



## CURRICULUM COMMITTEE MINUTES

Wednesday, June 3, 2020

Zoom

IN ATTENDANCE: Cassondra Caesar (Counseling), Lisa Cork (Healthcare Careers), Richard Gholson- Committee Chair (Information Technology), Michelle Fischthal (VPI), Veleka Iwuaba (ABE/HSDP), Corinne Layton (ESL), Megan Leppert (Hospitality/Culinary Arts), Sharian Lott (Business and Accounting), Pat Mosteller (Emeritus-Alt Representative), Desiree Payne (Curriculum Analyst), Shirley Pierson (Fashion), Pete Phounsavath (Skilled Technical Trades), Paul Richard (Digital Media), Lee Thompson (Child Development), Kim Salerno (DSPS), Claudia Tornsauffer (Emeritus)

ABSENT: Robert Jackson (Automotive)

GUEST(S): Natalie Lindenberg

### 1. CALL TO ORDER

A. Approval of the May 6, 2020, Meeting Minutes

Motion: Corinne Layton

Second: Pete Phounsavath

Action: Approved

B. Approval of the Agenda for June 3, 2020, Meeting

Discussion: Desiree Payne advised there are distance education approval only walk-ins for inclusion in the Fall 2020 state emergency distance education blanket approval. Payne requested the HSEP curriculum is advanced to the first agenda item under curriculum approval in order to accommodate the guest presenting the curriculum.

Motion: Shirley Pierson

Second: Paul Richard

Action: Approved as amended

### 2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses

1) HSEP 400 HSEP For Mathematics 1

2) HSEP 401 HSEP For Mathematics 2

3) HSEP 402 HSEP For Reading 1

4) HSEP 403 HSEP For Reading 2

5) HSEP 404 HSEP For Writing 1

6) HSEP 405 HSEP For Writing 2

7) HSEP 406 HSEP For Science

8) HSEP 407 HSEP For Social Studies

Discussion: The new courses and new programs were discussed. Impact on GED program and Elementary Basic Skills program impacts were discussed. Distance education discussed.

Motion: Lisa Cork

Second: Veleka Iwuaba

Action: Approved



- 9) ESLA 425A Beg Low Prevocational ESL 1
- 10) ESLA 425B Beg Low Prevocational ESL 2
- 11) ESLA 426A Beg High Prevocational ESL 1
- 12) ESLA 426B Beg High Prevocational ESL 2
- 13) ESLA 427A Int Low Prevocational ESL 1
- 14) ESLA 427B Int Low Prevocational ESL 2
- 15) ESLA 428A Int High Prevocational ESL 1
- 16) ESLA 428B Int High Prevocational ESL 2
- 17) ESLA 429A Adv Prevocational ESL 1
- 18) ESLA 429B Adv Prevocational ESL 2

Discussion: Corinne Layton provided an overview of the new curriculum intended to replace existing prevocational ESL curriculum. Program phase out of existing curriculum was discussed. Committee discussed program pathway and existing program design. Layton noted the existing prevocational ESL courses were approved for distance education and the new courses are being proposed for distanced education as well.

Motion: Veleka Iwuaba

Second: Claudia Tornsaufer

Action: Approved

- 19) HMDV 595 School-Age Theory & Skill Dev
- 20) HMDV 596 School-Age Guidance & Curriculum

Discussion: Rachel Rose provided an overview of the new curriculum. Rose noted the curriculum is supported by the Advisory Board. Distance education discussed.

Motion: Cassondra Caesar

Second: Lisa Cork

Action: Approved

- 21) PASV 531 Retirement Living
- 22) PASV 532 Life Enrichment - Older Adult

Discussion: Pat Mosteller provided an overview of the new courses intended to replace PASV 530 and noted both are proposed for distance education.

Motion: Lisa Cork

Second: Paul Richard

Action: Approved

#### B. Course Revisions

- 1) ENGL 545 Literature Survey-OA

Motion: Veleka Iwuaba

Second: Shirley Pierson

Action: Approved

- 2) HSDP 511 Biology 1
- 3) HSDP 512 Biology 2
- 4) HSDP 513 Earth Science 1
- 5) HSDP 514 Earth Science 2

Discussion: Veleka Iwuaba advised minor updates to the courses were made in order to align with the other HSDP courses. Program impact discussed.

