Curriculum Committee Agenda Minutes

Wednesday, April 3, 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
César E. Chávez Campus, 1901 Main Street, Room 107, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101F and 101K, 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

IN ATTENDANCE:
Business & Accounting: Aaron Iffland
Child Development: Lee Thompson
Counseling: Joyce Almario-Greno
Digital Media & Programming: Zak Ruvalcaba
Emeritus: Claudia Tornsäufer
English as a Second Language: Carolyn McGavock
Healthcare: Kenny Parker
High School Diploma/High School Equivalency and Basic Skills: Leah Gualtieri
Information Technology: Richard Gholson, Committee Chair
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Armin Rashvand, Associate Dean, Career Technical Education
        proxy for Minou Spradley, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

ABSENT:
Automotive: Robert Jackson
Clothing & Textiles: Shirley Pierson
Hospitality and Culinary Arts: Megan Leppert

1.   **CALL TO ORDER 2:31 pm**

    A. Approval of the agenda for April 3, 2024, meeting
        1. Motion by Parker
        2. Second by Phounsavath
        3. Final Resolution: Motion carries. Approved as presented.
        4. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand Ruvalcaba, Spradley, Thompson, Tornsäufer
    B. Approval of the March 6, 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 Gualtieri
3. Final Resolution: Motion carries. Approved as presented.
4. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand Ruvalcaba, Spradley, Thompson, Tornsäufer

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses
   1. HLTH 699
      a. Motion by Parker
      b. Second by Phounsavath
      c. Final Resolution: Motion carries. Approved as presented.
      d. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer
   2. OFSY 531
   3. OFSY 532
      a. Motion by Tornsäufer
      b. Second by Parker
      c. Final Resolution: Motion carries. Approved as presented.
      d. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer n
B. Course Revision
   1. ARTX 515
      a. Motion by Parker
      b. Second by McGavock
      c. Final Resolution: Motion carries. Approved as presented.
      d. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer
C. Course Deactivation(s)
D. New Certificate Program
   1. Google for Business
      a. Motion by Parker
      b. Second by Lee
      c. Final Resolution: Motion carries. Approved as presented.
      d. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer
E. Certificate Program Revision(s)
F. Certificate Program Deactivation(s)
G. Distance Education Addenda
   1. ARTX 515
   2. HLTH 699
   3. OFSY 531
   4. OFSY 532
      a. Motion by Parker

b. Second by Gualtieri

c. Final Resolution: Motion carries. Approved as presented.

d. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer

Approved for Distance education; DE addendum form submitted.

3.   OLD BUSINESS

A. Emerging Topics

1. Discussion: Clarification on offering Emerging Topics courses ensued. The courses may be offered for a total of two semesters.

B. June Curriculum Committee Virtual Vote (as needed to meet Fall 2025 deadline)

1. Limited to revisions only

4.   NEW BUSINESS

A. Course Outline of Record

a. Updated from BP 3100 to BP 5500

b. Instructor Requirements statement

c. Reminder of removed items (Recommended skill level and alternative titles)

B. Community Service (Fee-based) courses

a. AP 4400

b. Discussion: The administrative procedure and the course outline of record for community service courses was shared with the committee.

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)

D. District Policies and Procedures (Gholson)

E. Curriculum Update (Committee Members)

7.   ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Deadline for curriculum to be considered for next Curriculum Committee meeting: Thursday, April 18, 2024.

B. The next committee meeting will be held at the César E. Chávez Campus on Wednesday, May 1, 2024, in Room 102E.

8.   ADJOURNMENT

A. Motion by Parker

B. Second by Phounsavath

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C. Final Resolution: Meeting adjourned at 3:40 p.m.
D. Approve: Almario-Greno, Gholson, Iffland, McGavock, Parker, Phounsavath, Rashvand, Ruvalcaba, Spradley, Thompson, Tornsäufer