



CURRICULUM COMMITTEE MINUTES
Wednesday, June 2, 2021
Zoom

IN ATTENDANCE:

Business and Accounting: Sharian Lott
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Lisa Carulli
Digital Media and Programming: Zak Ruvalcaba
DSPS: Kim Salerno
Emeritus: Claudia Tornsäufer; Pat Mosteller (Alt Rep)
English as a Second Language: Corinne Layton
Healthcare: Lisa Cork
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba
Hospitality and Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Michelle Fischthal, Vice President, Instruction
Instructional Services: Desiree Payne, Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Laurie Cozzolino

ABSENT: Robert Jackson (Automotive)

1. CALL TO ORDER 2:31 p.m.

A. Approval of the May 5, 2021, Meeting Minutes

Motion: Veleka Iwuaba

Second: Pete Phounsavath

Action: Approved

B. Approval of the Agenda for June 2, 2021, Meeting

Discussion: Megan Leppert advised FDNT 664 is not listed on the agenda as a course revision for distance education. FDNT 664 added to the agenda.

Motion: Megan Leppert

Second: Lisa Cork

Action: Approved as amended

2. CURRICULUM REVIEW/APPROVAL REQUESTS



A. New Courses

B. Course Revisions

1. CEMR 505 Consumer Education/Older Adult
2. LAWS 510 Law and the Retiree

Discussion: Desiree Payne summarized the updates to both courses, triggered by re-review of curriculum with program faculty and program dean. Payne noted research, as a result of discussion, was conducted which identified several other colleges offering consumer protection subject matter under their law or legal courses.

Motion: Shirley Pierson

Second: Sharian Lott

Action: Approved

3. FDNT 661 Baking & Pastries Essentials
4. FDNT 662 Baking and Artisanal Breads
5. FDNT 663 Advanced Pastries and Cakes
6. FDNT 664 Chocolate & Sugar Fundamentals

7. **Discussion:** Megan Leppert reported course revisions are for distance education. Partially online modality was discussed.

Motion: Lee Thompson

Second: Claudia Tornsäufer

Action: Approved

8. INTD 501 Career Development

Discussion: Veleka Iwuaba reported the course revisions are minor and include proposal for distance education. Iwuaba noted the course is proposed for inclusion in a proposed new workforce preparation certificate program, Intro to Career & College Readiness, which has been designed to support students who are undecided in their career path. Continuing Education's high school Bridge Program was discussed.

Motion: Lisa Cork

Second: Corinne Layton

Action: Approved

C. Course Deactivations

D. New Certificate Programs

1. Intro to Career & College Readiness

Discussion: Typo noted in third paragraph and corrected. Discussion occurred regarding vocational ESL (VESL) courses and student pathways.

Motion: Corinne Layton

Second: Megan Leppert

Action: Approved as amended.

E. Certificate Program Revision

F. Certificate Program Deactivations

G. Distance Education Addendums



1. CEMR 505 Consumer Education/Older Adult
9. LAWS 510 Law and the Retiree
10. FDNT 661 Baking & Pastries Essentials
11. FDNT 662 Baking and Artisanal Breads
12. FDNT 663 Advanced Pastries and Cakes
13. FDNT 664 Chocolate & Sugar Fundamentals
14. INTD 501 Career Development

Discussion: Outside of class hours, distance education modality, Title 5 regulations, and non-credit alternative attendance accounting method were discussed.

Motion: Veleka Iwuaba

Second: Shirley Pierson

Action: Approved

Additional Discussion: Institution's best practices regarding hybrid class scheduling and minimum amount of online class meetings for hybrid was discussed. Considerations and impacts of defining a minimum amount of online hours for hybrid, supporting student success, and considerations for class scheduling were discussed. Title 5 language was discussed. Discussion continued.

**Approved for distance education; DE addendum form submitted.*

3. OLD BUSINESS

B. [Cultural Curriculum Audit](#)

Discussion: Richard Gholson reviewed recommendations, considerations and decisions outlined in the action plan. Laurie Cozzolino provided an overview of Mesa College's plan lead by the Vice President of Instruction, Curriculum Chair and Professional Development Coordinator. The committee discussed options on how to proceed: faculty training program, including equitizing curriculum in existing technical review process, forming an ad hoc group over the summer and offer Flex trainings during the fall. The Faculty Inquiry Group (FIG) was discussed. Faculty participation at the summer's Long Beach City College (LBCC) Curriculum Cultural Audit was discussed. Cozzolino noted LBCC provides training materials to participants. Perkins Committee discussions related to retention and syllabi was discussed. Discussion continued.

Action: Short-term: Address equitizing curriculum during Technical Review and document into existing process. Long-Term: Team of faculty (based on ad hoc group form over the summer) lead project and explore Fall 2021 Flex trainings.

C. COR and Student Learning Outcomes-*tabled*



Mission San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

4. NEW BUSINESS

5. CREDIT COLLEGE CURRICULUM (Information) *tabled*

- A. City
- B. Mesa
- C. Miramar

6. STANDING REPORTS- *tabled*

- A. District Curriculum Instructional Council (CIC) Report (Gholson).
- B. District Online Catalog Workgroup (Gholson/Payne)
- C. District CurricUNET Steering (Gholson/Payne)
- D. District Policies and Procedures Subcommittee (Payne)
- E. Curriculum Update (Payne)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Gholson thanked the committee members for their hard work this year. Pierson thanked Gholson and Payne for their committee and curriculum support. Payne thanked the committee and advised the committee approved 53 curriculum items during the [2020-2021] academic year. Michelle Fischthal commended everyone for their dedication and significant work conducted over the years, and noted the committee has evolved over the past couple of years.

Adjourned 4:33 p.m.