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, March 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, Room 314, San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K, 106, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 124, San Diego, CA 92113
Mid-City Campus, 3792 Fairmont Ave., Rooms 104 and 317, 3792 Fairmount Ave., San Diego, CA 92105
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
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
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
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Armin Rashvand proxy for Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
Bita Bookman, Dean, English as a Second Language
Ildifonso Carrillo, ESL Assistant Program Chair

ABSENT:
Clothing and Textiles: Shirley Pierson
Healthcare: Kenneth A. Parker
Healthcare: Anthony Nuncio

1. CALL TO ORDER 2:31 p.m.

A. Approval of the agenda for **March 4, 2026,** meeting
   1. Motion by Caruana
   2. Second by Phounsavath
   3. Final Resolution: Motion carries. Approved as amended.

4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

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

2. CURRICULUM REVIEW / APPROVAL REQUESTS

A. New Course(s)
1. COMP 650 DevOps Automation Fundamentals
2. DSPS 614D Disability Representation in the Media
3. DSPS 626D Stepping Stones to Success: Vocational Preparation and Life Skills
4. DSPS 633D College Success Skills
5. DSPS 659D Creative Expression and Healing
6. DSPS 663D Foundations of Brain Function and Recovery
7. DSPS 674D Neurologic Speech and Language Recovery
8. DSPS 679D Adapted Theater Arts
9. Motion by Jackson
10. Second by Rashvand
11. Final Resolution: Motion carries. Approved as presented.
12. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

B. Course Revision(s)
1. COMP 640 Windows Desktop
2. COMP 641 Linux Essentials
3. COMP 642 Windows Server
4. COMP 643 Linux Server
5. COMP 644 Server Side Linux Applications
6. DSPS 607D Community Living Skills
7. DSPS 609D Social Skills - DSPS
8. DSPS 622D Effective Communication
9. DSPS 630D Self-Ad- DSPS
10. DSPS 631D Beginning American Sign Language**
11. DSPS 638D Personal Assessment
12. DSPS 641D Foundational Learning Skills
13. DSPS 676D Creative Writing
14. DSPS 690D Cognitive Retraining-Acquired Brain Injury
15. ESLA 415 ESL Multi-Level
16. ESLA 431 ESL Beg Literacy 1
17. ESLA 432 ESL Beg Low 2
18. ESLA 433 ESL Beg High 3
19. ESLA 434 ESL Int Low 4
20. ESLA 435 ESL Int High 5
21. ESLA 436 ESL Adv Low 6
22. ESLA 437 ESL Adv High 7

23. ESLA 441 ESL Pre-Citizenship
24. ESLA 442 ESL Citizenship
25. ESLA 450 ESL Beginning Conversation
26. ESLA 451 ESL Int/Adv Conversation
27. ESLA 452 ESL Beginning Pronunciation
28. ESLA 453 ESL Int/Adv Pronunciation
29. ESLA 454 ESL Beginning Grammar
30. ESLA 455 ESL Int/Adv Grammar
31. ESLA 456 ESL Beginning Reading
32. ESLA 457 ESL Int/Adv Reading
33. FDNT 501 Intro to Food-Service Operations: Food Safety and Sanitation
34. FDNT 618 Nutrition Essentials
35. FDNT 619 Meal Planning Essentials
36. FDNT 661 Baking and Pastry Essentials
37. FDNT 662 Baking and Artisanal Breads
38. FDNT 663 Advanced Patisserie and Cakes
39. FDNT 664 Chocolate and Sugar Fundamentals
40. FDNT 671 Culinary Arts I
41. FDNT 672 Culinary Arts II
42. FDNT 673 Culinary Arts III
43. FDNT 674 Culinary Arts IV
44. FDNT 675 Culinary Arts V
45. FDNT 676 Culinary Arts VI
46. Motion by Lollis
47. Second by Rashvand
48. Final Resolution: Motion carries. Approved as presented.
49. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

C. Course Deactivation(s)

1. ACCT 535 Save Time/Money in Travel
2. BUSN 615 Basics of Loan Processing
3. MARK 510 Retail Selling
4. OFSY 517 Telecommunications
5. OFSY 525 Disk Operating Systems
6. OFSY 535 Data Entry
7. OFSY 542 Legal Terminology
8. OFSY 550 Medical Insurance
9. OFSY 552 Computerized Medical Office
10. OFSY 553 Medical Law, Liability, Ethics
11. OFSY 554 Medical Transcription
12. OFSY 560 Office Skills Laboratory
13. OFSY 598 Word Processing: Projects
14. Motion by Jackson
15. Second by Iffland
16. Final Resolution: Motion carries. Approved as presented.
17. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

D. Course Correction
    1. DSPS 631D correction to status; Program has determined course will remain active. Course was requested to be deactivated during the 11/5/25 CE Curriculum Committee meeting and has not yet been forwarded to Curriculum Instructional Council (CIC).
    2. Motion by Thompson
    3. Second by Caruana
    4. Final Resolution: Motion carries. Approved as presented.
    5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

E. New Certificate Program(s)
    1. Linux DevOps Network Automation
    2. Motion by Rashvand
    3. Second by Phounsavath
    4. Final Resolution: Motion carries. Approved as presented.
    5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

F. Certificate Program Revision(s)
    1. Baking and Pastry I
    2. Baking and Pastry II
    3. Culinary Arts
    4. Culinary Nutrition
    5. Advanced English as a Second Language
    6. Beginning English as a Second Language
    7. English as a Second Language Citizenship
    8. English as a Second Language Multilevel Citizenship
    9. English as a Second Language Reading
    10. ESL Conversation
    11. ESL Grammar
    12. ESL Pronunciation
    13. Intermediate English as a Second Language
    14. Linux Server Administration
    15. Linux Web Server Administration
    16. Windows System Administration
    17. Motion by Caruana
    18. Second by Jackson
    19. Final Resolution: Motion carries. Approved as presented.
    20. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

