

SAN DIEGO CONTINUING EDUCATION CURRICULUM COMMITTEE

MINUTES – January 7, 2015

Present: Brian Ellison, Laura Burgess, Ester Mathew, Marie Doerner, Donna Eckstein, Jan Forstrom, Donna Namdar, Kevin Powers, Linda Osborn, Vicki Maheu
Absent: Vickie Taylor, Kenny Parker

1. CALL TO ORDER

Chair Donna Namdar called the meeting to order at 2:07.

The minutes of the December meeting were reviewed and approved. Esther Matthew moved to approve the minutes with one revision. Marie Doerner seconded the motion.

The agenda for the meeting was reviewed and approved. Linda Osborne made the motion to approve. Jan Forstrom seconded the motion.

2. OLD BUSINESS

- A. Donna Namdar facilitated a review of the guidelines for formatting a course outline. The document, provided by Instructional Services, serves as a template for writing course outline. Key information presented and discussed included:
- Curriculum Committee is a subcommittee of the Academic Senate.
 - A new or revised course outline can be the result of community need, program development, or grant activity needs.
 - Either faculty or administration can author a course outline.
 - Identification of a new course (i.e. course number, prefix, and title) requires consultation with the Office of Instructional Services.
 - Lecture and laboratory hours can be listed together with format *Lecture/Laboratory Hours* or can be listed separately as appears on template. (Laura Burgess)
 - Recommended Skill Level is advisory only. SDCE does not use prerequisites or co-requisites. However, in programs where there are safety issues the recommended skill level may be of primary importance in the admission process. (Dr. Ellison)
 - Current Institutional Student Learning Outcomes now included in all SDCE course outlines may be revised as part of the reaffirmation of accreditation process to occur during Spring 2017. (Dr. Ellison)
 - The inclusion of distance learning as a new delivery modality for a course requires a separate review and approval process (Dr. Ellison)
 - Discussion of materials fees. (Dr. Ellison)

B. Jan Forstrom presented the newly revised CE Curriculum Committee Course Outline Resource Guide and an accompanying simplified checklist of evaluation criteria. This resource guide provides additional guidelines regarding the requirements for each section of the outline and sets forth standards by which the outlines will be evaluated. It was created in 2010 by a sub-committee of the CE Curriculum Committee by making adaptations to the SDCCD credit Course Outline Resource Guide. Last October, another sub-committee (Donna Namdar, Jan Forstrom and Antoinette Griffin) reviewed and made additional suggestions for revisions. Group discussion resulted in additional changes which are reflected in the attached draft. The group agreed to the following action steps:

- Continue discussion regarding components related to critical thinking
- Research guidelines for “age” of text recommended for course
- Continue discussion of checklist to consider adding item related to critical thinking
- Continue discussion regarding faculty access to course outline resource guide and checklist

C. Donna Namdar announced that curriculum presented at December meeting was approved by CIC later in December and will now be reviewed by the SDCCD Board of Trustees on January 29.

3. **NEW BUSINESS** – no discussion

4. **COURSE ACTIONS** - no discussion

a. **NEW COURSE APPROVAL REQUESTS**

b. **COURSE/CATALOG CHANGE REQUESTS – COURSE OUTLINE UPDATES**

c. **WALK-INS**

5. **INFORMATION ITEMS/STANDING REPORTS-** no reports

6. **ROUNDTABLE/COMMENTS/ANNOUNCEMENTS –**

Donna Namdar announced that she would be attending the CTE (Career Technical Education) Curriculum Academy sponsored by the Chancellor’s office in Anaheim on January 15 and 16.

7. **ADJOURNMENT**

Chair Donna Namdar adjourned the meeting at 4:01.

Respectfully submitted.

Jan Forstrom, Secretary