



CURRICULUM COMMITTEE MINUTES  
Wednesday, October 6, 2021  
Zoom

**IN ATTENDANCE:**

Business and Accounting: Sharian Lott  
Child Development: Lee Thompson  
Clothing & Textiles: Shirley Pierson  
Counseling: Lisa Carulli  
Digital Media and Programming: Michelle Gray, Program Dean (*proxy for Zak Ruvalcaba*)  
DSPS: Kim Salerno  
Emeritus: Claudia Tornsäuffer  
English as a Second Language: Carolyn McGavock  
Healthcare: Lisa Cork  
High School Diploma/High School Equivalency and Basic Skills: Veleka Iwuaba  
Hospitality and Culinary Arts: Elizabeth Trevino (*proxy for Megan Leppert*)  
Information Technology: Richard Gholson, Committee Chair  
Instructional Services: Michelle Fischthal, Vice President  
Instructional Services: Desiree Payne, Curriculum Analyst  
Skilled and Technical Trades: Pete Phounsavath

**GUEST(S):** River Shaw, Aaron Iffland, Marne Foster

**ABSENT:** Megan Leppert (Hospitality and Culinary Arts); Zak Ruvalcaba (Digital Media and Programming)

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

- A. Approval of the June 2, 2021, Meeting Minutes  
**Discussion:** Typo on Agenda Item D.1. "Intro" should be "Intro"  
**Motion:** Shirley Pierson  
**Second:** Lee Thompson  
**Action:** Approved as amended
- B. Approval of the Agenda for October 6, 2021, Meeting  
**Motion:** Claudia Tornsäuffer  
**Second:** Lisa Cork  
**Action:** Approved
- C. Introductions

**2. CURRICULUM REVIEW/APPROVAL REQUESTS**



- A. New Courses
- B. Course Revisions
- C. Course Deactivations
- D. New Certificate Programs
  - 1. Introduction to Child Care Careers
    - Discussion:** Typo noted in program description (“course” listed instead of “program”). Discussion regarding title for already approved Workforce Preparation certificate program (“Intro” or “Introduction”). Desiree Payne confirmed “Introduction” is used. Committee recommended Workforce Preparation certificates should include “Introduction” in the program title to maintain consistency.
    - Motion:** Sharian Lott
    - Second:** Veleka Iwuaba
    - Action:** Approved as amended.
- E. Certificate Program Revision
- F. Certificate Program Deactivations
- G. Distance Education Addendums

### 3. OLD BUSINESS

- A. Cultural Curriculum Audit
  - Discussion:** Richard Gholson reported on Continuing Education’s Summer 2021 Equity Project (SEP) and outcomes and noted some participants on the SEP attended Long Beach Community College’s Cultural Curriculum Audit workshop over the summer. Gholson reviewed that himself, Lisa Cork and Payne worked on the recommendations for the Curriculum Committee. Robert Jackson reviewed SEP subgroup work on Hyflex and Hard-to-Convert classes. Cork noted that a SEP subgroup focused on student technology support from an equity lenses and has drafted recommendations to enhance technology support for students . The committee reviewed the proposed recommendation for the committee. Updating curriculum resources and guidelines, including existing rubric, was discussed. Professional Development focusing on equity practices was discussed. Inclusivity in the classroom, initiating from the course outline of record (COR) and how the COR translates to instruction in the classroom, was discussed. Veleka Iwuaba advised the High School Diploma, High School Equivalency and Basic Skills program area



faculty examined syllabi to identify how to best represent all students. Iwuaba provided examples such as replacing “students” with “you,” using diverse images, and using diverse language and terminology. Michelle Fischthal discussed professional development activities related to diversity, equity, inclusion, social justice and anti-racism. Fischthal reported on feedback received from participants in the Long Beach Community College Curriculum Cultural Audit which included participants not feeling connected to the activities and a lack of diversity. Fischthal noted the importance of acknowledging growth is occurring during equity work. Discussion continued.

**Action:** The SEP recommendations will be brought back for a second reading.

#### 4. NEW BUSINESS

A. Draft Curriculum Committee Member Role

**Discussion:** Gholson advised the drafted document is a brief overview role of curriculum committee members. Document was reviewed.

**Action:** Document will be shared with committee members and brought back for a second reading.

B. Meeting Modality

**Discussion:** Gholson reported on virtual requirements: advance public notice, meeting should be open/accessible, and committee must vote on next meeting’s modality. Fischthal noted the California Governor extended governing bodies meeting online through January 2022. Claudia Tornsäuffer expressed the benefits of meeting virtually. Brown Act meeting requirements were discussed. Motion was put forth to hold the November [2021] meeting virtually.

**Motion:** Richard Gholson

**Second:** Veleka Iwuaba

**Action:** Approved

C. Centers of Excellence (COE) Supply and Demand Table

**Discussion:** Payne reported the COE updated their Supply and Demand Table, simplifying the table. Marne Foster reminded the committee the labor market reports provided during Program Review contain data from the Supply and Demand Table table, in addition to other labor market information.

D. Standing Reports

**Discussion:** Payne reported on a proposal to make the Cultural Curriculum Audit/Equity Project and Program Area Curriculum Updates standing reports. Carolyn McGavock reported the ESL faculty are working on ESL college transition curriculum. Iwuaba reported the Basic Skills faculty are working on updating the math curriculum. Michelle Gray reported Digital Media faculty are working on creating stackable programs. Cork reported Healthcare faculty are exploring pairing



its introductory healthcare course with the Career & College Readiness (CCR) course. Tornsäufer reported Emeritus faculty are working on updates to the Personal Development course, Health Education course and Body Dynamics course. Jackson reported the Automotive faculty are exploring splitting one course into two courses to better support student success. Gholson reported IT faculty are exploring creating an introductory information technology course and pairing with the CCR course.

**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. Annual California Community College Chancellor's Office Curriculum Approval Certification will be presented at the November meeting.

Adjournment

**Motion:** Sharian Lott

**Second:** Veleka Iwuaba



**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.

**Action:** Adjourned at 4:30pm