SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Mission San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

CURRICULUM COMMITTEE MINUTES

Wednesday, December 7, 2022

Zoom: https://sdccd-edu.zoom.us/j/94609288637?pwd=UkNHdU1GZUhpdTJVWVZwdkNKeWozUT09

IN ATTENDANCE:

Automotive: Robert Jackson
Business & Accounting: Sharian Lott
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Joyce Almario-Greno
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Carolyn McGavock
Healthcare: Carrie Lewis
Hospitality and Culinary Arts: Megan Leppert
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Michelle Fischthal, Vice President
Instructional Services: Desiree Payne, Acting Instructional Support Analyst
Instructional Services: Trila Gil, Acting Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, Aaron Iffland, Bob Pyle Cassandra Storey

ABSENT: Kim Salerno (DSPS)

1. **CALL TO ORDER**

   A. Approval of the Agenda for the December 7, 2022, Meeting
      - **Discussion:** Desiree Payne requested to add an agenda item to discuss a request from Accreditation Self-Study Group Criterion 5 Instruction (Focus Group).
      a. **Motion:** Lee Thompson
      b. **Second:** Pete Phounsavath
      c. **Final Resolution**: Motion carries
      d. **Approve:** Almario-Greno, Fischthal, Gholson, Iwuaba, Jackson, Leppert, Lewis, Lott, McGavock, Pierson, Ruvalcaba, Tornsäufer
      e. Action: Agenda approved as amended
   B. Approval of the November 2, 2022, Meeting Minutes

- **Motion:** Veleka Iwuaba
a. **Second:** Shirley Pierson
b. **Final Resolution:** Motion carries
c. **Approved:** Almario-Greno, Fischthal, Gholson, Jackson, Leppert, Lewis, Lott, McGavock, Phounsavath, Ruvalcaba, Thompson, Tornsäufer
d. **Action:** Minutes approved
C. Meeting Modality
- **Discussion:** Richard Gholson shared an ASCCC Brown Act and Legislation (December 2022) presentation. Gholson provided an overview of parliamentary procedures, updates to meeting modality options. February meeting modality was discussed. Members provided recommendations such as utilizing campus office space as teleconference location and rotating campuses.
a. **Motion to meet virtually in January:** Claudia Tornsaufer
b. **Second:** Shirley Pierson
c. **Final Resolution:** Motion carries
d. **Approve:** Almario-Greno, Fischthal, Gholson, Iwuaba, Jackson, Leppert, Lewis, Lott, McGavock, Phounsavath, Ruvalcaba, Thompson, Tornsäufer
e. **Action**: Approved
f. **Additional discussion**: A member noted the February 1 meeting falls on the first day of the Spring 2022 semester.

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Course(s)
B. Course Revision(s)
C. Course Deactivation(s)
D. New Certificate Program(s)
E. Certificate Program Revision(s)
F. Certificate Program Deactivation(s)
G. Distance Education Addendum(s)

Approved for Distance education; DE addendum form submitted.

3. OLD BUSINESS

A. Course Revision of Older Course Outline of Record (COR) Reports
a. Five-years or older since last revision
i. Pete Phounsavath reported he shared the information with the program dean and there may be Skilled & Technical Trades curriculum appropriate for deactivation. Bob Pyle reported that he is in process of reviewing the spreadsheet, and shared some notes regarding his current findings. Claudia Tornsäufer reported that Emeritus is reviewing the list and is considering offering some courses. Tornsäufer shared some recent experiences with active not offered courses, job codes, and the district's

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hiring process. Discussion continued regarding job codes and the district's hiring process. Robert Jackson reported that the program is reviewing the list. Carolyn McGavok reported the ESL program is reviewing the list. Shirley Pierson reported that Clothing & Textiles is in the process of redesigning its curriculum and reviewing the list. Carrie Lewis reported the Healthcare program is reviewing the list and is including the program activity director in the review. Sharian Lott reported the no update and added that the Business and Accounting program faculty are working on curriculum updates. Gholson requested Lott share the list with her program and review it. Gholson reported there may be courses under Information Technology that are appropriate for deactivation. Marne Foster reported on behalf of Veleka Iwuaba, that the program may be submitting some revisions. Discussion continued.

    b. [Active courses not offered in three years or more](#)

        i. Desiree Payne provided an overview of the active not offered course list. Payne advised the list is being shared with the committee to inform them of active courses which have not been offered. Gholson noted the spreadsheet was shared with the program deans. Gholson added courses that are not offered should be reviewed by the programs, determine whether the program plans to offer in the next year and if not provide a brief explanation as to why the program needs to keep the course active.

