

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

CURRICULUM COMMITTEE MINUTES
Wednesday, November 4, 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: Pat Mosteller (Alt Rep)
ESL: Corinne Layton
Fashion: Shirley Pierson
Healthcare Careers: Lisa Cork
Hospitality/Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Instructional Services: Desiree Payne, Curriculum Analyst
Skilled Technical Trades: Pete Phounsavath

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

ABSENT: Michelle Fischthal, VPI (Instructional Services), Claudia Tornsauer (Emeritus)

1. CALL TO ORDER 2:33 p.m

A. Approval of the October 7, 2020, Meeting Minutes

Motion: Pat Mosteller

Second: Lisa Cork

Action: Approved

B. Approval of the Agenda for November 4, 2020, Meeting

Motion: Megan Leppert

Second: Sharian Lott

Action: Approved



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.

2. CURRICULUM REVIEW/APPROVAL REQUESTS

A. New Courses

B. [Course Revisions](#)

1. CLTX 530 Clothing 7 Occupation/Textile
2. CLTX 620 Sewing Fundamentals (DE only)
3. CLTX 625 Sewing Fundamentals II (DE only)
4. CLTX 630 Sewing Like a Professional
5. CLTX 635 Contemporary Tailoring (DE only)
6. CLTX 645 Fundamentals of Pattern Making (DE only)
7. CLTX 650 Sewing for the Home
8. CLTX 652 Sewn Product Business II (DE only)
9. CLTX 660 Textile Surface Design
10. CLTX 665 Making Quilted Products
11. DSPTS 662D Food Preparation Basics-DSPTS (DE only)
12. FDNT 601 Nutrition Basics (DE only)
13. FDNT 605 Eat for a Healthy Lifestyle (DE only)
14. FDNT 610 Menu Planning (DE only)
15. FDNT 615 Time-Saving Cooking (DE only)
16. FDNT 619 Menu Planning Essentials (DE only)
17. FDNT 625 Pastries and Desserts
18. FDNT 627 Professional Bakeshop (DE only)
19. FDNT 628 Advanced Bakeshop Skills (DE only)
20. FDNT 630 Catering
21. FDNT 660 Breadmaking
22. FDNT 671 Culinary Arts I (DE only)
23. FDNT 672 Culinary Arts II (DE only)
24. FDNT 673 Culinary Arts III (DE only)
25. FDNT 674 Culinary Arts IV (DE only)
26. FDNT 675 Culinary Arts V (DE only)
27. FDNT 676 Culinary Arts VI (DE only)
28. FDNT 681 Culinary Arts and Sciences I (DE only)
29. FDNT 682 Culinary Arts and Sciences II (DE only)
30. FDNT 683 Culinary Arts Advanced I (DE only)



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.

31.FDNT 684 Culinary Arts Advanced II (DE only)

Discussion: Richard Gholson reminded committee members course outlines are provided in advance, with meeting handouts. Gholson inquired if there was a need to review any of the proposed curriculum changes. Desiree Payne noted the proposed changes are either distance education (DE) only or DE with minor course revisions to assignments section and/or text and supplies section. Gholson proposed approval the course revisions as one block as opposed to individual approvals for each piece of curriculum. Committee members supported this approach.

Motion: Shirley Pierson

Second: Pat Mosteller

Action: Approved

- C. Course Deactivations
- D. New Certificate Programs
- E. Certificate Program Revisions
- F. Certificate Program Deactivations
- G. [Distance Education Addendum](#)

- 1.CLTX 530 Clothing 7 Occupation/Textile (course revision)
- 2.CLTX 620 Sewing Fundamentals (course revision)
- 3.CLTX 625 Sewing Fundamentals II (course revision)
- 4.CLTX 630 Sewing Like a Professional (course revision)
- 5.CLTX 635 Contemporary Tailoring (course revision)
- 6.CLTX 645 Fundamentals of Pattern Making (course revision)
- 7.CLTX 650 Sewing for the Home (course revision)
- 8.CLTX 651 Sewn Product Business I*
- 9.CLTX 652 Sewn Product Business II (course revision)
- 10.CLTX 653 Sewn Product Business III (course revision)
- 11.CLTX 660 Textile Surface Design (course revision)
- 12.CLTX 670 Intro to Fashion Industry*
- 13.CLTX 671 Fashion Retail Basics*



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.

- 14.DSPS 605D Relationships & Sexuality- DSPS*
- 15.DSPS 609D Social Skills-DSPS*
- 16.DSPS 611D Beginning Computers- DSPS*
- 17.DSPS 624D Basic Education- DSPS*
- 18.DSPS 642D Life Management/Career Prep*
- 19.DSPS 656D Wellness Management- DSPS*
- 20.DSPS 662D Food Preparation Basics-DSPS (course revision)
- 21.FDNT 601 Nutrition Basics (course revision)
- 22.FDNT 605 Eat for a Healthy Lifestyle (course revision)
- 23.FDNT 610 Menu Planning (course revision)
- 24.FDNT 615 Time-Saving Cooking (course revision)
- 25.FDNT 618 Nutrition Essentials*
- 26.FDNT 619 Menu Planning Essentials (course revision)
- 27.FDNT 625 Pastries and Desserts (course revision)
- 28.FDNT 627 Professional Bakeshop (course revision)
- 29.FDNT 628 Advanced Bakeshop Skills (course revision)
- 30.FDNT 630 Catering (course revision)
- 31.FDNT 660 Breadmaking (course revision)
- 32.FDNT 671 Culinary Arts I (course revision)
- 33.FDNT 672 Culinary Arts II (course revision)
- 34.FDNT 673 Culinary Arts III (course revision)
- 35.FDNT 674 Culinary Arts IV (course revision)
- 36.FDNT 675 Culinary Arts V (course revision)
- 37.FDNT 676 Culinary Arts VI (course revision)
- 38.FDNT 681 Culinary Arts and Sciences I (course revision)
- 39.FDNT 682 Culinary Arts and Sciences II (course revision)
- 40.FDNT 683 Culinary Arts Advanced I (course revision)
- 41.FDNT 684 Culinary Arts Advanced II (course revision)

