Curriculum Committee Agenda Minutes

Wednesday, February 7, 2024

César E. Chávez Campus, 1901 Main Street, Room 102E, San Diego, CA 92113

Zoom link (for remote attendees): https://sdccd-edu.zoom.us/j/88181212685

Remote conferencing locations:
MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, San Diego, CA 92110
Educational Cultural Complex, 4343 Ocean View Blvd., Room A121, San Diego, CA 92113
Mid-City Campus, 3792 Fairmount Ave., Rooms 122, San Diego, CA 92105
North City Campus, 8355 Aero Dr., Room 115J, San Diego, CA 92123
West City Campus, 3249 Fordham St., Room 123, San Diego, CA 92110

IN ATTENDANCE:
Automotive: Robert Jackson
Business & Accounting: Aaron Iffland
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: Kenny Parker
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:
Lorie Crosby Howell, Resident Dean, West City Campus
Matthew Rivaldi, Faculty, Business and Accounting

ABSENT:
DSPS: Kim Salerno
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri

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

   A. Approval of the agenda for February 7, 2024, meeting
      1. Motion by Spradley
      2. Second by Parker
      3. Final Resolution: Motion carries. Approved as presented.
      4. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer
   B. Approval of the January 3, 2024, meeting minutes

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.

1. Motion by Parker
2. Second by Pierson
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Course(s)
   1. CLTX 506 COR *(pulled)*
   2. CLTX 507 COR *(pulled)*
   3. CLTX 511 COR
   4. CLTX 512 COR
   5. CLTX 521 COR
   6. CLTX 522 COR
   7. CLTX 531 COR
   8. CLTX 532 COR
   9. CLTX 601 COR
   10. CLTX 602 COR
   11. Discussion:
       a. Pierson presented revision overviews of additional Clothing and Textile courses and programs being proposed. Program pathways focused on construction, technology, and entrepreneurship.
       b. A question was posed regarding alternative titles. Spradley explained the use of alternative titles will no longer be allowed in order to maintain compliance with Title 5 and Management Information Systems (MIS) submissions to the California Community Colleges Chancellor's Office (CCCCO). Course titles listed on the course outline of record (COR), catalog, Campus Solutions, and Chancellor's Office Curriculum Inventory (COCI) must match titles listed in the class schedule.
           I. If an alternative title is necessary, it was suggested the alternative title be included in class notes. This will need to be communicated with deans and schedulers.
       c. Rivaldi expressed concern regarding the amount of content overlap with existing entrepreneurship courses; and appropriateness of faculty outside of entrepreneurship disciple teaching these topics; faculty have agreed to discuss.
       d. CLTX 506 and CLTX 507 courses were pulled for future discussion with appropriate program area faculty to discuss issues and seek solution.
   12. Motion by Iffland
   13. Second by Parker
   14. Final Resolution: Motion carries. Approved as amended.
   15. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer
B. Course Revision(s)
C. Course Deactivation(s)
D. New Certificate Program(s)
   1. Advanced Sewn Product Construction
   2. Essential Digital Tools for Manufacturing

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   3. Pattern Fitting Technician
   4. Sewn Product Construction Essentials
   5. Textile Product Entrepreneur *(pulled)*
   6. Discussion:
      a. Rivaldi expressed concern regarding the amount of content overlap with existing entrepreneurship courses; and appropriateness of faculty outside of entrepreneurship disciple teaching these topics; faculty have agreed to discuss.
      b. The proposed Textile Product Entrepreneur program was pulled for future discussion with appropriate program area faculty to discuss issues and seek solution.
   7. Motion by Spradley
   8. Second by Phounsavath
   9. Final Resolution: Motion carries. Approved as amended.
   10. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

  E. Certificate Program Revision(s)
  F. Certificate Program Deactivation(s)
  G. [Distance Education Addenda]
    1. CLTX 506 addendum *(pulled)*
    2. CLTX 507 addendum *(pulled)*
    3. CLTX 511 addendum
    4. CLTX 512 addendum
    5. CLTX 521 addendum
    6. CLTX 522 addendum
    7. CLTX 531 addendum
    8. CLTX 532 addendum
    9. CLTX 601 addendum
    10. CLTX 602 addendum
    11. Discussion: CLTX 506 and CLTX 507 DE addenda were pulled for future discussion with appropriate program area faculty to discuss issues and seek solution.
    12. Motion by Spradley
    13. Second by Parker
    14. Final Resolution: Motion carries. Approved as amended.
    15. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

*Approved for Distance education; DE addendum form submitted.

3. OLD BUSINESS

  A. [June meeting (proposed alternatives)]
    1. An FYI for considering a June meeting by virtual vote if needed. An option only for revised curriculum.

4. NEW BUSINESS

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

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A. [District Curriculum Instruction Council Report](#) (Gholson)
   1. Shared with committee location of Curriculum Instruction Council (CIC) BoardDocs.
      a. CIC meeting documents can be found in BoardDocs, e.g., agendas, agenda minutes, pending and approved summaries.
   2. Continuing Education approved courses and programs listed on the January 25, 2024, CIC summary will be presented to the Board of Trustees on February 22, 2024.
B. DEI in Curriculum (Gholson)
C. District CurricUNET/currIQunet META Steering Subcommittee (Gholson)
   1. Documentation for META needed to be resubmitted per Vendor request.
   2. Issues with META are being worked out with the Vendor.
   3. Training will be provided once META implementation is complete.
   4. Proposed launch—Fall 2024
D. District Policies and Procedures (Gholson)
E. Curriculum Approval Update (Gholson/Gil)
F. Curriculum Development Update (Committee Members)
   1. [Essential Curriculum Approval Dates](#)
   2. Curriculum proposals need to be submitted for curriculum technical review by Thursday, April 18, 2024, to be considered for Fall 2025.

7. **ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

   A. Deadline for curriculum to be considered for next Curriculum Committee meeting: Thursday, February 15, 2024.
   B. The next committee meeting will be held on Wednesday, March 6, 2024.

8. **ADJOURNMENT**

   A. Motion to adjourn.
      1. Motion by Parker
      2. Second by Phounsavath
      3. Final Resolution: Meeting adjourned at 3:48 p.m.
      4. Approve: Almario-Greno, Gholson, Iffland, Jackson, Leppert, McGavock, Parker, Phounsavath, Pierson, Ruvalcaba, Spradley, Thompson, Tornsäufer

Resource Links:
[Curriculum Committee: Goals, Agendas and Minutes](#)
[Curriculum Resources](#)
[Committee Meeting Dates](#)
[CourseNet](#)
[Board of Trustees (BOT) and Curriculum Instructional Council (CIC)](#)