Motion: Pat Mosteller



Second: Lee Thompson

Action: Approved

6) MUSV 510 Chorus Mixed Voices-OA

Discussion: Correction to type in Hours section.

Motion: Lisa Cork

Second: Paul Richard

C. Course Deactivations

1) ABED 442 Basic Education, Language Arts, Intermediate Level

2) ABED 444 Basic Education, Math, Intermediate Level

Discussion: Replaced with new HSEP curriculum

Motion: Pete Phounsavath

Second: Lee Thompson

Action: Approved

3) ESLA 421 Beginning Pre-Vocational ESL

4) ESLA 422 Intermed. Pre-Vocational ESL

5) ESLA 423 Advanced Pre-Vocational ESL

Motion: Pat Mosteller

Second: Claudia Tornsaufer

Action: Approved

6) HSDP 448 G.E.D. Preparation

7) HSDP 451 G.E.D. Mathematics

D. New Certificate Programs

1) High School Equivalency Preparation Level 1

2) High School Equivalency Preparation Level 2

Motion: Lisa Cork

Second: Lee Thompson

Action: Approved

3) Beginning Low Prevocational ESL

4) Beginning High Prevocational ESL

5) Intermediate Low Prevocational ESL

6) Intermediate High Prevocational ESL

7) Advanced Prevocational ESL

Motion: Pat Mosteller

Second: Paul Richard

Action: Approved

8) School-Age Care & Guidance

Motion: Cassondra Caesar

Second: Paul Richard

Action: Approved

E. Certificate Program Revisions

1) Elementary Basic Skills

Motion: Lisa Cork

Second: Pat Mosteller

Action: Approved

2) Secondary Education Completion

Motion: Lee Thompson

Second: Pat Mosteller



Action: Approved

F. Certificate Program Deactivations

- 1) Child Development 1
- 2) Child Development 2

Motion: Shirley Pierson

Second: Pete Phounsavath

Action: Approved

- 3) General Education Development

Motion: Shirley Pierson

Second: Pete Phounsavath

Action: Approved

- 4) Pre-Vocational English as a Second Language

Motion: Lee Thompson

Second: Shirley Pierson

Action: Approved

G. Walk-Ins

- 1) Course Revisions (DE Only)

1. INDT 631 Metal Fabrication I
2. INDT 632 Metal Fabrication II
3. MECT 421 Plumbing I
4. MECT 423 Plumbing III
5. MECT 431 Air Conditioning/Heating I
6. MECT 432 Air Conditioning/Heating II

Discussion: Distance education modality and evaluation methods for achieved outcomes discussed for fully online. MECT 421 and MECT 423 confirmed fully online in event of emergency, otherwise partially online. Recommendation to confirm same for INDT 631, INDT 632, MECT 431, and MECT 432 and update DE addendum accordingly.

Motion: Cassondra Cesar

Second: Pete Phounsavath

Action: MECT 421 and MECT 423 approved. Approved pending confirmation on distance education modality in even of emergency for INDT 631, INDT 632, MECT 431, and MECT 432.

7. OFSY 555 Microcomputer Basics
8. OFSY 560 Office Skills Laboratory
9. OFSY 580 Survey of Business Software

Discussion: Desiree Payne recommended to discuss with Sharian Lott regarding evaluation methods for achieved outcomes for fully online in event of emergency to ensure NA is applicable even if fully online in event of emergency.

Motion: Richard Gholson

Second: Cassondra Cesar

Action: Approved pending feedback from Lott.

10. PASV 510 Nutrition-Older Adult

Discussion: Discussion occurred regarding Correspondence Ed. option on addendum form. Michelle Fischthal and Richard Gholson advised they were under the impression to option was removed from



the addendum template. Discussion occurred regarding removing the option from the template. Recommendation to remove the option from the form until further research is conducted regarding Correspondence Education. Claudia Tornsauffer agreed to remove Correspondence Ed. option for the course given more research is needed.

