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.

CURRICULUM COMMITTEE MINUTES
Wednesday, November 3, 2021
Zoom

IN ATTENDANCE:
Automotive: Robert Jackson
Business and Accounting: Sharian Lott
Clothing & Textiles: Donna Namdar (proxy for Shirley Pierson)
Counseling: Lisa Carulli
Emeritus: Claudia Tornsäufer
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: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Michelle Fischthal, Vice President
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): River Shaw, Aaron Iffland

ABSENT: Lee Thompson (Child Development), Shirley Pierson (Clothing & Textiles), Zak Ruvalcaba (Digital Media and Programming), Kim Salerno (DSPS), Desiree Payne (Instructional Services)

1. **CALL TO ORDER - 2:35pm**

    A. Approval of the October 6, 2021, Meeting Minutes
        Discussion: None
        Motion: Veleka Iwuaba
        Second: Claudia Tornsäufer
        Action: Approved
        Second Discussion (returned to this item later during meeting): Attendance is incorrectly recorded. Need to modify Healthcare representative to Lisa Cork and add Elizabeth Trevino as proxy for Megan Leppert under Hospitality.
        Motion to Approve Changes: Lisa Cork
        Second: Megan Leppert
        Action: Approved

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.

B. Approval of the Agenda for November 3, 2021, Meeting
Discussion: None
Motion: Veleka Iwuaba
Second: Lisa Carulli
Action: Approved

2. **CURRICULUM REVIEW/APPROVAL REQUESTS**

A. New Course(s)
   a. COMM 670 Intro to Web Development *[recommendation during the meeting to change title; changed to: Web Development Fundamentals]*
   b. COMM 671 Soft Skills in Web Development
   c. COMM 672 Web Programming: HTML and CSS
   d. COMM 673 User Interface Design
   e. COMM 674 Modern Web Development Tools
   f. COMM 675 Web Development Special Topics
      i. **Discussion:** No representative from this department, Richard Gholson presented. This series is replacing deactivated courses for Front End Web Developer I & II programs. Much of the content is the same, but it was cleaner to start with fresh courses. Purpose is to strengthen soft skills. Michelle Fischthal commented that the soft skills listed are generic and may be used as a blueprint by other programs. Veleka Iwuaba agreed and added that it is helpful for jobs in general. Gholson said he will pass the feedback on to Dean Gray. The labor market information (LMI) data was discussed; strong and 15.2% employment change. Richard gave kudos to Zak Ruvalcaba for strengthening the relationship with the other colleges, especially Mesa, in regards to helping students transition to degree programs. Fischthal requested Gholson contact curriculum chairs and make them aware of these courses before they go to the CIC [Curriculum Instructional Council).
      ii. **Motion:** Pete Phounsavath
      iii. **Second:** Megan Leppert
      iv. **Action:** Approved
B. Course Revision(s)
C. Course Deactivation(s)
   a. COMM 641 Web Programming Beginning
   b. COMM 642 User Interface Design
   c. COMM 643 Design Principles
   d. COMM 644 Web Programming Intermediate

SAN DIEGO COLLEGE OF
CONTINUING EDUCATION

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.

    e. [COMM 645 Content Management Systems](#)
- i. **Discussion:** These will not be deactivated until the new courses are in the curriculum inventory and they've been offered to current students to complete their programs.
- ii. **Motion:** Veleka Iwuaba
- iii. **Second:** Robert Jackson
- iv. **Action:** Approved

D. New Certificate Program(s)

E. Certificate Program Revision(s)
- a. Introduction to Career and College Readiness
  - i. **Motion:** Carolyn McGavock
  - ii. **Second:** Lisa Cork
  - iii. **Action:** Approved
- b. [Front End Web Developer I](#)
  - i. **Discussion:** Revisions give a stronger entry point that will help students better understand what the program covers. This will allow them to make a more informed decision about whether the program is right for them more quickly. Fischthal commented on the conflict with the institutional goal of creating workforce prep training for all the pathways and the Bridge Prep program with Unified. Iwuaba was also surprised to see this was not paired with Career & College Readiness. Gholson was not able to comment, and Ruvalcaba was absent to provide input. Fischthal added COMM 670's title is confusing when displayed next to all the other "Introduction to" workforce prep programs, and recommended an alternate title could be "Intro to Web Development Skills." Leppert offers a second alternate title "Essentials of Web Development." The committee agreed that it had settled on the word "Introduction" for programs but cannot recall what the procedure is for titling courses. Megan advised her program area used "Introduction" for the culinary program and "Intro to" for culinary courses. Gholson noted use of "Intro to" should not be limited to only courses in "Introduction" programs. Fischthal pointed out naming this course "Intro to" will conflict with future workforce prep web development courses unless "Skills" is added to distinguish it from careers pathways. Digital Information & Technology is supposed to add a workforce prep pathway program in the future and unless the department does not agree to be part of the workforce program, this will create conflicts in the future with similar titles confusing students. Gholson said there is a lack of interest in the workforce program from the department, as they are concerned about students not having skills to succeed in the courses that currently exist. Gholson and Desiree Payne have been encouraging the department in the workforce prep direction with little

success. Fischthal agreed that this course needs to exist and recommended the title should change. Carolyn McGavock suggests "Foundations" - Iwuaba and Fischthal favored this. Gholson expressed concern with the character count in the course title. Cork suggested "Basis of." Discussion occurred regarding course approval and desire to offer in the fall. Committee discussed a conditional approval pending name change, and the name change could come via email. If "Intro" can be removed and replaced with something else, that would be most desirable. If that is not possible, an extra word such as "Skills" should be added to distinguish from careers courses.

