



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, December 3, 2025

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

Zoom link (for remote attendees): <https://sdcccd-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., Room 76 and 124, San Diego, CA 92113
West City Campus, 3249 Fordham St., Rooms 123 and 212, San Diego, CA 92110

IN ATTENDANCE:

Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Clothing and Textiles: Shirley Pierson
Counseling: Edith Quintero
Digital Media and Programming: Zak Ruvalcaba
Disability Support Programs and Services: Kim Salerno
Emeritus: Claudia Tornsäuer
English as a Second Language: Diana Vera-Alba
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana and Leticia Flores (co-chairs)
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:

Marne Foster, SLO/Program Review Coordinator
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources
Casey McCoy Haeber, Faculty, English as a Second Language
Eric Miller, Faculty, English as a Second Language
Casey Simon, Faculty, Disability Support Programs and Services

ABSENT:

Healthcare: Kenneth A. Parker
Healthcare: Anthony Nuncio
Hospitality and Culinary Arts: Megan Leppert

1. CALL TO ORDER 2:33 p.m.

- A. Approval of the agenda for **December 3, 2025**, meeting
 1. Motion by Caruana
 2. Second by Phounsavath
 3. Final Resolution: Motion carries. Approved as amended.

4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäuer, Vera-Alba

B. Approval of **November 5, 2025**, meeting minutes

1. Motion by Quintero
2. Second by Tornsäuer
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäuer, Vera-Alba

2. CURRICULUM REVIEW / APPROVAL REQUESTS

A. New Course(s)

B. Course Revision(s)

C. Course Deactivation(s)

1. AUTO 501 Auto Technology and Safety Intro
2. AUTO 509 Fleet Service Technician
3. DRVE 510 School Bus Driver Ed Training (*tabled*)
4. ENGE 699 Emerging Topics-Engineering
5. ESLA 699 Emerging Topics-ESL
6. HLTH 601 Intro/Hospital Cent Svc Tech
7. HLTH 602 Adv/Hospital Cent Svc Tech
8. Motion by Phounsavath
9. Second by Jackson
10. Final Resolution: Motion carries. Approved as presented.

11. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäuer, Vera-Alba

D. New Certificate Program(s)

E. Certificate Program Revision(s)

F. Certificate Program Deactivations(s)

1. Administrative Assistant
2. Motion by Jackson
3. Second by Caruana
4. Final Resolution: Motion carries. Approved as presented.
5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäuer, Vera-Alba

3. OLD BUSINESS

Omae @ 3 p.m.

A. Review and creation of catalog language and procedures related to catalog rights and continuous enrollment (concept)

1. Discussion:

- a. The committee discussed the development of a formal system to support students impacted by curricular changes in certificate programs. The proposed system would allow students who are continuously enrolled, or who experience only brief stop-outs, to retain their catalog rights and complete program requirements aligned with their original catalog. When program requirements change, students would be able to petition for approved course substitutions.

- b. The discussion emphasized the importance of clearly defining continuous enrollment, establishing limits on allowable course substitutions, and creating consistent documentation standards. Subject-area faculty discretion was identified as essential in determining course equivalency, with counseling faculty playing a key role in advising students and supporting the petition process. Alignment with industry standards, regulatory requirements, and existing practices at credit institutions and peer colleges was also noted.
- c. The committee discussed the possibility of forming a small working group or subcommittee to draft policies and procedures related to catalog rights and course substitutions. Members expressed support for piloting the process with a limited group of students currently affected by recent program changes in order to address immediate needs and refine the process prior to broader implementation. A target implementation timeline of the start of the fall semester was discussed.
- d. Concerns regarding Campus Solutions capabilities and system limitations were discussed.
- e. Action Items / Next Steps:
 - Investigate system limitations and flexibility within PeopleSoft/Campus Solutions related to catalog rights and course substitution processes and report findings to the committee.
 - Program area faculty and curriculum representatives will discuss proposed catalog rights and course substitution policies within their areas, gather feedback (including potential limits or percentages for course substitution), and report back to the committee.
 - Organize and schedule breakout group discussions—potentially at the January meeting or as a flex activity—to workshop catalog rights and course substitution processes and review draft language.
 - Provide an update on catalog rights and course substitution discussions in the December Academic Senate report.
 - All faculty will consult with program area colleagues regarding minimum passing grade standards and report back to the committee for further discussion and possible standardization.

- 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 will bring this topic forward during his report to the Academic Senate as an amendment.

- D. Title 5 changes to include IDEAA in curriculum process.

- 1. Discussion:
 - a. Gholson reminded the committee of the [IDEAA documentation](#) available on the Curriculum Committee website. The committee addressed Title V changes, emphasizing the need for faculty to incorporate IDEAA and UDL best practices into course outlines, with a focus on providing concrete examples.
 - b. Vera-Alba raised concerns about fitting (IDEAA and UDL) this into existing lengthy documents. The discussion clarified that an example be listed, focusing on demonstrating how an activity meets specific criteria rather than providing detailed lesson plans.

E. Course and program deactivations –term Fall 2026

1. Deactivations done in META
2. Notify prior to deactivation and launching
3. [META tutorials and training documents](#)

F. Range of Hours: Course Outline of Records Forum

1. Discussion: Gholson shared a presentation from November's Course Outline of Record Forum outlining timelines, course hours, and approval processes. The presentation emphasized the importance of maintaining consistent instructional contact hours across all delivery methods, noting that while online courses may be structured differently, the Course Outline of Record must still accurately reflect the total required instructional hours. The [Student Attendance Accounting Method](#) manual was provided to the committee.

4. NEW BUSINESS

A. [SDCCE educational plan grading language](#)

1. Discussion: The meeting discussed the standardization of passing grades across programs, with a focus on whether to use a C or D as the minimum passing grade. While some faculty members advocated for program-specific standards, others suggested implementing a consistent grade across departments to avoid student confusion. The group agreed that while faculty should maintain autonomy in determining what grades represent, there should be a clear institutional standard for passing grades, particularly for credit-by-exam courses.

B. META co-contributor rights

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

- A. District Curriculum Instruction Council Report (Gholson)
- B. DEI in Curriculum (Gholson)
 1. Infusing IDEAA and UDL on course outline of records
- C. District CurricUNET/currlQunet META Steering Subcommittee (Gholson)
- D. District Policies and Procedures (Gholson)
- E. Student Learning Outcomes (SLOs) (Foster)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Course and program compliance

B. Curriculum Update (Committee Members)

1. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, December 5, 2025.
2. The next committee meeting will be held on Wednesday, January 7, 2026 at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.
3. The deadline for curriculum to be considered for February 4, 2026, Curriculum Committee is Friday, January 9, 2026.

8. ADJOURNMENT

A. Motion to adjourn.

1. Motion by Omae
2. Second by Lee



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3. Final Resolution: Meeting adjourned at 4:39 p.m.
4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

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 \(CIC\)](#)