SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Mission Statement: San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

Curriculum Committee Agenda Minutes

Wednesday, February 4, 2026

Educational Cultural Complex (ECC), 4343 Ocean View Blvd.
Conference Room 121, 2:30–4:30 p.m.
Zoom link (for remote attendees): https://sdccd-edu.zoom.us/j/89607560049

Remote conferencing locations:
MiraCosta College, One Barnard Dr, Room T220, Oceanside CA 92056
César E. Chávez Campus, 1901 Main Street, Rooms 301 and 316, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101L, and 101K San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113
North City Campus, 8355 Aero Dr., Room 115H, San Diego, CA 92123
West City Campus, 3249 Fordham St., Room 123, San Diego, CA 92110

IN ATTENDANCE:
Automotive: Robert Jackson
Business, Accounting and Entrepreneurship: Aaron Iffland
Child Development: Lee Thompson
Clothing and Textiles: Shirley Pierson
Counseling: Edith Quintero
Digital Media and Programming: Zak Ruvalcaba
Disability Support Programs and Services: Kim Salerno
Emeritus: Claudia Tornsäufer
English as a Second Language: Diana Vera-Alba
Healthcare: Anthony Nuncio
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana and Leticia Flores (co-chairs)
Hospitality and Culinary Arts: Megan Leppert
Information Technology: Richard Gholson, Committee Chair
Instructional Learning Technology and Learning Resources: Kirsten Lollis, Acting member
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
David Anton, Program Chair, Skilled and Technical Trades
Marne Foster, SLO/Program Review Coordinator

ABSENT:
Healthcare: Kenneth A. Parker

1. CALL TO ORDER 2:34 p.m.

A. Approval of the agenda for **February 4, 2026,** meeting
   1. Motion by Phounsavath
   2. Second by Quintero
   3. Final Resolution: Motion carries. Approved as presented.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Nuncio, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

B. Approval of **January 7, 2026,** meeting minutes
    1. Motion by Jackson
    2. Second by Leppert
    3. Final Resolution: Motion carries. Approved as presented.
    4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Nuncio, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

2. CURRICULUM REVIEW / APPROVAL REQUESTS

A. New Course(s)
B. Course Revision(s)
C. Course Deactivation(s)
    1. DRVE 510 School Bus Driver Ed Training
    2. Motion by Tornsäufer
    3. Second by Thompson
    4. Final Resolution: Motion carries. Approved as presented.
    5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Nuncio, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba
D. New Certificate Program(s)
E. Certificate Program Revision(s)
F. Certificate Program Deactivations(s)

3. OLD BUSINESS

Lollis @ 2:43 p.m.

A. Review and creation of catalog language and procedures related to catalog rights and continuous enrollment (concept).
    1. Discussion: The committee discussed creating catalog language and establishing procedures related to catalog rights, continuous enrollment, course equivalency, and credit for prior learning. Given the scope and cross-functional impact (including Instructional Services, Admissions and Records (A&R), Counseling, and faculty), members agreed that a small work group of the Curriculum Committee would further develop draft language and procedures for broader review.
B. Establishing guidelines and documentation standards for course equivalency
    1. See previous agenda item for discussion.
C. Adding representation for Instructional Learning Technology and Learning Resources Department to Curriculum Committee
    1. Discussion: Gholson reported that the Academic Senate approved adding representation for the Instructional Learning Technology and Learning Resources Department. Gholson will contact the department and Dean since selecting the representative is a program-level decision.
D. SDCCE educational plan grading language
    1. Discussion:
        a. The committee followed up on prior discussions regarding the definition of a passing score for curriculum completion. Faculty reported general consensus that a grade of ‘C’ or higher should constitute the standard passing grade across programs, with potential separate language needed for high school programs where a ‘D’ may qualify for diploma requirements.
        b. The committee also discussed inconsistencies between letter grades and the “satisfied/unsatisfied” designation, noting confusion for students, counselors, and A&R when grades and certificate eligibility do not align. Concerns were raised about data

reporting, historical open-entry practices, hands-on competency requirements, and embedding participation or competency thresholds within grading structures to ensure clarity.

c. It was agreed that further review is needed regarding the purpose and use of the "satisfied" column, and that related issues (catalog rights, substitutions, course equivalency, and credit for prior learning) should be considered as part of an integrated framework. Follow-up conversations with A&R and relevant stakeholders will occur before bringing revised language or procedures forward.

E. Policies and procedures for constituent review
   1. Discussion: Gholson reported the policies and procedures under constituent review will be forwarded back to Curriculum Instructional Council (CIC) in April 2026. He will be reporting to SDCCE's Academic Senate.

F. Programs and courses in need of review, CIP codes and submitted to COCI prior to December 2026.
   1. Discussion: There is a state mandate that requires all courses and programs to be coded with a CIP code in COCI by December 31, 2026.

4. NEW BUSINESS

A. DSPS 631D correction to status; Program has determined course will remain active. Course was deactivated by request during the 11/5/25 CE Curriculum Committee meeting and has not yet been forwarded to CIC.
   1. Discussion: Course will be added to next agenda for official vote for documentation purposes.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)
B. DEI in Curriculum (Gholson)
C. District CurricUNET/currIQunet META Steering Subcommittee (Gholson)
D. District Policies and Procedures (Gholson)
E. Student Learning Outcomes (SLOs) (Foster)

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Curriculum Update (Committee Members)
   1. Deadline for curriculum to be considered for the next Curriculum Committee meeting: Friday, February 6, 2026.
   2. The next committee meeting will be held on Wednesday, March 4, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

8. ADJOURNMENT

A. Motion to adjourn.
   1. Motion by Lollis
   2. Second by Iffland
   3. Final Resolution: Meeting adjourned at 3:41 p.m.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Nuncio, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Thompson, Vera-Alba

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Resource Links:

Curriculum Committee: Goals, Agendas and Minutes
Curriculum Resources
Committee Meeting Dates
Range of Hours
Program and Course Approval Handbook (PCAH 8th Edition)
ASCCC Course Outline of Record: A Curriculum Reference Guide
CourseNet
Board of Trustees (BOT) and Curriculum Instructional Council (CIC)
Student Attendance Accounting Manual (SAAM)_CCCCO
UDL Guidelines