CURRICULUM COMMITTEE MINUTES

Wednesday, November 2, 2022

Zoom: https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVWVZwdkNKeWozUT09

IN ATTENDANCE:
Automotive: Robert Jackson
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Tricia Comey (proxy for Carolyn McGavock)
Healthcare: Carrie Lewis
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Michelle Fischthal, Vice President
Instructional Services: Desiree Payne, Acting Instructional Support Analyst
Instructional Services: Trila Gil, Acting Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, Aaron Iffland, Linda Osborn, Matthew Rivaldi, River Shaw

ABSENT: Sharian Lott (Business & Accounting), Kim Salerno (DSPS), Carolyn McGavock (English as a Second Language), Megan Leppert (Hospitality and Culinary Arts)

1. **CALL TO ORDER**

    A. Approval of the Agenda for November 2, 2022, Meeting
        a. **Discussion:** The agenda needs an extra item added regarding Course Outlines of Record (CORs) that have not been revised in five years or more.
        b. **Motion to add COR item to agenda under New Business:** Richard Gholson
        c. **Second:** Veleka Iwuaba
        d. **Action:** Approved; COR item added to agenda
        e. **Motion to approve agenda:** Zak Ruvalcaba
        f. **Second:** Pete Phounsavath
        g. **Action:** Approved
    B. Approval of the October 12, 2022, Meeting Minutes
        a. **Discussion:** None
        b. **Motion:** Robert Jackson

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       c. **Second:** Zak Ruvalcaba
       d. **Action:** Approved
  C. Meeting Modality
    a. COVID-19 State of Emergency (FYI)
      i. **Discussion:** Governor Newsom plans to lift the state of emergency in February, after which the Curriculum Committee may no longer to be able to meet fully online, since a physical meeting space will be required. It is likely the Committee will pursue a hybrid/Hyflex model due to member preference, but this requires more exploration before implementation. Discussion regarding this will commence at a later date.
      ii. **Motion to meet virtually on Zoom in December:** Zak Ruvalcaba
      iii. **Second:** Shirley Pierson
      iv. **Action:** Approved

2. CURRICULUM REVIEW/APPROVAL REQUESTS

  A. New Course(s)
  B. Course Revision(s)
    a. PASV 510 Nutritional/Health- Older Adults
      i. **Discussion:** Tornsäufer presented. After withdrawing this COR at the last meeting, the Emeritus department further revised the COR to better reflect diversity, equity, inclusion, accessibility, and anti-racism by including foods and food choices from various backgrounds. The revision involved collaboration within the Emeritus department and consultation with two members of the Committee whose departments offer courses with similar material. Tornsäufer thanked the Committee for their input at the last meeting.
        1. Member mentioned that Student Learning Outcomes should be referenced in the Evaluation sections of future CORs collegewide.
        2. Because the District Curriculum Instructional Council will not be able to approve this COR until they meet next month, this COR will likely not be available to students until Summer 2023. Tornsäufer asked if the new alternative course title regarding diabetes prevention can be offered in the Spring. She was informed that it will need to be submitted as a Course Topic to the Instructional Services Office, who can approve it for the Spring catalog if the current COR covers diabetes prevention.
      ii. **Motion:** Shirley Pierson
      iii. **Second:** Pete Phounsavath
      iv. **Action:** Approved
  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 Nutritional/Health- Older Adults](#)
      i. **Discussion:** There was already a DE Addendum on file for this course, but the Emeritus department submitted a new one to acknowledge the new DE Addendum form.
      ii. **Motion:** Lee Thompson
      iii. **Second:** Robert Jackson
      iv. **Action:** Approved

3. OLD BUSINESS

4. NEW BUSINESS

A. [Course Outlines of Record (CORs) That Have Not Been Revised in Five Years or More](#)
   a. **Discussion:** In Spring 2022, the Committee passed a motion committing to review 10% of CORs for compliance with diversity, equity, inclusion, accessibility, and anti-racism (DEIAA). This spreadsheet lists all the CORs that have not been revised within the last five years. The intent is for each Committee member to download a copy, examine the CORs listed from their department, and have conversations within their departments about whether they want to review or deactivate those CORs. (Reviewing a COR would entail confirming whether the information matches the reality of how the course is currently being taught and whether it reflects best practices for DEIAA.)
      i. This is not tied to the COR Survey, which is a part of Program Review.
      ii. It's important to note that all these CORs are currently considered active in the State Chancellor's Office Curriculum Inventory (COCI) and in the SDCCE course catalog, even they are no longer being offered. Deactivating these CORs is an equity issue. Ensuring only currently offered CORs are listed as active aids students and staff in more easily navigating the catalog. Fischthal also pointed out that listing only currently offered classes as active needs to be a priority in terms of accreditation.
         1. The Instructional Services Office will advise the last date a COR can be submitted for deactivation before production of the 2023-2024 catalog.
         2. Process to deactivate course:
            a. Ensure deactivating a course does not affect any programs at CE or at any other college.
            b. Revise any impacted programs accordingly. The deactivation must be approved with all impacted curriculum for the same effective semester.