B. Last date to submit a course deactivation proposal for the 2023-2024 catalog is Wednesday, March 1, 2023.

    a. The deactivation process was reviewed. November 2, 2022, meeting minutes were displayed to review the deactivation process detailed in the minutes. Payne noted the process outline in the minutes is missing the San Diego Community College District Board of Trustees approval in the process. Payne noted that a course may not be proposed for deactivation during the same term it is offered.

4. NEW BUSINESS

A. Accreditation Self-Study Criterion 4 - Curriculum (Focus Group)

    a. Gholson presented the Accreditation Self-Study Criterion 4 focus group. Gholson reviewed indicator 4.2 and noted evidence related to work is currently being conducted in reviewing the courses which have not been revised in over five years and active courses not offered. Gholson offered the opportunity for committee members to share examples to address how programs are meeting the components in all or some of the indicators, and noted committee members are welcome to join the focus group meetings. The agenda item will be included on the January 4 agenda for continued discussion.

B. Accreditation Self-Study Criterion 5 - (Focus Group)

    a. Dean Cassandra Storey reported that she and Vice President Michelle Fischthal are co-chair of the Accreditation Self-Study Criterion 5 focus group. Storey

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reviewed indicator 5.3 and asked if committee members could provide any examples. Gholson provided an example of games used as a method of instruction in certain Information Technology classes. Phounsavath provided an example of cross-student population collaboration in the Skilled and Technical Trades classes. Jackson provided examples used in the Automotive program. Pierson provided an example of flexibility to support different levels of skill levels and flexibility in options of software used in classes. Lee Thompson provided an example of student groups paired with different level learners and skill sets in the STEAM [science, technology, engineering, arts, and mathematics] classes. Storey thanked the group for their examples and asked if the programs have evidence, it would be helpful to email Storey with the evidence by the deadline of December 15.

C. SOC Code Recommendations – CTE Programs
   a. Payne advised this is an informational item to advise that a spreadsheet will be shared with program deans, program chairs, and committee members highlighting SOC codes that are no longer valid. Payne provided an overview of SOC codes and impacts when there are federal changes to SOC code list.

D. Competency-based Education
   a. Payne provided an overview of the discussion at the November meeting; currently competencies are drafted for certificate program competencies and were once drafted for each course yet it appears the college has moved aware from course competencies, and how the college may want to explore the process given the coming implementation of competency-based education. Fischthal reviewed competency-based education, the importance of engagement with employers and industry leaders, and the importance to capture competencies for courses in order to share with employers and industry leaders. The committee discussed program application and use of competencies, student learning outcomes, and system support for record keeping. Jackson noted the Automotive program still uses course competencies. Systems were discussed, including Anthology and currIQnet META. Gholson requested to continue the discussion in future meetings and requested committee members relay the discussion to the programs and provide updates.

E. Range of hours – CORs
   a. Payne advised that there is currently only a portion of courses offered where the course outline of record defines the minimum and maximum hours. Payne reported that revising the curriculum to include a range of hours has been discussed with other programs and during the technical review. Payne noted that clearly defining the minimum and maximum course hours on the outline of record relates to DEI-AA initiatives as it supports transparency and student success. Committee members discussed the benefits of listing a range of hours on certain course outlines. Discussion continued.

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5. CREDIT COLLEGE CURRICULUM- FYI

A. City
B. Mesa
C. Miramar

6. STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)
B. DEI in Curriculum (Gholson/Payne)
C. District CurricUNET/curriQunet META Steering Subcommittee (Gholson/Payne)
D. District Policies and Procedures (Payne)
E. Curriculum Update (Committee Members/Payne)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

8. ADJOURNMENT

a. Motion: Sharian Lott
b. Second: Pete Phounsavath
c. Final Resolution: Motion carries
d. Approved: Almario-Greno, Fischthal, Gholson, Iwuaba, Jackson, Leppert, Lewis, McGavock, Pierson, Ruvalcaba, Thompson, Tornsäufer