    ii. **Motion to retroactively remove COMM 670 from the consent agenda:** Michelle Fischthal

    iii. **Second:** Lisa Cork

    iv. **Action:** Approved

    v. **Motion to approve COMM 670 conditional upon modification of the course title to ensure it does not conflict with titles of workforce prep courses**: Robert Jackson

    vi. **Second:** Lisa Cork

    vii. **Further Discussion:** None

    viii. **Action:** Conditionally approved

    ix. **Motion to approve Front End Web Developer I conditional upon modification of COMM 670 course title being changed so as not to conflict with titles of workforce prep courses:** Megan Leppert

    x. **Second:** Lisa Cork

    xi. **Further Discussion:** None

    xii. **Action:** Conditionally approved

  c. Front End Web Developer II

    i. **Discussion:** None

    ii. **Motion to approve:** Sharian Lott

    iii. **Second:** Veleka Iwuaba

    iv. **Action:** Approved

F. Certificate Program Deactivation(s)

G. Distance Education Addendum(s)

  a. COMM 670 Intro to Web Development

    i. **Discussion:** None

    ii. **Motion to approve conditionally upon appropriate modification of the course title so as not create confusion with workforce prep course titles:** Veleka Iwuaba

    iii. **Second:** Megan Leppert

    iv. **Action:** Conditionally approved

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

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.

b. COMM 671 Soft Skills in Web Development
c. COMM 672 Web Programming: HTML and CSS
d. COMM 673 User Interface Design
e. COMM 674 Modern Web Development Tools
f. COMM 675 Web Development Special Topics
  i. **Discussion:** None
  ii. **Motion to approve COMM 671-675 Addendums:** Veleka Iwuaba
  iii. **Second:** Pete Phounsavath
  iv. **Action:** Approved

3. OLD BUSINESS

A. Summer 2021 Summary and Recommendations for Committee (Second Reading)
  a. **Discussion:** McGavock asked how equity achievements would be defined. Gholson said we should determine that moving forward. Gholson displayed a draft of the Curriculum Committee Checklist for Curriculum Approval, which contains some current ideas to measure equity achievements. Robert Jackson suggested the rubric adds a "Needs Improvement" column in addition to "Yes" and "No" columns. Fischthal proposes adding an action item to define equity achievements. Iwuaba concurred. The list is currently bullet-pointed and not numbered because the authors did not yet feel ready to prioritize any issues over others. Gholson inquired if members would be comfortable approving it as is and prioritizing items in the future. Members affirmed but expressed concern about the lack of specifically defined equity achievements. McGavock questioned what a motion to approve means. Gholson advised the Curriculum Committee's is not changing its Charter and that this is more a statement of the action items on which the Curriculum Committee intends to focus. The Curriculum Committee will revisit the document next month.
  b. **Motion:** Carolyn McGavock
  c. **Second:** Lisa Cork
  d. **Action:** Approved
B. Curriculum Committee Member Role (Second Reading) - *Tabled*

4. NEW BUSINESS

A. [California Community Colleges Chancellor's Office (CCCCO) Annual Curriculum Approval Certification](#)
   a. **Discussion:** Payne will send this through the process of getting signatures. Without having this document, our ability to get timely approval at state-level is impeded. It affirms that we have an appropriate process to approve curriculum.
B. Curriculum Committee Strategic Plan
   a. **Discussion:** Gholson showed the phrasing of the Curriculum Committee Strategic Plan, which he will send to everyone later.
C. December Meeting Modality
   a. **Discussion:** None
   b. Motion to Meet Online**:** Veleka Iwuaba
   c. **Second:** Megan Leppert
   d. **Action:** Approved

5. **CREDIT COLLEGE CURRICULUM- FYI -** *Tabled*

A. City
B. Mesa
C. Miramar

6. **STANDING REPORTS -** *Tabled*

A. Cultural Curriculum Audit/Equity Project (Gholson/Payne/Cork/Jackson/Fischthal)
B. District Curriculum Instruction Council (CIC) Report (Gholson)
C. District Online Catalog Workgroup (Gholson/Payne)
D. District CurricUNET Steering Subcommittee (Gholson/Payne)
E. District Policies and Procedures (Payne)
F. Program Area Curriculum Update (Program Representatives)
G. Curriculum Update (Payne)

7. **ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

Adjournment
Motion: Megan Leppert
Second: Robert Jackson
Action: Adjourned at 4:33pm