

Curriculum Committee Agenda Minutes

Wednesday, January 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:

César E. Chávez Campus, 1901 Main Street, Room 316, San Diego, CA 92113

CE Mesa College Campus, 7350 Armstrong Place, Room 101L, San Diego, CA 92110

ECC, 4343 Ocean View Blvd., Room 76 and 124, San Diego, CA 92113

West City Campus, 3249 Fordham St., Room 123, San Diego, CA 92110

376 Center St., Chula Vista, CA 91910

2229 El Amigo Rd., Del Mar, CA 92014

IN ATTENDANCE:

Automotive: Robert Jackson

Business, Accounting and Entrepreneurship: Aaron Iffland

Child Development: Lee Thompson

Clothing and Textiles: Shirley Pierson

Counseling: Edith Quintero

Disability Support Programs and Services: Kim Salerno

Emeritus: Claudia Tornsäuffer

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

Skilled and Technical Trades: Pete Phounsavath

SDCCE Instructional Services: Bradley Dorschel, Acting Vice President of Instruction proxy for Masahiro Omae, Vice President of Instruction

SDCCE Instructional Services: Patricia Gil, Curriculum Analyst

GUEST:

Marne Foster, SLO/Program Review Coordinator

Kirsten Lollis, Faculty, Instructional Learning Technology and Learning Resources

ABSENT:

Digital Media and Programming: Zak Ruvalcaba

Healthcare: Kenneth A. Parker

Healthcare: Anthony Nuncio

SDCCE Instructional Services: Masahiro Omae, Vice President of Instruction

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

A. Approval of the agenda for **January 7, 2026**, meeting

1. Motion by Dorschel

2. Second by Phounsavath

3. Final Resolution: Motion carries. Approved as amended.

4. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba

- B. Approval of **December 3, 2025**, meeting minutes
 - 1. Motion by Thompson
 - 2. Second by Quintero
 - 3. Final Resolution: Motion carries. Approved as presented.
 - 4. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba

2. CURRICULUM REVIEW / APPROVAL REQUESTS

- A. New Course(s)
 - 1. BUSN 624 Agile Project Management Dynamics
 - 2. BUSN 625 Agile Project Management Practices: Software Tools and Real-World Application
 - 3. Motion by Pierson
 - 4. Second by Dorschel
 - 5. Final Resolution: Motion carries. Approved as presented.
 - 6. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba
- B. Course Revision(s)
 - 1. MECT 431 Air Conditioning and Heating I
 - 2. MECT 432 Air Conditioning and Heating II
 - 3. Motion by Quintero
 - 4. Second by Thompson
 - 5. Final Resolution: Motion carries. Approved as presented.
 - 6. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba
- C. Course Deactivation(s)
- D. New Certificate Program(s)
 - 1. Agile Project Management
 - 2. Motion by Pierson
 - 3. Second by Jackson
 - 4. Final Resolution: Motion carries. Approved as presented.
 - 5. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba
- E. Certificate Program Revision(s)
 - 1. Air Conditioning and Heating
 - 2. Motion by Tornsäuffer
 - 3. Second by Caruana
 - 4. Final Resolution: Motion carries. Approved as presented.
 - 5. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäuffer, Vera-Alba
- F. Certificate Program Deactivations(s)

3. OLD BUSINESS

- A. Review and creation of catalog language and procedures related to catalog rights and continuous enrollment (concept)

1. Not discussed; continued for a future meeting
- B. Establishing guidelines and documentation standards for course equivalency.
 1. Not discussed; continued for a future meeting
- C. Adding representation for Instructional Learning Technology and Learning Resources Department to Curriculum Committee
- D. Title 5 changes to include IDEAA in curriculum process.
 1. Course outline of records—new Title 5 requirements
 2. Universal Design for Learning (UDL)
 - a. Discussion: The committee discussed embedding IDEAA and UDL best practices in course outlines, focusing on providing examples of assignments and assessments. They reviewed a sample course outline and discussed how to incorporate UDL principles, such as multiple means of engagement, representation, and action expression, into course assignments. The committee agreed to further discuss how to accurately reflect UDL practices in course outlines. The [UDL guidelines](https://udlguidelines.cast.org/) link was shared with the committee: <https://udlguidelines.cast.org/>
 3. Updates needed for technical document
 - a. [Course Outline Guidelines](#)
 - b. [Curriculum Review Rubric](#)
- E. Course and program revisions and deactivations
 1. [Course and program reviews](#)
 2. Deactivations done in META for Fall 2026 as of December 5, 2025 notification.
 3. Notify prior to deactivation and launching in META.
 4. [META tutorials and training documents](#)
- F. SDCCE educational plan grading language

4. [NEW BUSINESS](#)

- A. [Policies and procedures for constituent review](#)
- B. Career Technical Education (CTE) Biennial Review
 1. Not discussed; continued for a future meeting
- C. Essential Dates 2026 updated document to list 2026 Curriculum Committee meetings and catalog deadline for fall 2028
- D. CIP codes expected/due to be added to Chancellor's Office Curriculum Inventory (COCI) by 2027.

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 next Curriculum Committee meeting: Friday, January 9, 2026.

2. The next committee meeting will be held on Wednesday, February 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 Pierson
 3. Final Resolution: Meeting adjourned at 4:29 p.m.
 4. Approve: Caruana, Dorschel, Gholson, Gil, Iffland, Jackson, Leppert, Phounsavath, Pierson, Quintero, Salerno, Thompson, Tornsäufer

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](#)