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, October 7, 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., Rooms 76 and 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
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: Armin Rashvand, Dean proxy for Masahiro Omae, Vice President of Instruction
SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:
Anagit Traganza, Faculty Instructional Designer
David Anton, Program Chair, Skilled and Technical Trades
David Giles, Faculty, Clothing and Textiles
Diana Black-Tucker, Faculty, Healthcare
Ildifonso Carrillo, Faculty, English as a Second Language
Marne Foster, Student Learning Outcomes Coordinator
Matthew Rivaldi, Faculty; Business, Accounting and Entrepreneurship

ABSENT:
Leticia Flores, High School Diploma/High School Equivalency and Basic Skills
Kenneth A. Parker, Healthcare

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

A. Approval of the agenda for **October 7, 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, Leppert, Lollis, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Salerno, Thompson, Tornsäufer, Vera-Alba
B. Approval of **September 2, 2026,** meeting minutes
    1. Motion by Leppert
    2. Second by Quintero
    3. Final Resolution: Motion carries. Approved as presented.
    4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Phounsavath, Pierson, Quintero, Rashvand, 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
B. SDCCE educational plan grading language.
C. Program and Course Approval Handbook 9th Edition (PCAH, 9th ed.)
    1. Latest regulatory revisions to the course outline of record.
D. TOP-to-CIP Transition
    1. Noncredit CTE CIP Code
    2. CCCCO Resources
        a. Classification of Instructional Programs (CIP) Taxonomy

4. NEW BUSINESS

A. ADA Statement (proposed for META course outline of record):
    1. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
    2. Discussion: The committee raised questions about the terminology “Adaptive Technology Specialist” and the statement that distance education techniques “will be accessible to individuals with disabilities.” Specifically, the committee is seeking clarification on whether this language reflects a regulatory requirement or whether alternative wording would be more appropriate for the course outline of record.
B. AP 4020
    1. Updates were shared regarding changes to the Administrative Procedure (AP) 4020. The procedure will now include Universal Design for Learning (UDL) and Inclusion, Diversity, Equity, Accessibility, Anti-Racism, and Sustainability (IDEAAS) language.

C. Universal Design for Learning (UDL) presentation (Anagit Traganza)
    1. Traganza presented UDL from a practical instructional design perspective, explaining its three main areas: engagement (why of learning), representation (what of learning), and action and expression (how of learning). Using examples from an ESL conversation course, Traganza identified UDL components that were present or missing on various course pages. She also demonstrated how to use accessibility tools, such as DesignPLUS, to check for proper heading structure, effective content organization, and accessible PDF documents. Traganza also shared accessibility practices instructors should consider when developing course materials, including page structure, cognitive load, navigation clarity, and meaningful link text from a student's perspective.
        a. Presentation: 2026.10.07. Getting Started with UDL
    2. The committee reviewed course outline components where UDL and Inclusion, Diversity, Equity, Accessibility, Anti-Racism, and Sustainability (IDEAAS) principles should be incorporated, including catalog descriptions, course content, objectives, assignments, and methods of instruction. The committee discussed the implementation of UDL and IDEAAS principles in course outlines, as required by Title 5, including the timeline for implementation. All courses are expected to incorporate these principles by 2030.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

A. District Curriculum Instruction Council Report
    1. CCCCO and Academic Senate for California Community Colleges (ASCCC)
        a. Fall Curriculum Regional Meeting - South Region
            I. Thursday, October 15, at Cuyamaca College, from 9:30 a.m. to 3:30 p.m.
            II. Registration is complimentary.
            III. Registration link: https://www.asccc.org/events/fall-curriculum-regional-events
B. DEI in Curriculum
C. District CurricUNET/currIQunet META Steering Subcommittee
D. District Policies and Procedures
E. Student Learning Outcomes (SLOs)
    1. Discussion: Foster updated the committee on the development of a new Student Learning Outcomes (SLO) dashboard, created by Juan Salcedo, designed to streamline the SLO inventory process and provide Program Chairs (PCs) with easier access to program-level SLO information. Access to the dashboard will be limited to one designated individual per program to maintain security. The committee discussed plans for introducing the dashboard to the PCs and will further consider the best approach for sharing access and information with each program.

7. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Curriculum Update (Committee Members)
    1. Deadline for curriculum to be considered for the November 4, 2026, meeting: Friday, October 9, 2026.
    2. The next committee meeting will be held on Wednesday, November 4, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

8. ADJOURNMENT

A. Motion to adjourn.

1. Motion by Phounsavath
2. Second by Quintero
3. Final Resolution: Meeting adjourned at 4:27 p.m.
4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Phounsavath, Pierson, 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 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)