SAN DIEGO CONTINUING EDUATION CURRICULUM COMMITTEE
MINUTES November 5, 2014

Members present: Vicki Maheu, Kenny Parker, Esther Mathews, Marie Doerner, Donna Eckstein, Jan Forstrom, Donna Namdar, Kevin Powers, Linda Osborn, Brian Ellison, Laura Burgess;   Members absent: Holly Rodriguez;   Guests: Richard Gholson, Michelle Fischthal

I.   **MINUTES AND AGENDA**

The meeting was called to order at 2:10 by chairperson Donna Namdar. The October meeting minutes were discussed and approved with correction suggested by Dr. Ellison. Marie Doerner moved to approve as corrected with second by Esther Mathew.

II.   **CUICULUM REVIEW/APPROVAL**

Donna and Jan Forstrom presented the template for formatting CE course outlines and also presented a draft Course Outline Resource Guide. The guidelines were written by a subcommittee of our Curriculum Committee in 2011 and a subcommittee consisting of Antoinette Griffin, Donna Namdar and Jan Forstrom reviewed and updated the document since the October meeting. Discussion followed regarding proper formatting for listing textbooks. Donna offered to follow up on this item.

Esther Matthews presented questions regarding the steps for submitting course outlines including meeting with the chairperson of the Curriculum Committee. Marie Doerner suggested that meeting with chairperson can divert "rogue" outlines from taking time at meetings. Donna offered to follow up to provide clarification on steps for technical review process and other steps in submitting course outlines.

Dean Michelle Fischthal and Richard Gholson presented course outlines for two courses, COMP 640 WINDOWS OPERATING SYSTEMS and COMP 641 LINUX ESSENTAILS, which will make up a new DESKTOP OPERATING SYSTEMS PROGRAM. As these were the first outlines presented for the 2014-15 committee to review, discussion ensued that included questions regarding the role of Curriculum Committee members in reviewing outlines and approving them. Donna Eckstein asked what "red flags" the committee should look for, and would lack of critical thinking objectives be considered a "red flag" to report. Dr. Ellison suggested the committee's role was to look for merit and justification and to trust formatting decisions to the technical review process. After this side discussion, the courses and program were approved.

III. OLD BUSINESS

Curriculum Committee Overview - Dr. Ellison made suggestion to list the course outlines to be reviewed on the meeting agenda. Donna responded that due to last minute notice for this meeting that had not been possible. Discussion followed on manner in which to handle walk-in course outline presentations. Dr. Ellison suggested that the Chair can decline walk-ins. Laura Burgess offered that CIC allows walk-ins. Discussion included strategies to review the outlines as group and strategies on how to field questions from members during review. There was general agreement that looking at the outlines one section at a time would be an efficient approach.

IV. NEW BUSINESS

Dr. Ellison announced Title 5 regulation 55206 Separate Course Approval: "If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures." Thus any course that is changed to distance learning or hybrid learning must be considered a new course and course outlines must be submitted for Curriculum Committee approval.

V. STANDING REPORTS

Donna announced that she attends the monthly CIC meetings but that agenda items do not always apply to CE.

VI. ANNOUNCEMENTS

Next Meeting Wed. Dec. 3, 2:00-4:00, ECC, Room 182

VII. ROUND TABLE

There were no roundtable items.

VIII. ADJOURNMENT

The meeting adjourned at 4:10 p.m.

Handouts:
1. October Minutes
2. November Meeting Agenda
2. CE Course Outline Format
3. CE Course Outline Guideline Revisions (2014)
4. Blooms Taxonomy of Measurable Verbs
5. Distance Education Curriculum Approval Handout