

**SAN DIEGO CONTINUING EDUCATION CURRICULUM COMMITTEE
AGENDA
ECC, Room 182, 2:00 p.m.
October 7, 2015**

Members present: Sean Caruana, Richard Golson, Vickie Taylor, Marie Doerner, Donna Eckstein, Jan Forstrom, Donna Namdar, Bob Pyle, Linda Osborn, Brian Ellison, Laura Burgess

Members absent: Esther Matthew

1. CALL TO ORDER 2:11 by chairperson Donna Namdar
 - a. Approval of the Minutes for June 17, 2015 Curriculum Council Meeting
 - b. Approval of the Agenda for October 7, 2015 Curriculum Council Meeting

Richard Moved to accept; Vickie seconded

2. OLD BUSINESS

Donna Namdar presented a brief review of last year's accomplishments including a list of classes approved by the Curriculum Committee in 2014-2015 that have been approved by the State.

3. NEW BUSINESS

Dr. Ellison report: There is specific Title 5 language to consider in incorporating distance learning to a course. For a new course, Method of Instruction section will include distance education language. For existing courses that have been previously approved, revisions can be added to include distance education. The Curriculum Committee can approve this minor revision to existing course outline, and then the course can be offered through distance education.

Discussion on current resource documents for writing/revising course outlines: Donna Namdar suggested committee member go on line to review. Go to district website, to organization, to faculty and staff resources, resources and forms, to curriculum resources and forms.

Donna Namdar distributed Curriculum Committee handouts stating committee description, goals and procedures. Based on these guidelines, an election was held to elect the chair of this committee for a two-year term starting in fall 2016. Donna Namdar was nominated, elected and agreed to continue a chair of the Curriculum Committee.

4. COURSE ACTIONS

- a. NEW COURSE APPROVAL REQUESTS

HSDP 513 Earth Science 1 **APPROVED**

HSDP 514 Earth Science 2 **APPROVED**

Marie Doerner moved to approve both courses. Jan Forstrom seconded the motion.

b. COURSE/CATALOG CHANGE REQUESTS – REVISED COURSE OUTLINE

COMP 610 Computer Care-Software Tools revised course outline

APPROVED

Comp 612 Hardware Service Technicians revised advisory only **APPROVED**
(Approved in same motion with related new program requests. See item C)

c. NEW PROGRAM REQUESTS

Computer Repair Technician Program **APPROVED**

Jan Forstrom moved to approve both course revisions and the new program;
Linda Osborn seconded the motion

d. PROGRAM REVISION REQUESTS

APPROVED

Marie Doerner moved to add two new courses Secondary Education
Completion Program; Linda Osborn seconded.

e. WALK-INS – Citizenship Course Revision to include distance education.

APPROVED

Marie Doerner moved to approve; Sean Caruana Seconded

5. INFORMATION ITEMS/STANDING REPORTS

CIC Report/ Donna Namdar

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENT

Depth of Knowledge charts were discussed. Members requested copies. Sean Caruana and Jan Forstrom agreed to send their resources.

7. ADJOURNMENT 3:42 p.m.