G. Certificate Program Deactivations(s)
    1. Food Preparation for Health Care Professionals Program
    2. Administrative Assistant Program
    3. Data Entry Specialist Program
    4. Front Desk/Office Assistant Program
    5. Medical Office Assistant Program
    6. Office Assistant I Program
    7. Office Assistant II Program
    8. Motion by Rashvand

9. Second by Vera-Alba
10. Final Resolution: Motion carries. Approved as presented.
11. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

3. OLD BUSINESS

A. Curriculum Committee (CC) Catalog Rights Workgroup: Claudia Tornsäufer, Edith Quintero, Megan Leppert, Richard Gholson, and Shirley Pierson.
   1. Discussion: The Catalog Rights Workgroup is moving forward with a list of interested participants and several scheduled meeting dates. This is an open, ad hoc group—participation is flexible, and all faculty are welcome to attend any meeting of interest. Those who are not currently listed are encouraged to join; meeting details have been shared.
      a. The workgroup is broadly focused, addressing not only catalog rights but also related areas such as credit for prior learning and newly required processes under Title 5. This effort represents an important opportunity for faculty input in shaping these processes.
      b. Recommendations developed by the workgroup will be forwarded to the Academic Senate for review, discussion, and consideration, ensuring wider faculty engagement.
      c. Faculty are encouraged to participate and contribute additional topics or perspectives to the workgroup.

B. SDCCE educational plan grading language.
   1. Discussion on education plan grading language is ongoing. There is strong recognition that a single, uniform approach may not be appropriate across all areas. In particular, existing agreements with K–12 partners—especially in high school programs—must be considered. Any proposed educational plan grading language will need to align with these established frameworks to ensure consistency.

C. Policies and procedures for constituent review
   1. Discussion: Gholson shared the link to the Policies and Procedures for constituent review, introduced at last month's meeting. The documents are currently in the constituent review phase. After Curriculum Committee review, they will be forwarded to SDCCE's Academic Senate, followed by submission of college feedback to the Curriculum Instructional Council (CIC).

D. Programs and courses in need of review, CIP codes and submitted to COCI prior to December 31, 2026.
   1. Discussion: All noncredit curriculum—courses and programs will need to be updated and submitted to the Chancellor's Office Course Inventory (COCI) to reflect the noncredit CIP codes provided by the California Community Colleges Chancellor's Office (CCCCO).

4. NEW BUSINESS

Leppert @ 3:30 p.m.

A. Noncredit TOP to CIP Discussion with California Community Colleges Chancellor's Office (CCCCO)
   1. Tuesday, March 10, 2026, 12-1 p.m.
   2. This meeting will have a brief presentation and resources specific to the noncredit TOP to CIP transition.
   3. Registration link: https://cccco.zoom.us/meeting/register/yNc_smYRTAGs910o1od0HA

B. CCCCO and Academic Senate for California Community Colleges (ASCCC) collaborative webinar: Implementing the New Course Outline of Record

1. Tuesday, March 24, 2026, 12-1 p.m.
2. Discussion on the latest regulatory revisions to the course outline of record.
3. Registration link: https://urldefense.com/v3/__https:/californiacommunitycolleges.cventevents.com/RaQ9gg__;!!PwqFijg!pdLBWfHz-y_2mKB2IrpyDfTy28Ig8-sqEc_sI8YCTRh2J3MGPhKcKZX-iWWMeS7TP896cwnyWIGJLaCKX6N-JCBXgtVERIhlh2ofdA$

C. Classification of Instructional Programs (CIP) link: https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=56&cipid=91230
D. SDCCE Curriculum Committee website is in the process of being updated.
E. Active Courses Not Offered updated tracker
   1. Discussion: Document was shared reflecting the accomplishments of the committee reducing the number of courses from 170 to approximately 20 remaining on the list. The committee is encouraged to continue reviewing the courses.

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)
   1. Discussion: Program Viability and Noncredit curriculum
      a. Program Viability recommendations will be updated to include process for new subject indicators to avoid unnecessary duplication.
      b. Gholson shared how noncredit courses are not currently considered duplicative of credit offerings, as they do not award credit.
         I. However, it was noted that future changes—particularly at the regional level for CTE approval—could introduce duplication review for noncredit programs. If implemented, programs may need to demonstrate sufficient need to avoid denial based on oversupply within the region
         II. In anticipation of this possibility, efforts have been made to thoroughly document CTE programs to justify their relevance and need. Additional discussion addressed emerging evaluation criteria, including labor market demand and the potential for students to earn a living wage. Programs not meeting one or both of these criteria may be flagged for further review and discussion, though this does not automatically result in program discontinuation.
         III. The intent of these reviews is to encourage program improvement and alignment with workforce needs rather than elimination. However, flagged conditions could present challenges for developing new programs in already impacted areas. While noncredit programs are not currently subject to regional approval processes, this may change in the future, and related policy discussions are ongoing at the district and Curriculum Instructional Council (CIC) levels.
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, March 6, 2026.
2. The next committee meeting will be held on Wednesday, April 8, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.
3. Rashvand shared AAIR's development plans to offer the newly created and approved courses and program at ECC starting next academic year.

8. ADJOURNMENT

A. Motion to adjourn.
   1. Motion by Rashvand
   2. Second by Phounsavath
   3. Final Resolution: Meeting adjourned at 4:08 p.m.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Phounsavath, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

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