Development: Lee Thompson  
Clothing & Textiles: Shirley Pierson  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäufer  
English as a Second Language: Carolyn McGavock  
Healthcare: Carrie Lewis  
Hospitality and Culinary Arts: Megan Leppert  
Information Technology: Richard Gholson, Committee Chair  
Instructional Services: Trila Gil, Acting Curriculum Analyst  
Skilled and Technical Trades: Pete Phounsavath

**GUEST(S):** Marne Foster, River Shaw

**ABSENT:** Joyce Almario-Greno (Counseling), Zak Ruvalcaba (Digital Media & Programming), Veleka Iwuaba (High School Diploma/High School Equivalency and Basic Skills), Michelle Fischthal (Instructional Services), Desiree Payne (Instructional Services)

### **1. CALL TO ORDER**

- A. Approval of the Agenda for October 12, 2022, Meeting
  - a. **Discussion:** Member appreciated that the agenda is now hosted in Teams.
  - b. **Motion:** Carolyn McGavock
  - c. **Second:** Claudia Tornsäufer
  - d. **Action:** Approved
- B. [Approval of the September 7, 2022, Meeting Minutes](#)
  - a. **Discussion:** None
  - b. **Motion:** Pete Phounsavath
  - c. **Second:** Lee Thompson
  - d. **Action:** Approved
- C. Meeting Modality
  - a. **Discussion:** The meeting will be on November 2<sup>nd</sup>. One member was okay with on-campus meetings. One member cannot attend in-person meetings, and the majority of members preferred to meet virtually for November. Additionally, several members felt that virtual meetings are more beneficial for the kind of



work the Committee does. They felt that an in-person meeting should be saved for when there are activities that would benefit more from members being in-person.

- b. **Motion to meet virtually on Zoom in November:** Sharian Lott
- c. **Second:** Robert Jackson
- d. **Action:** Approved; November meeting will take place on Zoom.

## 2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Course(s)

B. Course Revision(s)

a. PASV 510 Nutrition/Health- Older Adults

i. **Discussion:** Claudia Tornsäuffer explained that the Emeritus department has recently hired a faculty member with a more clinical background who updated this Course Outline of Record (COR) to reflect current terminology and research literature. Changes were also made to include diabetes prevention and to make the course more inclusive.

1. Member asked about the purpose of alternative titles. It was explained that these are for the purpose of marketing, since they give students a better idea of what to expect from a course. This is helpful, because official course titles are often dictated by the state but may not appeal to students.
2. A second member commented that nutrition, food, and meal planning are intensely personal and culturally-based. They asked if attention had been given to cultural exchange regarding students' own culinary traditions. Discussion ensued. The general consensus was that, while cultural exchange may already be taking place in the classroom, it is important to acknowledge explicitly in the COR.

ii. **Action:** Tornsäuffer chose to pull PASV 510 so that further revisions can be made to reflect today's discussion.

C. Course Deactivation(s)

D. New Certificate Program(s)

E. Certificate Program Revision(s)

F. Certificate Program Deactivation(s)

G. Distance Education Addendum(s)

a. PASV 510 Nutrition/Health- Older Adult

i. **Discussion:** Tabled in light of Item 2.B.a.ii.

## 3. OLD BUSINESS



#### 4. NEW BUSINESS

- A. [2022 Annual Curriculum Approval Certification](#)
  - a. Review of Curriculum Committee Responsibilities
    - i. **Discussion:** Presented as an informational item. This document is an annual certification that verifies that the Curriculum Committee has appropriate curriculum processes, practices, and procedures.
- B. [Curriculum Equity Rubric Review](#)
  - a. **Discussion:** The Rubric is meant to be attached to CORs at the beginning of new development or review to help guide authors. The Curriculum Committee broke into small groups to test the feasibility of the Rubric by using it while reviewing an existing COR.
    - i. Committee feedback was that the Rubric repeats much of the information from the Course Outline Resource Guide while also providing some valuable IDEA (Inclusion, Diversity, Equity, and Access) guidance. Members preferred for the two documents to be merged into one, so there will be less redundancy and paperwork for faculty. Members would also like a checklist to be added to each section rather than a comment box, as they usually leave comments directly on the COR on which they are working. Several members also expressed a desire for examples to be included with the Rubric so that authors can better conceptualize how to apply the guidelines.

#### 5. CREDIT COLLEGE CURRICULUM- FYI

- A. [City](#)
  - a. **Discussion:** City College is applying for a cyber security baccalaureate program and is currently creating and revising coursework toward that goal.
- B. [Mesa](#)
  - a. **Discussion:** They have submitted multiple ELAC revisions.
- C. Miramar

#### 6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
  - a. **Discussion:** CIC's next meeting will be Thursday. Gholson will be virtually attending.
- C. DEI in Curriculum (Gholson)
  - a. **Discussion:** No new items to report.
- D. District CurricUNET/curriQunet META Steering Subcommittee (Gholson)
  - a. **Discussion:** Development of curriQunet for SDCCE is going according to schedule and will likely be implemented within a year and a half. At next month's



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meeting, the Committee will cover what the curriculum process should look like on the site.

- E. District Policies and Procedures (Gholson/Gil)
  - a. **Discussion:** Gholson, Payne, and Gil are currently attending this meeting as the Curriculum Committee's representatives. DE updates from Title V will be covered at the next meeting.
- F. Curriculum Update (Committee Members/Gil)
  - a. **Discussion:** An HVAC COR is in the works and will probably be ready in five to six months. IT also has a few programs and CORs in development.

## 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Pierson would like CLTX documents to be moved to Teams and would also like to meet with Gholson, Payne, and Gil regarding how to move forward.

## 8. ADJOURNMENT

- A. **Motion:** Lee Thompson
- B. **Second:** Shirley Pierson
- C. **Action:** Adjourned at 4:15pm