

SAN DIEGO CONTINUING EDUCATION CURRICULUM COMMITTEE MINUTES

March 4, 2015
ECC, Room 182, 2:00 p.m.

Present: Vicki Maheu, Kenny Parker, Esther Matthew, Marie Doerner,
Donna Eckstein, Jan Forstrom, Donna Namdar, Linda Osborn, Brian Ellison, Laura Burgess
Absent: Kevin Powers, Holly Rodriguez

1. CALL TO ORDER –

The meeting was called to order by Chair Donna Namdar at 2:04 p.m.

- a. The minutes for February 4, 2015 Curriculum Council Meeting were approved. Kevin made the motion. Dr. Ellison seconded the motion.
- b. The agenda for March 4, 2015 Curriculum Council Meeting was approved. Esther Matthew made the motion. Marie Doerner.

2. OLD BUSINESS Faculty and staff resources

Donna Namdar reported that Resource Guidelines for Course Outlines, Checklist, and Template with guidelines are posted on district website under Faculty and Staff Resources. She announced that Laura Burgess entered the same files plus blank template in Public Folders under Faculty Resources. The folder is titled "Course Outline Guidelines and Format". A blank template for course outlines will be added to the district website. Discussion followed regarding additional places to post these items. The items will also be sent to deans, program chairs and APC's.

3. NEW BUSINESS

- a. The schedule of Curriculum Committee meetings for remainder of year was discussed. Remaining meetings will be April 29th and June 3rd. May 6th will be reserved as option as needed. Efforts will be made to send revised/new course outlines to committee members in advance of meetings when time allows.
- b. Dr. Ellison reported that AB86 provided \$475,000 to study needs and make plans related to implementation of AB86. It was determined that some remaining yet unspent study/planning funds could be used for curriculum. The amount remaining is approximately \$100,000. The steering committee will review proposals submitted for these funds on Monday, March 9. Dr. Ellison and Tim Pawlak represent SDCE on the committee.

4. COURSE ACTIONS

- a. NEW COURSE APPROVAL REQUESTS – no requests
- b. COURSE/CATALOG CHANGE REQUESTS – REVISED COURSE OUTLINE- no requests
- c. NEW PROGRAM REQUESTS – no requests
- d. PROGRAM REVISION REQUESTS- no requests
- e. WALK-INS- no requests

5. INFORMATION ITEMS/STANDING REPORTS

CIC Report- Donna Namdar reported that course outlines should be reviewed every six years to determine if revisions are needed. Career Technical outlines are required to be reviewed every two years.

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

Esther Matthew reported on behalf of Holly Rodriguez that ABE/GED is working on new course outlines.

Laura Burgess added that new, non-CDCP outlines will not be approved.

Donna Eckstein inquired about who should be contacted about the project when faculty are working revisions for their 5-6 year review? Donna Namdar responded that person to contact Curriculum Committee chair person.

Jan asked for volunteers to review the prototype Intermediate High ESL outline on which her program is working. Several members responded.

7. ADJOURNMENT - Donna Namdar adjourned the meeting at 3:40. p.m.