SAN DIEGO CONTINUING EDUATION CURRICULUM COMMITTEE

MINUTES

December 5, 2014

Present: Brian Ellison, Laura Burgess, Esther Mathew Marie Doerner, Donna Eckstein, Jan Forstrom, Donna Namdar, Kevin Powers, Linda Osborn, Vickie Taylor
Guests: Richard Gholson, Michelle Fischthal

The meeting was called to order by chair Donna Namdar at 2:10.

I.   MINUTES AND AGENDA

A. Minutes of November Meeting were discussed and approved. Esther Matthew moved to approve; Kevin Powers seconded the motion.
B. December Meeting Agenda was discussed and approved. Marie Doerner made the motion to approve; Holly Rodriguez seconded the motion.

II.   CURRICULUM REVIEW/APPROVAL

Donna Namdar announced that the walk-in outlines that were approved at our November meeting were approved by CIC at their November 12 meeting. Michelle Fischthal and Donna attended the meeting. Approved at CIC were:

- Computer and Information Sciences/ 640 Windows Operating
- Systems and 641 Linux Essentials Courses
- New Program – Certificate of Completion/ Desktop Operating Systems Program

III.   OLD BUSINESS

Donna N. guided follow- up discussion from November meeting on how to list text in course outline and announced that the format that appears on the template provided by Student Services Office is the one we will follow. List text first, and then author:

IV.   NEW BUSINESS

A. Walk-in Course Outline presentations. Richard Gholson presented new course outlines and program for BIT. He explained that the Server Essentials program is part of the effort to unbundle the older, 2-semester Web Server Maintenance and Security program with shorter, single-semester programs that provide greater flexibility for students. Comp 642, Server Admin Fundamentals, builds on COMP 640 and 641, providing students with instruction in administering server computers.

Discussion followed regarding committee procedure to review the outlines. Dr. Ellison informed the committee that walk-in outlines have not completed formal technical review that involves review by Dr. Ellison, Laura Burgess and the chair of the Curriculum Committee. The purpose of technical review is to ensure correctness of outline format and other technical issues prior to presentation at a Curriculum Committee meeting to streamline the process of review and approval at the meeting. He added that there are occasionally special circumstances that lead the writers to seek approval from the Curriculum Committee in a walk-in manner when time or other circumstances have not allowed for full technical review to take place.

Esther Matthew asked that the committee review the outlines page by page together as discussed at November meeting. There was consensus to do so and the group reviewed, discussed the outlines page by page.

Questions arose about listing of SLO's in the course outline. Donna Namdar explained that current district procedure is that the program SLO's are not listed in course outlines, but agency SLO's are listed.

There was also discussion about the importance of critical thinking skills in the outline. Jan Forstrom suggested that while critical thinking is one of our agency SLO's, the objectives, assignments, evaluation, etc., can demonstrate that critical thinking skills will employed without directly stating the words *critical thinking*.

Actions:

- COMP 641   Linux Essentials   – This outline approved at November meeting; thus no additional action was needed for this outline.

- COMP 642   Server Admin Fundamentals   - approved without revisions. Kevin made the motion to approve; Marie seconded the motion

- Server Essentials Program   – approved without revisions. Esther made the motion; Kevin seconded.

B. The committee discussed where to place walk-ins on the agenda. There was consensus that walk-ins will be in new business part of agenda and will take place **after** scheduled outline presentations that have gone through the technical review.

V.   **STANDING REPORTS**

A. CIC Meeting – Donna restated that she and Michelle attended the November meeting and that they were pleased that new CE outlines were presented and approved.

B. CIC Policies and Procedures Committee – Donna announced that she sits on this sub-committee of the CIC, and that it is an important committee because the members consider the district as whole including both the colleges and CE. Recent topics have included matriculations and course waivers.

VI. ANNOUNCEMENTS

Next Meeting January 7, 2:00-4:00, ECC, Room 182

VII. ROUND TABLE

Esther Matthew re-introduced question: what is a substantial change in a course outline? She provided handouts from the State Chancellor's handbook on the State Chancellor website. Brian Ellison and Laura Burgess suggested the handouts were not directly related to substantial changes in CE course outlines. Kevin Powers also asked about what constitutes a substantial change. Discussion followed. Brian Ellison stated that change is substantial if there is significant departure from the current course outline. If there are significant changes in objectives, content, and/or methodology, that constitutes a new course. He added that instructors can expand instruction beyond course outline. The syllabus builds on the outline; it is an extension of outline. The course outline is the minimum that a teacher must teach.

Vickie Taylor announced that a new course outline is being written for Allied Health, and he requested that the template for formatting be sent to all electronically.

Donna Eckstein mentioned competency-based education as a term that is being used in higher education. She suggested this might be a good topic of discussion at a future meeting. Donna also requested that the committee discuss faculty training related to writing course outlines at the January meeting.

VIII. ADJOURNMENT

Chair Donna Namdar adjourned the meeting at 3:40 p.m.