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.

Curriculum Committee Agenda Minutes

Wednesday, November 5, 2025

Educational Cultural Complex (ECC), 4343 Ocean View Blvd.
Conference Room 121, 2:30–4:30 p.m.

Zoom link (for remote attendees): https://sdccd-edu.zoom.us/j/89607560049

Remote conferencing locations:
MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
César E. Chávez Campus, 1901 Main Street, Rooms 301 and 316, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101L and 101K, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Rooms 76 and 124, San Diego, CA 92113
West City Campus, 3249 Fordham St., Room 123, San Diego, CA 92110

IN ATTENDANCE:
Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Counseling: Denise Munoz proxy for Edith Quintero
Digital Media and Programming: Zak Ruvalcaba
DSPS: Kim Salerno
Emeritus: Claudia Tornsäufer
English as a Second Language: Eric Miller proxy for Diana Vera-Alba
Healthcare: Anthony Nuncio
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana and Leticia Flores (co-chairs)
Hospitality and Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
David Anton, Program Chair, Skilled and Technical Trades
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources

ABSENT:
Clothing and Textiles: Shirley Pierson
Counseling: Edith Quintero
English as a Second Language: Diana Vera-Alba
Healthcare: Kenneth A. Parker
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction

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

    A. Approval of the agenda for **November 5, 2025,** meeting
        1. Motion by Phounsavath
        2. Second by Caruana

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3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

B. Approval of **October 1, 2025**, meeting minutes
   1. Motion by Nuncio
   2. Second by Caruana
   3. Final Resolution: Motion carries. Approved as presented.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

2. CURRICULUM REVIEW / APPROVAL REQUESTS

A. New Course(s)
   1. PROG 420 Introduction to MongoDB I
   2. PROG 421 Introduction to MongoDB II
   3. Motion by Tornsäufer
   4. Second by Caruana
   5. Final Resolution: Motion carries. Approved as presented.
   6. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

B. Course Deactivation(s)
   1. DSPS603D Lip Reading
   2. DSPS606D Living Skills-Disabled
   3. DSPS608D Personal Living Skills
   4. DSPS610D Introduction to Computers-DSPS
   5. DSPS623D Basic Ed.-Limited Learner
   6. DSPS624D Basic Education
   7. DSPS625D Communication on the Job
   8. DSPS631D Beginning Sign Language
   9. DSPS634D Basic English-Hearing Impaired
   10. DSPS635D Basic Math-Hearing Impaired
   11. DSPS640D Reading-Hearing Impaired
   12. DSPS642D Life Management/Career Prep
   13. DSPS643D Job Seeking Skills-Disabled
   14. DSPS645D Grounds Maintenance-Disabled
   15. DSPS648D Assertion Training-Disabled
   16. DSPS652D Adaptive Music
   17. DSPS658D Clothing Construction-Disabled
   18. DSPS675D Essay Writing
   19. Motion by Salerno
   20. Second by Munoz
   21. Final Resolution: Motion carries. Approved as presented.
   22. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

C. Course Revision(s)
   1. MUSN 536 Piano 1-6—Older Adults
   2. Motion by Iffland

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       3. Second by Nuncio
       4. Final Resolution: Motion carries. Approved as presented.
       5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

D. New Certificate Program(s)
       1. Introduction to MongoDB
       2. Motion by Tornsäufer
       3. Second by Caruana
       4. Final Resolution: Motion carries. Approved as presented.
       5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

E. Certificate Program Revision(s)
F. Certificate Program Deactivations(s)

3. OLD BUSINESS

A. Review and creation of catalog language and procedures related to catalog rights and continuous enrollment
B. Establishing guidelines and documentation standards for course equivalency
C. Adding representation for Instructional Learning Technology and Learning Resources Department to Curriculum Committee
       1. Discussion: Gholson provided an update on the proposal to add representation for the Instructional Learning Technology and Learning Resources Department to the Curriculum Committee. The committee voted to approve the amendment to the constitutional bylaws to include this representation. Gholson will continue to advance the amendment through the Academic Senate and the established approval process.
       2. Motion by Gholson
       3. Second by Jackson
       4. Final Resolution: Motion carries. Approved as presented.
       5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer
D. [Title 5 changes to include IDEAA (Inclusion, Diversity, Equity, Antiracism, and Accessibility) in curriculum process](#)
       1. Discussion: Gholson presented recent Title 5 changes affecting course outlines of record. Updates include new requirements for documented procedures to ensure course outlines support diverse student populations and advance inclusion. Procedures must be fully developed by 2026, though the committee noted potential challenges due to the lengthy review and approval process. The committee also reviewed the new mandate to integrate Universal Design for Learning (UDL) strategies into course outlines. A META demonstration was provided. IDEAA currently appears in several META tabs (Main, Content, Assignments, Methods of Evaluation, Methods of Instruction, Textbooks/Resources). The District Office is awaiting CCCCO guidance on required IDEAA language. Members were also informed that lecture and lab hours must now be listed separately for combined courses, with possible flexibility for noncredit.
       2. Next Steps:
          a. Committee will review all Title 5 changes and their long-term implications.
          b. Develop documented procedures to support inclusivity, equitable outcomes, accessibility, and Universal Design for Learning (UDL) integration in course outlines.
          c. Consult with faculty and program chairs regarding policy impacts.

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      d. Obtain District Office guidance; META updates may follow.
         I. Determine where IDEAA-related procedures will be housed in COR documentation.

E. Course and program deactivation proposals will be extended until Friday, December 5, 2025
1. [Active courses not offered](#), inactivate if courses have not been offered or reviewed
2. Deactivations need to be completed in META
3. Notify appropriate parties before deactivation or launch
4. [META tutorials and training materials are available](#)

4. NEW BUSINESS

A. Courses having both lecture and lab hours need to be separated on the course outline of record in META (per Title 5)
B. Brown Act changes to attendance and participation
1. Discussion: Gholson clarified that, under Brown Act provisions, the Curriculum Committee may continue its current meeting format and procedures for attendance and participation. Further updates may follow.

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. Discussion: Policies and Procedures requested feedback regarding the Automotive program. Jackson confirmed that the matter is under discussion and clarified that the intention is to revert to the original policy to include Automotive. The main concern stems from having separate policies.
E. Student Learning Outcomes (SLOs) (Foster)
1. Discussion: Gholson discussed the potential addition of SLOs to META and demonstrated the 'Reports' tab, highlighting the differences between the Course Outline of Record and All Fields reports.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Curriculum Update (Committee Members)
1. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, November 7, 2025.
2. The next committee meeting will be held on Wednesday, December 3, 2025, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.
3. Deadline for curriculum to be considered for Fall 2027 is Friday, December 5, 2025.

8. ADJOURNMENT

A. Motion to adjourn.
1. Motion by Phounsavath
2. Second by Nuncio
3. Final Resolution: Meeting adjourned at 4:04 p.m.

4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Miller, Munoz, Nuncio, Phounsavath, Ruvalcaba, Salerno, Thompson, Tornsäufer

Resource Links:
Curriculum Committee: Goals, Agendas and Minutes
Curriculum Resources
Committee Meeting Dates
Range of Hours
Program and Course Approval Handbook (PCAH 8th Edition)
ASCCC Course Outline of Record: A Curriculum Reference Guide
CourseNet
Board of Trustees (BOT) and Curriculum Instructional Council (CIC)