**Approved for distance education; DE addendum form submitted.*

Discussion: Payne noted the asterisk indicates the curriculum is approved for DE and the addendum form is submitted to support DE approval.

Motion: Pat Mosteller

Second: Veleka Iwuaba

Action: Approved

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

3. OLD BUSINESS

A. DE Approvals - Spring 2021 (Information)

Discussion: Payne reminded committee members the Summer 2020 and Fall 2020 state temporary blanket distance education approval does not apply to Spring 2021 and courses require distance education approval in order to be scheduled as online. Payne noted DE addendum forms should start being submitted for courses historically approved for DE. Payne advised the addendum form is required when new courses and course revisions.

B. [SDCE Distance Education Addendum Google Form](#) (Information)

Discussion: Payne reported a delay in the draft form being distributed to committee members for their review and feedback. Payne advised she would email the draft Google form version to all committee members.

Action: Payne will send form link to committee members. Committee members encouraged to review form and submit feedback.

4. NEW BUSINESS

A. SDCE Curriculum Flow Charts

1. [New Curriculum Approval Flow Chart](#)

2. [Revised Curriculum Approval Flow Chart](#)

Discussion: Payne reported the committee should review the flow charts and update as necessary. Gholson advised both forms were created a couple of years prior and are due for a review and update. Marne Foster recommended to include student learning outcome (SLO) development in the flow chart. Ghoslon noted current SLOs development is not an institutional requirement in order for curriculum to be presented for review/approval. Payne offered the option of different color coding for SLO box and setting the box outside the approval flow path. Payne proposed the same approach is taken with development of program competencies. Matthew Rivaldi recommended clarity on the discussion with college faculty box. Recommendations to the labor market information and timeline boxes were discussed. The SDCE Curriculum Committee Course Outline Guidelines document was discussed. Committee members agreed this document is due for review as well.

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: Payne will update the flow charts based on recommendations and distribute to committee members for review and additional feedback.

Action: Payne will distribute SDCE Curriculum Committee Course Outline Guidelines document to committee members for review and feedback. SDCE Curriculum Committee Course Outline Guidelines document included as agenda item on December meeting agenda.

Discussion: Gholson presented consideration of adopting consent agenda approval process for curriculum items. Gholson explained curriculum will continue to be included in advance with meeting handouts for review, committee members will have the option to pull any curriculum from the consent agenda for discussion, and pending discussion outcome the curriculum may still be recommended for approval at the meeting. Discussion continued.

Action: Item will be included on December agenda as Old Business for continued discussion, and vote if required based on discussion.

5. COLLEGE CURRICULUM- FYI –

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

Discussion: Payne reported the sharing of curriculum committee agendas has appeared to have paused. Payne advised this is likely a result of the colleges and SDCE focusing on DE and prososing curriculum for DE approval. Gholson and Payne reported the majority of the curriculum proposals from the colleges have been for DE.

Action: Payne will follow up with District Curriculum Services on sharing of committee agendas.

6. STANDING REPORTS-

- A. District Curriculum Instructional Council (CIC) Report (Gholson)

Discussion: Gholson reported on recent approvals at CIC, which have been largely DE. Gholson reported the communication process between SDCE and college faculty during curriculum development has improved approval processes, and this was noted by the college faculty as well.

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

B. District Online Catalog Workgroup (Gholson/Payne)

Discussion: Gholson reported meetings are on hold pending feedback regarding budget parameters.

C. District CurricUNET Steering (Gholson/Payne)- No report, meeting cancelled.

D. District Policies and Procedures Subcommittee (Payne)

Discussion: Payne advised Caesar retired and Ingrid Greenberg is the SDCE faculty representative on the subcommittee, Payne attends as well. Payne reported Credit By Exam board policy is currently up for approval. Payne reported the process for committee review and recommendations to policies and procedures under review is the documents are shared with the curriculum committees, as well as Academic Senates; SDCE Curriculum Committee recommendations are relayed to SDCE Academic Senate (AS) and the SDCE AS representative relays recommendations to the Policies and Procedures Subcommittee.

Curriculum Update (Payne)

Discussion: Payne reported in the current curriculum pipeline are innovation project curriculum and intro to career education curriculum.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

Discussion: Zak Rulvalcaba inquired on scheduling a tech review meeting for proposed new Python curriculum. Gholson recommended connecting after the meeting to explore a meeting date/time.

Discussion: Committee discussed the need to continue to provide curriculum trainings and workshops, and discussed approaches to improve curriculum training and guidance. Recommendation to develop a short video tutorial.

Meeting adjourned: 3:55 p.m.

Motion: Pat Mosteller

Second: Pete Phounsavath