#### H. Distance Education Addendum

- 1) ENGL 545 Literature Survey-OA (Course Revision)
- 2) ESLA 425A Beg Low Prevocational ESL 1 (New Course)
- 3) ESLA 425B Beg Low Prevocational ESL 2 (New Course)
- 4) ESLA 426A Beg High Prevocational ESL 1 (New Course)
- 5) ESLA 426B Beg High Prevocational ESL 2 (New Course)
- 6) ESLA 427A Int Low Prevocational ESL 1 (New Course)
- 7) ESLA 427B Int Low Prevocational ESL 2 (New Course)
- 8) ESLA 428A Int High Prevocational ESL 1 (New Course)
- 9) ESLA 428B Int High Prevocational ESL 2 (New Course)
- 10) ESLA 429A Adv Prevocational ESL 1 (New Course)
- 11) ESLA 429B Adv Prevocational ESL 2 (New Course)
- 12) HMDV 595 School-Age Theory & Skill Dev (New Course)
- 13) HMDV 596 School-Age Guidance & Curriculum (New Course)
- 14) HSDP 511 Biology 1 (Course Revision)
- 15) HSDP 512 Biology 2 (Course Revision)
- 16) HSDP 513 Earth Science 1 (Course Revision)
- 17) HSDP 514 Earth Science 2 (Course Revision)
- 18) HSEP 400 HSEP For Mathematics 1 (New Course)
- 19) HSEP 401 HSEP For Mathematics 2 (New Course)
- 20) HSEP 402 HSEP For Reading 1 (New Course)
- 21) HSEP 403 HSEP For Reading 2 (New Course)
- 22) HSEP 404 HSEP For Writing 1 (New Course)
- 23) HSEP 405 HSEP For Writing 2 (New Course)
- 24) HSEP 406 HSEP For Science (New Course)
- 25) HSEP 407 HSEP For Social Studies (New Course)
- 26) MUSV 510 Chorus Mixed Voices-OA (Course Revision)
- 27) PASV 510 Nutrition-Older Adult (Course Revision- DE only)
- 28) PASV 531 Retirement Living (New Course)
- 29) PASV 532 Life Enrichment - Older Adult (New Course)

Motion: Cassandra Cesar

Second: Paul Richard

Action: Approved

### 3. OLD BUSINESS

#### A. Distance Education Addendum

Discussion: Claudia Tornsauffer reported the SDCE DE Committee had recommendations to the SDCE DE Distance Education Addendum. Language on form was discussed. Committee discussed and revised the 'Outside Class Hours' field title to 'Outside-of-Class Work Hours' to align more closely with Title 5 language. Committee drafted language to insert in parenthesis to provide the end user clarity on the hours. Committee agreed minor revision to language in



document does not impact approvals of existing addendums. Existing addendums will be updated administratively retroactively and send to faculty as an FYI.

Motion: Pat Mosteller

Second: Shirley Pierson

Action: Approved

#### 4. NEW BUSINESS

##### A. 2020-2021 Meeting Committee Dates

Discussion: First week of September is Fall FLEX days. Discussion occurred regarding rescheduling meeting date or virtual vote via email. Committee agreed to virtual vote on September 16 to accommodate curriculum in need of approval. Gholson noted to check District CIC date to ensure we do not miss the CIC agenda deadline.

Motion: Paul Richard

Second: Cassandra Cesar

Action: Approved

##### B. Proposal to Modify Procedure for Presenting Curriculum to the SDCCD Board of Trustees

Discussion: Gholson reported Mesa's Academic Senate is proposing faculty Curriculum Chair represents the curriculum agenda item when presented to District Board of Trustees for review and approval. Gholson stated currently the Vice Chancellor of Instruction represents the colleges and SDCE when the agenda is presented for approval during the Board meetings. Gholson noted the colleges share curriculum and SDCE curriculum is separate. Gholson reported the proposal has been discussed with SDCE Academic Senate John Bromma.

#### 5. COLLEGE CURRICULUM- FYI – *Agenda items tabled.*

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

#### 6. STANDING REPORTS- *Agenda items tabled.*

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

#### 7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

- A. Cassandra Caesar advised she is retiring and thanked the committee for the experience. Caesar noted Lisa Carulli serves as alternate and will transition to program representative.
- B. Gholson requested committee members advise if they know they will not be serving in 2020-2021 so a program representative can be secured before the start of the fall semester.
- C. Fischthal read a portion of the SDCE Academic Senate's Inclusivity Resolution. Fischthal proposed the committee consider inclusivity in curriculum and discuss in coming academic year's meetings. Fischthal noted the Child Development curriculum

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approved at today's meeting contained content related to inclusivity. Fischthal thanked the faculty for their work on the resolution.

Meeting adjourned at 5:14 p.m.

Motion: Pat Mosteller

Second: Veleka Iwuaba