



of lifelong learning, training, career advancement, and pathways to college.

CURRICULUM COMMITTEE MINUTES

Wednesday, October 7, 2020

Zoom

IN ATTENDANCE:

ABE/ASE: Veleka Iwuaba
Automotive: Robert Jackson
Business and Accounting: Sharian Lott
Child Development: Lee Thompson
Counseling: Lisa Carulli
Digital Media: Zak Ruvalcaba
DSPS: Kim Salerno
Emeritus: Claudia Tornsauffer; Pat Mosteller (Alt Rep)
ESL: Corinne Layton
Fashion: Shirley Pierson
Healthcare Careers: Lisa Cork
Hospitality/Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee
Instructional Services: Michelle Fischthal, VPI
Instructional Services: Desiree Payne, Curriculum Analyst
Skilled Technical Trades: Pete Phounsavath

GUEST(S): Marne Foster, Matthew Rivaldi,

1. **CALL TO ORDER 2:32 p.m**

A. Approval of the June 3, 2020, Meeting Minutes

Motion: Lee Thompson
Second: Megan Leppert
Action: Approved

B. Approval of the Agenda for October 7, 2020, Meeting



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Discussion: Desiree Payne requested to add the CCCCCO Annual Curriculum Certification /Committee Training and Spring 2021 Distance Education Addendums to the agenda.

Motion: Claudia Tornsauffer

Second: Shirley Pierson

Action: Approved as amended

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses

B. Course Revisions

1. ARTS 507 Art Appreciation- OA
2. ARTX 515 Drawing and Painting - OA
3. SOCC 503 Social Studies/Older Adult
4. SPEE 520 Effective Communications-OA

Discussion: Claudia Tornsauffer summarized the updates to the courses. Increase in course hours was discussed and Tornsauffer explained the need for increase in hours. Considerations when hours are increased were discussed.

Motion: Veleka Iwuaba

Second: Corinne Layton

Action: ARTS 507 approved

Motion: Pat Mosteller

Second: Robert Jackson

Action: ARTX 515 approved

Motion: Pat Mosteller

Second: Lisa Cork

Action: SOCC 503 approved

Motion: Shirley Pierson

Second: Veleka Iwuaba

Action: SPEE 520 approved

and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit

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5. CNCT 632 Construction Blueprint Read II (DE only)

Motion: Megan Leppert

Second: Lee Thomspen

Action: CNCT 632 approved

6. OFSY 555 Microcomputer Basics (DE only)

7. OFSY 580 Survey of Business Software (DE only)

Discussion: Distance education modality of partially online was discussed.

Sharian Lott confirmed partially online, not fully online, is appropriate at this time.

C. Course Deactivations

D. New Certificate Programs

E. Certificate Program Revisions

F. Certificate Program Deactivations

G. Distance Education Addendum

1. ARTS 507 Art Appreciation- OA (course revision)
2. ARTX 515 Drawing and Painting - OA (course revision)
3. CNCT 632 Blueprint Read II (course revision)
4. COMP 660 Programming with Python I*
5. COMP 661 Programming with Python II*
6. COMP 662 Programming Databases- Python*
7. OFSY 555 Microcomputer Basics (course revision)
8. OFSY 580 Survey of Business Software (course revision)
9. SOCC 503 Social Studies/Older Adult (course revision)
10. SPEE 520 Effective Communications-OA*

*Course approved for distance education. DE addendum submitted.

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3. OLD BUSINESS

A. DE Approvals during Spring 2021

Discussion: Committee advised Spring 2021 class schedule development is underway and courses not approved for distance education (DE) may not be able to be scheduled; state temporary emergency blanket DE approval is through Fall 2021 and there has not been any advisement from the state the emergency blanket DE approval will extend through Spring 2021. Desiree Payne advised the programs deans have been provided a list of courses not approved for DE and program deans and chairs have been reviewing and submitting courses for DE approval. Committee discussed submission of DE addendum for courses approved for DE and may not have an addendum form on file. Michelle Fischthal advised program areas should attempt to submit addendum form for these courses at the November meeting.

B. Distance Education Addendum

Discussion: Fischthal reviewed the noncredit DE attendance accounting formula. Fischthal reported at a recent SDCE VPI meeting outside class hours. Committee discussed outside class hours not exceeding twice the course hours. Committee discussed the pain points with the noncredit DE education FTES calculation. Fischthal noted discussions are occurring regarding the need to reexamine the noncredit DE attendance accounting formula. Desiree Payne noted the challenges noncredit institutions face with the noncredit attendance accounting formula attendance accounting formula was discussed at the [2020] Curriculum Institute.

4. NEW BUSINESS

A. Annual CCCCCO Curriculum Certification

Discussion: Payne reported the state's annual curriculum certification form is due to the state on November 13. Payne reviewed the committee's role and responsibilities when reviewing and recommending approval of curriculum. Payne advised in addition to reviewal and recommendation of curriculum the committee maintains and creates curriculum resources for faculty.

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B. Google Drive/Google Forms

Discussion: Richard Gholson inquired how using Google Drive for committee meeting handouts has been working, and added there is interest in handouts being created as Google Docs when possible. Committee members provided feedback. Recommendation to link items on agenda to drive. Payne noted in instances where there is a large amount of agenda items it may not be possible to individually link each agenda item. Gholson and Payne displayed and reviewed the draft Google Form version of SDCE DE Addendum form for consideration. Committee members expressed interest in exploring Google form version of the addendum form.

Action: Link to the draft form will be provided to committee members for consideration, feedback and/or recommendations.

C. Technical Review Meetings

Discussion: Payne advised program deans, program chairs, and committee program reps will be invited to attend all technical review meetings. Payne noted some program deans, program chairs and/or committee program reps have already been attending technical review meetings.

D. SDCE Curriculum Summary Format

Discussion: Gholson and Payne sought committee's feedback on aligning SDCE curriculum summary with District Curriculum Instructional Council (CIC) curriculum summary format. District CIC curriculum summary displayed. Payne noted areas which do not apply to noncredit will not be included on the SDCE curriculum summary.

Action: Next meeting summaries will be drafted to align with District CIC curriculum summary. Committee members encouraged to provide feedback to ensure summary continues to meet the needs of the committee.

E. 2020 Curriculum Institute Updates

1. SDCE highlights

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Discussion: Payne reported on a noncredit breakout session where a SDCE certificate program state submission was used as an example of noncredit curriculum submission requirements. Gholson noted the importance of technical review meetings to draft and/or finalize curriculum documents and the efforts faculty put into drafting curriculum.

2. Cultural Curriculum Audit

Discussion: Payne reported on a breakout session regarding conducting a cultural curriculum audit.

5. COLLEGE CURRICULUM- FYI – *No report*

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

6. STANDING REPORTS- *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

Meeting adjourned: 4:37 p.m.
Motion: Veleka Iwuaba
Second: Richard Gholson