

Curriculum Committee Agenda Minutes

Wednesday, November 6, 2024

César E. Chávez Campus

2:30–4:30 p.m., Conference Room 102E

Zoom link (for remote attendees): : <https://sdccd-edu.zoom.us/j/85079344693>

Remote conferencing locations:

MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056

César E. Chávez Campus, 1901 Main Street, Room 316, San Diego, CA 92113

CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K and 101L, San Diego, CA 92110

ECC, 4343 Ocean View Blvd., Room 124, San Diego, CA 92113

Mid-City Campus, 3792 Fairmount Ave., Rooms 122, San Diego, CA 92105

IN ATTENDANCE:

Business, Accounting and Entrepreneurship: Aaron Iffland

Child Development: Lee Thompson

Clothing and Textiles: Shirley Pierson

Digital Media and Programming: Zak Ruvalcaba

DSPS: Kim Salerno

Emeritus: Claudia Tornsäuer

English as a Second Language: Carolyn McGavock

High School Diploma/High School Equivalency and Basic Skills: Sean Caruana proxy for Leah Gualtieri

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

GUEST:

Marne Foster

Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources

Maureen Rubalcaba, Dean, Instructional Learning Technology and Learning Resources

Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

ABSENT:

Automotive: Robert Jackson

Counseling: Joyce Almario-Greno

Healthcare: Kenny Parker

High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri

Hospitality and Culinary Arts: Megan Leppert

1. CALL TO ORDER 2:30 p.m.

- A. Approval of the agenda for [November 6, 2024](#), meeting

1. Motion by Tornsäuer
 2. Second by Spradley
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Caruana, Gholson, Iffland, McGavock, Pierson, Phounsavath, Ruvalcaba, Thompson
- B. Approval of the [October 2, 2024](#), meeting minutes
1. Motion by Pierson
 2. Second by Phounsavath
 3. Final Resolution: Motion carries. Approved as presented.
 4. Approve: Caruana, Gholson, Iffland, McGavock, Ruvalcaba, Spradley, Thompson, Tornsäuer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. [New Course\(s\)](#)

1. COMP 608A
2. COMP 609A
3. COMP 612A
4. COMP 698
5. HMDV 597
6. Discussion:
 - a. Committee members raised concerns regarding the inconsistency of the point of view with the course descriptions of several of the new course proposals—suggesting a need for uniformity.
 - I. Course descriptions not written in third-person point of view deviate from current practice. Course outline descriptions need be standardized and consistent with the third-person point of view.
 - II. SDCCE catalog posted online will be more professional and align with District college catalogs.
 - b. Correction needed for HMDV 597 course description to update CAPE to Classroom Assistant Proficiency Exam (CAPE).
7. Motion by Thompson
8. Second by Gholson
9. Final Resolution: Motion carries. Approved as presented.
10. Approve: Caruana, Iffland, McGavock, Pierson, Phounsavath, Ruvalcaba, Spradley, Tornsäuer

B. [Course Revision\(s\)](#)

1. ARTS 507
2. CEMR 505
3. COMP 698
4. DRAM 550
5. DRVE 550
6. ENGL 545
7. HEAL 540
8. HMDV 595

9. HMDV 596
10. INVS 500
11. MUSI 505
12. MUSN 519
13. MUSV 510
14. MUSV 513
15. PASV 532
16. PSYC 520
17. SOCC 503
18. SPEE 520
19. Discussion: All course revisions updated hours to reflect range of hours. Emeritus course titles were changed from all capital letters to lower and upper case and included 'Older Adults' in each title.
20. Motion by Gholson
21. Second by Caruana
22. Final Resolution: Motion carries. Approved as presented.
23. Approve: Iffland, McGavock, Pierson, Phounsavath, Ruvalcaba, Spradley, Thompson, Tornsäuffer

C. [Course Deactivation\(s\)](#)

1. OFBA 500
2. CLTX 530
3. CLTX 645
4. CLTX 595
5. Motion by Phounsavath
6. Second by Tornsäuffer
7. Final Resolution: Motion carries. Approved as presented.
8. Approve: Caruana, Gholson, Iffland, McGavock, Pierson, Ruvalcaba, Spradley, Thompson

D. [New Certificate Program\(s\)](#)

1. School-Age Tutoring
2. Motion by Pierson
3. Second by Caruana
4. Final Resolution: Motion carries. Approved as presented.
5. Approve: Gholson, Iffland, McGavock, Phounsavath, Ruvalcaba, Spradley, Thompson, Tornsäuffer

E. [Certificate Program Revision\(s\)](#)

1. School-Age Care and Leadership
2. Motion by Thompson
3. Second by Tornsäuffer
4. Final Resolution: Motion carries. Approved as presented.
5. Approve: Caruana, Gholson, Iffland, McGavock, Pierson, Phounsavath, Ruvalcaba, Salerno, Spradley

3. OLD BUSINESS

A. CSCE (Community Service/Community Education)

B. Range of Hours

1. Discussion: The current course hours should be considered the maximum and any changes should not increase the hours. The decision-making process for the range of hours varies depending on the program. The minimum required hours in the range should not be so few that competencies are not met. The range of hours ensures students will meet the course competencies.
 - a. In future, there may be a possibility the State may start looking at noncredit hours to follow suit with a similar range of hours listed on the [table](#).
 - b. If the revision to the course outline of record is more than creating a range of hours, then it will be the responsibility of the Program Area to make the changes in Meta. Courses updating hours and part of a certificate will need to complete a program revision to reflect the new range of hours.

4. NEW BUSINESS

A. Lecture and laboratory hours on course outline of records

1. Skilled Trades; Veteran Affairs (VA)
2. Discussion: Veteran Services explained the VA has very strict requirements. One of the requirements is the course outline of record (COR) will need to reflect lecture and lab hours. In preparing for future VA program certifications, it is recommended the COR lists both lecture and lab hours. Veterans Services is available for further guidance on additional requirements needed by the VA to certify a program.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
 1. TOP codes may be replaced by CIP codes
- B. DEI in Curriculum (Gholson)
 1. Continued cleanup of catalog
- C. District CurricUNET/currlQunet Meta Steering Subcommittee (Gholson)
 1. Continued issues with Meta updates; pausing committee meetings until vendor is caught up with requested changes
 2. All committee members have an account with Meta
 3. Approval process discussed
 - a. [Meta tutorial on dashboard](#)
- D. District Policies and Procedures (Gholson)
 1. AP 4102.1: Career Technical Education (CTE) Programs
 - a. Repair of non-automotive program owned automobiles
- E. Curriculum Update (Committee Members)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- 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)
- E. Curriculum Update (Committee Members)
 - 1. Annual Curriculum Approval Certification sent to CCCCCO
 - 2. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, November 8, 2024.
 - 3. The next committee meeting will be held on Wednesday, December 6, 2024.
 - a. Location

8. ADJOURNMENT

- A. Motion to adjourn.
 - 1. Motion by Phounsavath
 - 2. Second by Tornsäuer
 - 3. Final Resolution: Meeting adjourned at 4:06 p.m.
 - 4. Approve: Caruana, Gholson, Iffland, McGavock, Pierson, Ruvalcaba, Spradley, Thompson

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 \(CIC\)](#)