Curriculum Committee Agenda Minutes

Wednesday, December 4, 2024
César E. Chávez Campus
Conference Room 102E, 2:30–4:30 p.m.

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 and 318, San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
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: Joyce Almario-Greno
DSPS: Kim Salerno
Digital Media and Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Ildifonso Carrillo, proxy for Carolyn McGavock
Healthcare: Kenny Parker
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
Hospitality and Culinary Arts: Megan Leppert
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:
Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources
Crystal Saldana, Student Services Technician, Instructional Learning Technology and Learning Resources

ABSENT:
English as a Second Language: Carolyn McGavock

1. **CALL TO ORDER 2:32 p.m.**

San Diego College of Continuing Education

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.

A. Approval of the agenda for **December 4, 2024**, meeting
    1. Motion by Spradley
    2. Second by Parker
    3. Final Resolution: Motion carries. Approved as presented.
    4. Approve: Almario-Greno, Carrillo, Gholson, Gualtieri, Iffland, Jackson, Leppert, Phounsavath, Pierson, Ruvalcaba, Thompson, Tornsäufer
B. Approval of the **November 6, 2024**, meeting minutes
    1. Motion by Phounsavath
    2. Second by Thompson
    3. Final Resolution: Motion carries. Approved as presented.
    4. Approve: Carrillo, Gholson, Gualtieri, Iffland, Jackson, Leppert, Parker, Pierson, Ruvalcaba, Salerno, Spradley, Tornsäufer
    5. Abstain: Almario-Greno

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Course(s)
    1. COMP 608A
    2. COMP 609A
    3. COMP 612A
    4. Motion by Pierson
    5. Second by Gualtieri
    6. Final Resolution: Motion carries. Approved as presented.
    7. Approve: Almario-Greno, Carrillo, Gholson, Iffland, Jackson, Leppert, Parker, Phounsavath, Ruvalcaba, Salerno, Spradley, Thompson, Tornsäufer
B. Course Revision(s)
C. Course Deactivation(s)
D. New Certificate Program(s)
E. Certificate Program Revision(s)
F. Certificate Program Deactivations(s)

3. OLD BUSINESS

A. Governance Handbook update
    1. Diversity, Equity, and Inclusion Statement of Purpose and Action - Fall 2021
        a. Discussion: Requesting committee to review and collaborate to create a single statement.
    2. Participatory Governance Handbook: Curriculum Committee p. 23 (pdf)
B. District Program Viability: Guiding Principles for New Program Initiation
    1. Discussed March 6, 2024 Curriculum Committee
    2. Review and discuss updated draft
    3. Discussion: Gholson shared that the document is a helpful guideline for future program development and can be used as a starting point for new programs. Some sections are not applicable to noncredit programs. The committee was asked to review the document with their program chairs and deans, to provide feedback on its relevance

San Diego
COLLEGE OF
CONTINUING EDUCATION

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.

and clarity. The document has gone through necessary reviews with constituent groups throughout the District.

4. **NEW BUSINESS**
   A. New Subject Indicator for College of Continuing Education:
      1. Education (EDUC)
         a. Subject to be used by supervised tutoring courses for our tutoring center
         b. Dean Rubalcaba will oversee these courses
      2. Automation, Innovation, Robotics (AIR?)
         a. Discussion: Iffland reported further discussion is needed to determine subject indicator for AIR.
   B. Curriculum Resources
      1. Discussion: Gholson shared guidance on submitting course proposals in META. The document can be found at the following link: 0 Example - META COR with Notes rev11182024.pdf

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)
      1. Maximum number of characters
         a. Long Title (100 characters—Campus Solutions limitation; Catalog and Chancellor's Office Curriculum Inventory)
         b. Short Title (30 characters—Campus Solutions limitation; Online course schedule)
         c. Course Description (Continued research…as of today, example: ~1200 characters listed with course description—CHEM 233 (Miramar College).)
   D. District Policies and Procedures (Gholson)
   E. Curriculum Update (Committee Members)

7. **ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

   A. Curriculum Update (Committee Members)
      1. Deadline for curriculum to be considered for next Curriculum Committee meeting: Friday, December 6, 2024.
      2. The next committee meeting will be held on Wednesday, January 8, 2025.
         a. Location
            I. Discussion: The next committee meeting will be at the same location—César E. Chávez Campus.

8. **ADJOURNMENT**

   A. Motion to adjourn.
      1. Motion by Parker

San Diego College of Continuing Education

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.

2. Second by Jackson
3. Final Resolution: Meeting adjourned at 3:47 p.m.
4. Approve: Almario-Greno, Carrillo, Gholson, Gualtieri, Iffland, Leppert, Phounsavath, Pierson, Ruvalcaba, Salerno, Spradley, 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)