



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

CURRICULUM COMMITTEE MINUTES  
Wednesday, December 2, 2020  
Zoom

IN ATTENDANCE:

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

GUEST(S): Alex Berry

ABSENT: Corinne Layton (ESL), Lisa Carulli (Counseling)

**1. CALL TO ORDER 2:33 p.m**

A. Approval of the November 4, 2020, Meeting Minutes

Motion: Shirley Pierson

Second: Lisa Cork

Action: Approved

B. Approval of the Agenda for December 2, 2020, Meeting

Discussion: Desiree Payne requested the committee's Strategic Plan added to the agenda.

Motion: Lee Thompson

Second: Pat Mosteller

Action: Approved as amended



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2. A. New Courses

B. [Course Revisions](#)

1. CNCT 642 Construction Mathematics II (course revision-DE only)

Discussion: Payne noted this is an apprenticeship course with distance education added as a Method of Instruction only change to course outline.

Motion: Pete Phounsavath

Second: Robert Jackson

Action: Approved

2. FDNT 620 Ethnic/Regional Foods (course revision)

Motion: Veleka Iwuaba

Second: Megan Leppert

Action: Approved

C. Course Deactivations

D. New Certificate Programs

E. Certificate Program Revisions

F. Certificate Program Deactivations

G. [Distance Education Addendum](#)

1. AUTO 507B Advance Driveability & Engine Performance\*

2. CLTX 665 Making Quilted Products\*

3. CNCT 642 Construction Mathematics II

4. ELRN 451 Electronic Technician\*

5. ELRN 452 Electronic Technician\*

6. FDNT 620 Ethnic/Regional Foods (course revision)

Discussion: Richard Gholson requested to pull CNCT 642, ELRN 451, and ELRN 452 from the consent approval.

Motion: Veleka Iwuaba

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Second: Shirley Pierson

Action: AUTO 507B, CLTX 665, and FDNT 620 approved.

Pulled Curriculum Discussion- CNCT 642: Gholson advised there were email discussions surrounding the outside student class hours listed on the addendum form. Committee reviewed addendum form for the course. Committee recommended outside student class hours as weekly or total confirmed. Payne noted the course is planned for Spring 2021 and offered the committee the option to approve pending confirmation of outside of class hours to attempt to avoid impacting Spring 2021 class scheduling. Committee supported approved pending confirmation of outside student class hours.

Motion: Pete Phounsavath

Second: Robert Jackson

Action: Approved pending confirmation of outside student class hours.

Pulled Curriculum Discussion- ELRN 451 and ELRN 452: Gholson advised there were email discussions surrounding the outside student class hours listed on the addendum form. Committee reviewed addendum forms for the courses. Committee recommended outside student class hours as weekly or total confirmed. Payne noted the courses are already approved for distance education the agenda item is a revision to the addendum form.

Action: Tabled to January agenda. Curriculum Committee program rep to connect with faculty member to confirm form revision.

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

### 3. OLD BUSINESS

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

Discussion: Committee reviewed the draft Google Form version of the form. Claudia Tornsauer advised the drafted form is slated to be presented to the SDCE Distance Education Committee on December 3. Discussion and edits were made to the form. Recommendation to separate emergency distance education methods choice from non-emergency only distance education methods.

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## B. SDCE Curriculum Flow Charts (Information)

### New Curriculum Approval Flow Chart

Discussion: Payne reviewed updates made to document per recommendations presented at the November meeting Review and discussion occurred.

Recommendation to insert “and/or” language to indicate the program faculty and/or program dean can initiate discussion with college colleagues.

Action: Update and distribute to committee members

### Revised Curriculum Approval Flow Chart

Discussion: Payne reviewed updates made to the document per recommendations presented at November meeting. Review and discussion occurred. Recommendation to include edit to New Curriculum Approval Flow Chart. Recommendation to move the Credit By Exam note to the top of the document. Recommendation to identify non-sub and substantial change.

Action: Update and distribute to committee members

## C. Committee Consent Agenda Approval (Information)

Discussion: Gholson inquired if the committee would like to officially move to a curriculum consent agenda style of approval. Gholson reviewed the consent agenda model used at District Curriculum Instruction Council (CIC). Discussion continued. Recommendation to continue with current approval practice.

## 4. NEW BUSINESS

### A. Strategic Plan

Discussion: Committee reviewed Strategic Plan goals and objectives. Committee discussed Open Education Resource (OER) and Zero Cost Textbooks (ZTC).

Committee’s role in regards to appropriateness to ensure quality of ZTC listed on course outline when approving curriculum was discussed. Recommendation to future explore committee’s role in ZTC. Intellectual property rights was discussed. Committee agreed both ZTC and intellectual property rights require research and discussion as appropriate.

### B. SDCE Curriculum Committee Course Outline Guideline (Information)

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Discussion: Gholson noted the document is in need of review and update as appropriate.

Action: Payne to distribute the document for review and recommended updates.

## 5. COLLEGE CURRICULUM- FYI –

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

Discussion: Payne reported the sharing of agenda items needs to reoccur, appears to have stopped. Payne noted the impacts of COVID-19 on instruction and increased work on reviewing and updating curriculum for distance education may have impacted sharing of agendas. Payne advised this has been brought to District Curriculum Services attention.

## 6. STANDING REPORTS-

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

Discussion: Gholson reported on Credit for Prior Learning Administrative Procedure revision.

- B. District Online Catalog Workgroup (Gholson/Payne)-No report.
- C. District CurricUNET Steering (Gholson/Payne)- No report.
- D. District Policies and Procedures Subcommittee (Payne)

Discussion: Payne reported the subcommittee reviewed and prioritized board policies (BP) and administrative procedures (AP); priorities determined by subcommittee were Community Service BP and AP and Alcohol and Drug BP and AP. Community Service AP discussed.

- E. Curriculum Update (Payne)



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Discussion: Payne reported there are several items under development and in the tech review pipeline: new Python course for inclusion in existing Python certificate programs; Intro to careers courses across several Career Education program areas; Innovation and Bridge curriculum; updates to Welding curriculum; updates to clothing & textiles curriculum. Payne noted Spring 2021 tends to be a busy time for tech review.

## **7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS**

Meeting adjourned: 4:33 p.m.

Motion: Richard Gholson

Second: Veleka Iwuaba