

Curriculum Committee Agenda Minutes

Wednesday, April 8, 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 and 316, 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

Clothing and Textiles: Shirley Pierson

Counseling: Edith Quintero

Digital Media and Programming: Zak Ruvalcaba

Disability Support Programs and Services: Rosa Monzon proxy for Kim Salerno

Emeritus: Claudia Tornsäuer

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:

Ildifonso Carrillo, ESL Assistant Program Chair

Rachel Rose, Child Development Program Chair

ABSENT:

Child Development: Lee Thompson

Healthcare: Kenneth A. Parker

Healthcare: Anthony Nuncio

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

A. Approval of the agenda for **April 8, 2026**, meeting

1. Motion by Caruana

2. Second by Vera-Alba

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

2. CURRICULUM REVIEW / APPROVAL REQUESTS

- A. New Course(s)
1. PASV 533 Life Skills for Older Adults
 2. Motion by Rashvand
 3. Second by Jackson
 4. Final Resolution: Motion carries. Approved as presented.
 5. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Monzon, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Tornsäuffer, Vera-Alba
- B. Course Revision(s)
1. DSPS 631D Beginning American Sign Language
 2. DSPS 653D Adapted Arts and Crafts
 3. DSPS 656D Wellness Management – DSPS
 4. Motion by Quintero
 5. Second by Phounsavath
 6. Final Resolution: Motion carries. Approved as presented.
 7. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Monzon, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Tornsäuffer, Vera-Alba
- C. Course Deactivation(s)
- D. Curriculum Correction
1. OFSY 598 correction to status; Program has determined course will remain active. Course was requested to be deactivated during the 3/4/26 CE Curriculum Committee meeting and has not yet been forwarded to Curriculum Instructional Council (CIC).
 - a. Motion by Caruana
 - b. Second by Pierson
 - c. Final Resolution: Motion carries. Approved as presented.
 - d. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Monzon, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Tornsäuffer, Vera-Alba
 2. Program title change: English as a Second Language Multilevel Citizenship will be updated to English as a Second Language Citizenship: Multilevel; Program revision approved during the 3/4/26 CE Curriculum Committee meeting and has not yet been forwarded to Curriculum Instructional Council (CIC)
 - a. Motion by Rashvand
 - b. Second by Lollis
 - c. Final Resolution: Motion carries. Approved as presented.
 - d. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Lollis, Monzon, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Tornsäuffer, Vera-Alba

- E. New Certificate Program(s)
- F. Certificate Program Revision(s)
- G. Certificate Program Deactivations(s)

3. OLD BUSINESS

- A. CC Catalog Rights Workgroup update
- B. SDCCE educational plan grading language
- C. TOP-to-CIP Transition
 - 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. Discussion: The California Community Colleges Chancellor's Office (CCCCO) recommends that institutions with noncredit offerings retain CIP codes previously used for credit programs for local reporting and submit approved noncredit CIP codes to the Chancellor's Office Course Inventory. Resulting in two separate CIP codes.
- D. CCCCCO and Academic Senate for California Community Colleges (ASCCC) collaborative webinar: Implementing the New Course Outline of Record; Latest regulatory revisions to the course outline of record.
 - 1. Discussion: The committee reviewed key takeaways from the CCCCCO and ASCCC webinar on updated Course Outline of Record (COR) guidance, with emphasis on integrating Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (DEIAA) and Universal Design for Learning (UDL).
 - 2. The webinar clarified that curriculum committees are not responsible for enforcing DEIAA and UDL implementation in the classroom. Their role is to ensure these elements are appropriately reflected in the COR, where applicable. Implementation responsibility lies with administration in coordination with the Curriculum Committee.
 - 3. The committee reaffirmed its current approach and discussed strengthening technical review processes to better support faculty in clearly integrating DEIAA and UDL prior to Curriculum Committee review, including improving visibility within COR fields.
 - 4. System enhancements were discussed, including potential updates to the curriculum management system (e.g., META) such as additional fields or checkboxes to document DEIAA/UDL alignment in instructional methods and assessment. The committee also supported continued use of concise examples within COR fields to demonstrate integration.
 - 5. The webinar encouraged broader integration of DEIAA and UDL across the COR. The committee noted the need for further discussion on appropriate scope, level of detail, and discipline-specific application. Additional updates are expected following district and vendor coordination.

4. NEW BUSINESS

Leppert @ 4 p.m.

- A. New subject indicator for College of Continuing Education: WORK (Work Experience)
 - 1. Discussion: First reading presented of new subject indicator, Work Experience. Item will return to the Curriculum Committee at the next meeting for consideration of approval for

adoption. Members were asked to share the proposal with their respective program areas. Members were also encouraged to consult with their department chairs and faculty to review and discuss the potential implementation and expansion of the initiative at the college.

B. 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: Vote for Curriculum Chair will occur at next curriculum committee meeting.

5. CREDIT COLLEGE CURRICULUM- FYI

6. STANDING REPORTS

A. District Curriculum Instruction Council Report (Gholson)

1. Discussion: Gholson reported that CIC discussed the need to clarify and document the approval process for new or adopted subject indicators as part of the Program Viability Handbook in development.
2. Currently, subject indicators are approved at college curriculum committees; CIC review is generally limited unless there is a direct noncredit impact, which has not occurred due to non-aligned curriculum across credit colleges.
3. Emphasized the importance of early coordination with credit college stakeholders to ensure alignment and avoid delays at CIC. A formal process document outlining required steps is in development and will be shared once finalized.

B. DEI in Curriculum (Gholson)

C. District CurricUNET/curriQunet META Steering Subcommittee (Gholson)

1. Discussion: Updates on new data elements to be incorporated into Meta to address Title 5 revisions to the course outline of record related to UDL and DEIAA. Noted ongoing Meta technical issues affecting catalog functionality at credit colleges, including data loss and system glitches. SDCCE will continue using PDF catalogs.

D. District Policies and Procedures (Gholson)

1. Discussion: Gholson shared that upcoming district policies and procedures updates, will include a new set of revisions to incorporate additional Title V requirements for the Course Outline of Record (COR)

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, April 10, 2026.
2. The next and final Spring 2026 committee meeting will be held on Wednesday, May 6, 2026, at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., Conference Room 121.

3. Deadline for curriculum to be considered for the September 2, 2026, meeting: Friday, May 8, 2026.

8. ADJOURNMENT

A. Motion to adjourn.

1. Motion by Phounsavath
2. Second by Quintero
3. Final Resolution: Meeting adjourned at 4:16 p.m.
4. Approve: Caruana, Gholson, Gil, Iffland, Jackson, Leppert, Lollis, Phounsavath, Pierson, Quintero, Rashvand, Ruvalcaba, Monzon, 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 \(SAAM\) CCCCCO](#)

[UDL Guidelines](#)