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, May 6, 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
Harbor View Campus, 1901 Main Street, Rooms 301, 314, 316 and 317 San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101L, 101K, 106, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 76 and 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
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
Skilled and Technical Trades: Pete Phounsavath
SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
Blanca Estrada Miranda, Acting Administrative Technician, Instructional Services

ABSENT:
Healthcare: Kenneth A. Parker

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

A. Approval of the agenda for **May 6, 2026,** meeting
   1. Motion by Phounsavath
   2. Second by Caruana
   3. Final Resolution: Motion carries. Approved as amended.

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

B. Approval of **April 8, 2026,** meeting minutes
   1. Motion by Thompson
   2. Second by Leppert
   3. Final Resolution: Motion carries. Approved as presented.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Nuncio, Omae, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

2. CURRICULUM REVIEW / APPROVAL REQUESTS

A. New Course(s)
   1. INTD 500A *(Apprenticeship Readiness Program)* *(tabled)*
B. Course Revision(s)
C. Course Deactivation(s)
D. New Certificate Program(s)
E. Certificate Program Revision(s)
F. Certificate Program Deactivations(s)

3. OLD BUSINESS

A. CC Catalog Rights Workgroup update
   1. The committee discussed the Catalog Rights Workgroup's document, which was shared for review. Given ongoing challenges and the end of the academic year, the committee agreed to defer detailed discussion until the start of the fall term. The document will be reviewed with relevant groups, including the Academic Senate and program chairs, to gather feedback. Members were informed that the documents are available in the meeting folder for review over the break.

B. SDCCE educational plan grading language.
   1. The committee discussed grading language in educational plans, focusing on the definition of a passing grade across programs. A general consensus was reached that a grade of 'C' or higher should constitute the standard passing grade. Separate language is needed for high school programs.
   2. Caruana verified with the San Diego Unified School District (SDUSD) the high school requirements regarding passing grades, specifically whether a grade of 'D' satisfies the credit requirement. SDUSD confirmed that a grade of 'D' is accepted to fulfill the credit requirement; however, the student must still maintain a 2.0 overall GPA for the classes being used to meet the requirements.
   3. The committee also emphasized the need for clear language that does not mislead students, particularly regarding additional graduation requirements.
   4. The committee reviewed past Curriculum Committee meeting minutes related to the educational plan grading language, specifically the February 4, 2026, and March 4, 2026, meeting minutes.

C. TOP-to-CIP Transition links
   1. Noncredit TOP and CIP Code Categories
      a. Link: https://www.cccco.edu/-/media/CCCCO-Website/docs/cip-top-codes/noncredit-top-to-cip-code-map-a11y.pdf?la=en&hash=21B7D03ECE7ABF92CC66B5969E9749D6045F9EA7
   2. Classification of Instructional Programs (CIP)

   a. Link: https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=56&cipid=91230
3. CCCCO and Academic Senate for California Community Colleges (ASCCC)
   a. Latest regulatory revisions to the course outline of record.

D. New subject indicator for College Continuing Education: WORK
1. VPI Omae provided an update that the generic work experience subject indicator (WORK) will no longer be used for CTE programs, based on information from the California Community Colleges Chancellor's Office (CCCCO). The subject indicators will align with the program-specific courses.
2. VPI Omae and Gholson shared that faculty expertise will be critical in determining appropriate course outlines for different work experience program areas, particularly in consideration of community relationships and employer partnerships. The group noted that while curriculum development is relatively straightforward, the approval process may take significant time. As a result, course development should proceed in parallel with implementation planning.

E. Curriculum Committee Chair vote
1. Last election was held on May 1, 2024, for 2024-26 academic year
2. The role is a two-year commitment (2026-28) voted on by the members. The chair serves as faculty representative to the District Curriculum Instructional Council (CIC), which meets every two weeks; attends the Academic Senate Executive Committee and general meetings as a non-voting, consultative member; provides curriculum review and consultation; and reviews curriculum from the curriculum review committees at the other colleges.
3. Release time for this position is 0.5 FTEF.
4. The process of appointing the Curriculum Committee Chair as documented: Academic Senate Handbook and Shared Governance Handbook.
5. Discussion: Gholson was elected by approval and will continue as Curriculum Committee Chair from Fall 2026 through Spring 2028.

4. NEW BUSINESS

A. Field Trips
1. SDCCD site: https://www.sdccd.edu/departments/educational-services/student-services/forms-brochures-newsletter/administrative-forms.aspx
   a. San Diego Community College District Request/Authorization to Conduct Off-Campus Student Activity
   b. Minor (Under 18) Student Travel Permission/Release/Waiver
   c. Student Travel Permission/Release/Waiver
   d. Student Travel Medical Consent Form
   e. Conference/Travel Student Contract of Understanding
2. Discussion: VPI Omae explained the process for organizing field trips, outlining the required forms and procedures depending on the nature and duration of the trip. He clarified that field trips must occur during class time if they are required, but can be offered outside class time as optional activities.

B. 2026-2027 Curriculum Committee Meeting Dates (Action Item)
1. Vote not taken; will move forward to next Curriculum Committee meeting (September 2, 2026)
2. Discussion: The committee focused on curriculum meeting dates and submission deadlines for the upcoming academic year. Gholson confirmed that Friday, November 6, 2026,

deadline for Fall 2028 remains unchanged. Curriculum needs to be substantially complete when submitting to allow sufficient time for review. Several departments also provided updates on their curriculum work.

C. CIC Representative
    1. Discussion: Leppert and Vera-Alba volunteered to serve as members of the Curriculum Instructional Council (CIC) and participate in CIC Council meetings.
    2. Leppert will be added as an additional CIC member, and Vera-Alba will serve as Leppert's designated proxy when Leppert is unable to attend a CIC meeting.
    3. Both Leppert and Vera-Alba may attend CIC meetings at the same time. However, when both are present only Leppert's vote will be counted.

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 September 2, 2026, meeting: Friday, May 8, 2026.
    2. The next committee meeting will be held on Wednesday, September 2, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.
    3. Discussion: Gholson presented the 2025-2026 annual curriculum report showing 149 total actions including 118 courses and 31 programs. The document reflects the breakdown of curriculum activity by program area. This information will be shared with Academic Senate.

8. ADJOURNMENT

A. Motion to adjourn.
    1. Motion by Thompson
    2. Second by Vera-Alba
    3. Final Resolution: Meeting adjourned at 4:33 p.m.
    4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Nuncio, Omae, Phounsavath, Pierson, Quintero, 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