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, September 2, 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 OC12256, Oceanside CA 92056
Harbor View Campus, 1901 Main Street, Rooms 301, 303, 313, 316 and 317 San Diego, CA 92113
CE Mesa College Campus, 7350 Armstrong Place, Rooms 101K, and 106, San Diego, CA 92110
ECC, 4343 Ocean View Blvd., Room 124, San Diego, CA 92113
Mid-City Campus, 3792 Fairmont Ave., Room 104, 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., Rooms 116 and 212, 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: Kenneth A. Parker
High School Diploma/High School Equivalency and Basic Skills: Sean Caruana
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:
David Giles, Faculty, Clothing and Textiles
Casey Simon, Faculty, Disability Support Programs and Services

ABSENT:
Leticia Flores, High School Diploma/High School Equivalency and Basic Skills

1. CALL TO ORDER 2:32 p.m.

A. Approval of the agenda for **September 2, 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, Parker, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

B. Approval of **May 6, 2026,** meeting minutes
   1. Motion by Pierson
   2. Second by Parker
   3. Final Resolution: Motion carries. Approved as presented.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Parker, 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)
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. Discussion: The Curriculum Committee discussed the Catalog Rights policy for non-credit certificate programs. The committee established that students may complete programs under the catalog year in effect at the time of first enrollment or any subsequent catalog year, provided they maintain continuous enrollment. A two-year break in enrollment will result in the loss of catalog rights. The committee also discussed how program changes will be addressed through reasonable substitutions determined by faculty expertise. The policy will be reviewed by the Academic Senate and Student Services prior to formal adoption. Separate language regarding substitutions will be developed subsequently.
   2. Next Steps:
      a. Revise the Catalog Rights policy language based on committee discussion and bring a clean document back to the committee for a vote.
      b. Present the Catalog Rights policy at the Program Chairs meeting before forwarding it to the Academic Senate.

B. SDCCE educational plan grading language.
   1. Discussion: The group reached consensus that a ‘C’ is passing for most programs, and a ‘D’ is passing for high school diploma programs.
   2. The group also identified confusion regarding the satisfactory/unsatisfactory grading column and technical issues with the current grading system. Clarification from Admissions and Records is needed regarding grade-recording procedures, particularly when separate columns are used for final exams and overall grades.

C. 2026-2027 Curriculum Committee Meeting Dates (Action Item)
   1. Motion by Jackson
   2. Second by Omae
   3. Final Resolution: Motion carries. Approved as presented.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Omae, Parker, Phounsavath, Pierson, Quintero, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba

D. CIC Representative

4. NEW BUSINESS

A. Committee Training
   1. Roles and Responsibilities
   2. Essential Dates
   3. Curriculum Resources
      a. Range of Hours
   4. META review
   5. Labor Market Information (LMI)
      a. Center of Excellence (COE)
      b. Employment Development Department (EDD)
      c. O*Net
   6. Discussion: The committee received a brief training on the curriculum documents available on the SDCCE Curriculum Committee website. The training emphasized discussing new programs with deans, program chairs, and credit colleges before beginning curriculum development. New programs will ultimately be submitted to the Curriculum Instructional Council (CIC) and Board of Trustees (BOT) for approval.

B. HLTH 619 corrections to hours; informational

C. Course Outline of Record: Goal(s)
   1. Discussion: Goals listed on the course outline of record (COR) are not required. A decision needs to be made about whether SDCCE will continue to require the component on the COR.

D. Deactivation of Ed Plan codes (10 years or older with no students in plan code); Educational Services will be testing End Date with plan codes having student actively in plan code.
   1. The item was not discussed and will be brought forward at a future meeting.

E. Catalog course order: Subject and numbers in sequential order
   1. Discussion: The committee was informed that, once the catalog is published online, courses will be listed in sequential order.

F. Program and Course Approval Handbook 9th Edition (PCAH, 9th ed.)

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)
   1. CCCCO and Academic Senate for California Community Colleges (ASCCC)
   2. Latest regulatory revisions to the course outline of record.

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)

F. TOP-to-CIP Transition
   1. Noncredit CTE CIP Code

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Curriculum Update (Committee Members)
   1. Deadline for curriculum to be considered for the October 7, 2026, meeting: Friday, September 4, 2026.
   2. The next committee meeting will be held on Wednesday, October 7, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

8. ADJOURNMENT

A. Motion to adjourn.
   1. Motion by Quintero
   2. Second by Phounsavath
   3. Final Resolution: Meeting adjourned at 4:36 p.m.
   4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Omae, Parker, 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 9th 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
Classification of Instructional Programs (CIP)