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        c. Submit deactivation proposal for tech review (course will need an effective term to deactivate).

        d. After tech review, proposal will be moved forward to CE Curriculum Committee.

        e. Once approved by CE Curriculum Committee, course deactivation proposals will move forward to District Curriculum and Instructional Council (CIC).

        f. After CIC approves the deactivation, [course deactivation proposal will move forward to the District Board of Trustees].

        g. The course will be inactivated in COCI for the effective term.

    3. If a program wishes to reactivate a COR, they can either propose it for reactivation or use it as a model to develop a brand-new COR.

    4. Member asked whether there could be language in the catalog acknowledging CORs that are currently not being offered. This would not be a best practice, as it would highlight that SDCCE is behind or potentially out of compliance. However, there is separate spreadsheet with this information that can be made available to counselors and put in the Curriculum folder.

  iii. Request for spreadsheet to have two new columns, one for notes and one for listing the following options:

    1. Program proposed for Revision;

    2. Program proposed for Deactivation

    3. Currently Not Offered; Program plans to offer in 2023-2024.

  iv. If programs decide to keep a COR and revise it, they are asked to use the Curriculum Review Rubric to weave in DEIAA.

  v. Committee plans to revisit this topic in December and have members share their programs' plans to tackle this task. An email will be sent out following this Committee outlining next steps.

5. CREDIT COLLEGE CURRICULUM- FYI

A. City
    a. **Discussion:** Nothing to report.
B. Mesa
    a. **Discussion:** Nothing to report.
C. Miramar
    a. **Discussion:** Nothing to report.

6. CREDIT COLLEGE CURRICULUM- FYI STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)
   a. **Discussion:** CIC has been focused on credit curriculum, so there is currently nothing to report.
B. DEI in Curriculum (Gholson/Payne)
   a. **Discussion:** Linda Osborn is co-chairing a committee of ten colleges working together to improve DEIAA on their campuses. At a District level, they are working on a land acknowledgment and diversity pledge while continuing to plan the book club. Further efforts will be introduced in the Spring. They are also discussing how to ensure DEIAA funds reach down to the student level, as previously the bulk of the funds have gone to professional development and affinity events. Additionally, the Curriculum Committee and the Diversity Committee are working together this year to ensure collaboration between the two committees, and representatives from each will attend the other's meetings.
D. District CurricUNET/curriQunet META Steering Subcommittee (Gholson/Payne)
   a. **Discussion:** CurricUNET continues to assure SDCCE that they are building a noncredit-friendly curriculum repository. The Curriculum Committee asks that members submit any ideas and preferences for curriQunet functionality. This will be a discussion item at a Curriculum Committee meeting in early 2023.
E. District Policies and Procedures (Gholson/Payne)
   a. **Discussion:** A list will be forwarded to members regarding new policies and procedures. It is difficult to collaborate with this Committee, as they meet twice a month and are often able to introduce and approve items before those items can be presented to the Curriculum Committee.
F. Curriculum Update (Committee Members/Payne)
   a. **Discussion:** A Lean Six Sigma certification is anticipated for presentation at the December meeting. There is also discussion about creating a BUSN 699 COR. Automotive is rewriting curriculum in an attempt to shorten classes and will be moving forward in December or January. Digital Media & Programming is moving forward with a COR revision and a new program. Information Technology is working on a new program about cloud computing for the Amazon Web Services (AWS) Academy. AWS offers badges for program completion to students, which are popular and recognizable in the industry. SDCCE is also in conversation with Canvas, which recently purchased Badger, a badge-making tool. They are inquiring about creating SDCCE-specific badges and the potential costs.
      i. Member inquired whether INTD 500, which has already been approved, can be offered in Spring 2023. Since the implementation affects program hours, it cannot be offered until Fall 2023.
      ii. Committee is reminded of the Essential Curriculum Approval Dates.
      iii. Competency-based education should be an upcoming topic. Competencies need to be outlined so that students can articulate what they have learned and employers can know what to expect from students. This will be on the agenda in December.

7.   ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

8.   ADJOURNMENT
A. **Motion:** Veleka Iwuaba
B. **Second:** Claudia Tornsäufer
C. **Action:** Adjourned at 4:08pm