

CURRICULUM COMMITTEE MINUTES

Wednesday, November 6, 2019

ECC, Room 181, 2:30 to 4:30

IN ATTENDANCE: Lisa Cork (Healthcare Careers), Cassandra Caesar (Counseling), Lisa Carulli (Counseling-Alt Representative), Richard Gholson- Committee Chair (BIT), Michelle Gray-proxy for Michelle Fischthal (VPI), Veleka Iwuaba (ABE/ HSDP), Megan Leppert (Hospitality/ Culinary Arts), Pat Mosteller (Emeritus), Desiree Payne (Curriculum Analyst), Shirley Pierson (Fashion), Pete Phounsavath (Skilled Technical Trades), Corinne Layton (ESL), Kim Salerno (DSPS)

GUESTS: David Holden

ABSENT: Jolene Lee (Business and Accounting); Robert Jackson (Automotive), Rachel Rose (Child Development), Zak Ruvalcaba (Digital Media),

RECORDER: Desiree Payne

1. CALL TO ORDER

- A. Approval of the October 2, 2019, Meeting Minutes
 - 1) Discussion: David Holden noted he attended the October 2 meeting. Gholson and Holden discussed Holden's official representation status on the committee. Gholson recommended Holden discuss with the Program Chair and Program Dean.
 - a) Motion: Shirley Pierson
 - b) Second: Pat Mosteller
 - c) Action: Approved as amended
- B. Approval of the Agenda for November 6, 2019, Meeting
 - 1) Motion: Megan Leppert
 - 2) Second: Lisa Cork
 - 3) Action: Approved
 - 4) Amendment to the agenda: Add Distance Education Addendum for COMP 671 and COMP 672 to the Agenda Item 2.G.
 - a) Motion: Pat Mosteller
 - b) Second: Shirley Pierson
 - c) Action: Approved as amended

2. CURRICULUM REVIEW/APPROVAL REQUESTS

- A. New Courses
 - 1) COMP 671 AWS Academy Cloud Foundations
 - 2) COMP 672 AWS Academy Cloud Architecture
 - a) Discussion: Richard Gholson provided an overview of the curriculum. Committee discussed hours and content, class scheduling, and program completion.
 - b) Motion: Kim Salerno
 - c) Second: Pat Mosteller
 - d) Action: Approved

B. Course Revisions

C. Course Deactivations

- 1) HMDV 533 Family Home Day Care Training
- 2) HMDV 610 Newborn to 12 Months
- 3) HMDV 615 12/23 Months Walking/Talking
- 4) HMDV 620 24 to 36 Months/Discovering Me
- 5) HMDV 626 3-5 Years-Preschool Experience
- 6) HMDV 630 Outdoor Classroom
- 7) HMDV 680 Families Learning Together
- 8) HMDV 690 Family Communication
 - a) Discussion: Desiree Payne advised the deactivations are following the new Child Development curriculum approved at the October 2nd meeting. Payne noted that normally new curriculum and deactivations associated with the curriculum replaced by the new curriculum are included on the same agenda. Payne reminded the committee some of the current HDMV courses were on the October agenda for distance education (DE) approval and to avoid having multiple approval actions for the same courses the deactivations were included on the November 6th agenda.
 - b) Motion: Veleka Iwuaba
 - c) Second: Megan Leppert
 - d) Action: Approved

D. New Programs

- 1) Cloud Solutions Associate Certificate of Completion
 - a) Discussion: LMI data and program justification reviewed.
 - b) Motion: Pat Mosteller
 - c) Second: Cassandra Caesar
 - d) Action: Approved

E. Program Revisions

F. Program Deactivations

- 1) Child Development 1 Certificate of Completion
- 2) Child Development 2 Certificate of Completion
 - a) Discussion: Deactivations and program phase out process were discussed.
 - b) Motion: Cassandra Caesar
 - c) Second: Michelle Gray
 - d) Action: Approved

G. Distance Education Addendum

- 1) COMP 671
- 2) COMP 672
 - a) Motion: Veleka Iwuaba
 - b) Second: Pat Mosteller
 - c) Action: Approved

3. OLD BUSINESS

A. Labor Market Information (LMI) form

- 1) Discussion: Payne explained the District Instructional Services is no longer maintaining a District LMI form. Payne advised SDCE Instructional Services simplified the District's [previous] LMI form. Payne advised the form is located on the SDCE Faculty and Staff Resources webpage.

4. NEW BUSINESS

A. Program Review and TOP Code Changes

- 1) Discussion: Payne advised TOP code changes identified during program review require approval through the curriculum approval process. Payne advised questions or concerns regarding TOP code assignments should be discussed at the program level and request for revision should be submitted to Richard and Desiree. Payne noted she is available to assist Faculty and Deans with any questions or concerns.

B. District Policies and Procedures Subcommittee

1) AP 5050 Articulation

- a) Discussion: Gholson advised the committee has been provided the administrative procedures for review and any recommended edits are forwarded to SDCE Academic Senate for review and submission to the appropriate District governing body. Payne clarified the difference between the District's articulation and credit by exam. Committee had one minor edit to the document.
- b) Motion: Megan Leppert
- c) Second: Lisa Cork
- d) Action: Recommended edit to AP 5050 approved

2) AP 5260 Prerequisites, Corequisites, Limitations On Enrollment

- a) Discussion: Gholson and Payne reviewed the application and intent of advisories placed on courses by faculty. Payne displayed recommended edits to the procedure and explained the rationale for the recommendations. Committee reviewed the recommended edits.
- b) Motion: Casssandra Caesar
- c) Second: Michelle Gray
- d) Action: Recommended edits to AP 5260 approved

5. COLLEGE CURRICULUM- FYI

- A. City
- B. Mesa
- C. Miramar

- 1) Discussion: Committee reviewed the College curriculum listed on recent agenda items. Discussion occurred regarding vetting SDCE curriculum through the College Faculty.

6. STANDING REPORTS

A. District Curriculum Instructional Council Report (Gholson)

- 1) Discussion: Gholson reported the new Child Development curriculum was pulled from the November CIC meeting to allow time for College Faculty review of the curriculum. Gholson discussed the importance of SDCE proposal originating Faculty and/or Program Chair or Dean engaging with College colleagues who teach in the similar or same program area regarding curriculum. Gholson reviewed the local approval process. Discussion continued.
- 2) Discussion: Gholson reported a District-wide curriculum repository was discussed at the November District CurricUNET Steering committee. Gholson advised the

need to explore repository options which can accommodate both credit and non-credit curriculum was discussed.

B. District Policies and Procedures Subcommittee (Caesar)

- 1) Discussion: Gholson reported the current SDCE faculty representative serving on this subcommittee, Ingrid Greenberg, will share BPs and APs for the committee to review and provide recommended edits.

C. Curriculum Update (Payne)

- 1) Discussion: Payne reported on the proposed curriculum in the tech review pipeline; Basic Skills/High School Equivalency Preparation, Fashion, ESL VESL, and Intro to Careers course across career technical program areas. Iwuaba inquired on the status of the Career & College course. Payne advised the curriculum was still pending approval. Payne added she would check on the status and provide an update to Iwuaba and Program Dean. Payne noted she would also check on the status of the ESL Citizenship program.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

No items

8. ADJOURNMENT

- A. Motion: Veleka Iwuaba
- B. Second: Megan Leppert
- C. Action: Meeting adjourned