



CURRICULUM COMMITTEE MINUTES
Wednesday, March 3, 2021
Zoom

IN ATTENDANCE:

Automotive: Robert Jackson
Business and Accounting: Sharian Lott
Child Development: Lee Thompson
Clothing & Textiles: Shirley Pierson
Counseling: Absent
Digital Media and Programming: Zak Ruvalcaba
DSPS: Kim Salerno
Emeritus: Claudia Tornsauer; 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, VPI
Instructional Services: Desiree Payne, Curriculum Analyst
Skilled and Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, Aaron Iffland, Matthew Rivaldi

ABSENT: Lisa Carulli (Counseling)

1. CALL TO ORDER 2:32 p.m

A. Approval of the February 3, 2021, Meeting Minutes

Motion: Lee Thompson

Second: Shirley Pierson

Action: Approved

B. Approval of the Agenda for March 3, 2021, Meeting

Motion: Corinne Layton

Second: Veleka Iwuaba

Action: Approved

2. CURRICULUM REVIEW/APPROVAL REQUESTS- No items



- A. New Courses
- B. Course Revisions
- C. Course Deactivations
- D. New Certificate Programs
- E. Certificate Program Revision
- F. Certificate Program Deactivations
- G. Distance Education Addendum

3. OLD BUSINESS

A. [Cultural Curriculum Audit](#)

Discussion: Reviewed two common trends found in the collaborative document generated during the February meeting by committee members and guest: conduct curriculum audit on both Course Outlines of Record (COR) and Syllabi. Feedback was also noted regarding the use of data and stakeholder feedback to identify equity gaps. Richard Gholson opened the floor for discussion. The benefit of reviewing Long Beach City College's findings was discussed. Lee Thompson proposed for consideration incorporating curriculum audit in a faculty institute. Veleka Iwuaba noted the importance of considering impact on students and student journey. Discussion included obtaining and using existing data, including program review data, and working with PRIE if additional data is needed. Michelle Fischthal proposed for consideration conducting an exercise with a program area. Marne Foster proposed a two-step approach by identifying areas in need of change and then identifying impacts of change. Creating a rubric for curriculum audit discussed. Discussion continued.

Action: Committee to continue discussion as necessary to identify next steps.

Action: Committee to explore drafting a rubric to support cultural audit of CORs.

Action: Foster advised they may be able to bring back some information to the committee for consideration. Iwuaba advised the same. Robert Jackson noted they may be able to share a sample scorecard for consideration.

B. COR Student Learning Outcomes-*Tabled*

4. NEW BUSINESS

5. COLLEGE CURRICULUM- FYI

- A. [City](#)
- B. Mesa
- C. [Miramar](#)

6. STANDING REPORTS



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.

- A. District Curriculum Instructional Council (CIC) Report (Gholson)
Discussion: Gholson reported the last CIC meeting was a virtual vote.
- B. District Online Catalog Workgroup (Gholson/Payne)- *No report*
- C. District CurricUNET Steering (Gholson/Payne)
Discussion: Gholson reported District exploration of a new curriculum repository is on hold.
- D. District Policies and Procedures Subcommittee (Payne)- *No report*
- E. Curriculum Update (Payne)
Discussion: Payne reported on curriculum currently under development and undergoing tech review.
Discussion: Iwuaba advised on work occurring to explore pairing the Career and College Readiness course with introductory career technical courses to create a workforce prep certificate.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

Adjourned 3:20 p.m.