



Curriculum Committee and Curriculum Technical Review Agenda and Minutes

CURRICULUM COMMITTEE MEETING				
Date: Monday, April 13, 2020		Time: 2:00 p.m. – 4:00 p.m.		Location: VIA ZOOM
Call to Order: 2:03 p.m.		Adjournment: 3:19 p.m.		
<input checked="" type="checkbox"/> Dina Humble (Chair)	<input checked="" type="checkbox"/> Mary Copeland (Co-Chair)	<input checked="" type="checkbox"/> Anthony Ababat	<input type="checkbox"/> Kathryn Adams	<input checked="" type="checkbox"/> Vicente Alvarez
<input type="checkbox"/> Michael Assumma	<input checked="" type="checkbox"/> Davena Burns-Peters	<input checked="" type="checkbox"/> Melita Caldwell-Betties	<input type="checkbox"/> Breanna Curry	<input type="checkbox"/> Glenn Drewes
<input checked="" type="checkbox"/> Ginny Evans-Perry	<input type="checkbox"/> Magdalena Jacobo	<input checked="" type="checkbox"/> Mary Lawler	<input checked="" type="checkbox"/> Stephanie Lewis	<input checked="" type="checkbox"/> Sheri Lillard
<input checked="" type="checkbox"/> Craig Luke	<input checked="" type="checkbox"/> Patty Quach	<input checked="" type="checkbox"/> Yolanda Simental	<input type="checkbox"/> Tahirah Simpson	<input checked="" type="checkbox"/> Nori Sogomonian
<input checked="" type="checkbox"/> Bethany Tasaka	<input checked="" type="checkbox"/> Maria Valdez	<input checked="" type="checkbox"/> Janice Wilkins	<input checked="" type="checkbox"/> Margaret Worsley	<input checked="" type="checkbox"/> Kay Dee Yarbrough
Guests:	<input type="checkbox"/> Student	Christopher Crew (District)	Bruce Underwood (BUSAD)	

The Curriculum Committee recommends that the pre-requisites and co-requisites approved be re-evaluated in the next 2-3 years by the appropriate departments/programs to ensure student success. Note: Committee members are voting on all Proposals, Requisites, Advisories, and Distributed Education.

DISCUSSION ITEMS/PUBLIC COMMENT	
REVIEW/APPROVAL OF MINUTES	Minutes will be posted online 04/14/2020.
VPI Updates	No updates at this time. Dina Humble will send an email after attending a CIO Webinar at 3:00 p.m. with her notes on the issue of DE approvals.
DE Addendum	<p>Mary Copeland brought up the new DE Addendum approval process for approving courses to be taught online, specifically during the Summer and Fall terms. Faculty will complete a DE Addendum, and email it to Kay Dee Yarbrough in order to be reviewed by a team (Maggie Worsley, Mary Copeland, Davena Burns-Peters, Janice Wilkins, Kay Dee Yarbrough). The team will then communicate with faculty whether their course is approved to be taught online or not based off the information provided on the DE Addendum. The Curriculum Committee will then review and approve of the courses to be taught DE at the May 11th meeting. Faculty do not need to launch their courses in CurricUNET to have their course approved for DE. This will save time and will unburden the system.</p> <p>Though the DE approval process has been thorough, there is a discrepancy about the interpretation of the memo sent from the State Chancellor’s Office on March 31, 2020 (attached). Maggie Worsley has interpreted the memo as stating that colleges have the option to submit courses to be taught online in another emergency DE addendum. Using band and kinesiology as an example, these courses cannot be taught online on a regular basis but should only be allowed in the event of an emergency during the Summer and Fall terms. She is suggesting that we have two separate processes in order to ensure students do not slip through the gaps and teach these courses temporarily online. The way the process stands, she can either write a DE Addendum for a course she knows cannot be taught online and receive DE approval from here on out, or she can choose to not write the Addendum and not teach the course at all in the Fall</p>



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semester. From her interpretation of the memo, she believes that the State Chancellor’s Office is requesting that colleges create an emergency addendum to give the courses that cannot regularly be taught online a chance to be offered in the upcoming semesters. After reviewing the memo, Sheri Lillard agreed with Maggie’s interpretation.

Dina Humble will be attending a CIO webinar this afternoon to gain additional information on this topic. It is her understanding that the emergency DE addendum will be completed by June 30, 2020 and any courses that will be taught in the Summer or Fall would need to be approved through the local process. We know some courses cannot be taught successfully online, this has provided us with the opportunity to think outside of the box and think about hybrid options, as well. If we are in this situation come Fall 2020, then we will not be offering courses that are not DE approved during that semester. It is important to maintain instructional integrity, and the process we have now will allow for faculty to really evaluate their courses, check for rigor and regular substantive contact in order to be approved to teach them online. The Chancellor’s Office has made it clear that after June 30, 2020, the emergency addendum will come to an end and colleges need to be prepared moving forward. Dr. Humble thanked the Committee for opening up this conversation and has ensured we will do the best for our students moving forward.

Mary Copeland’s interpretation of this memo is that colleges should work to approve classes that are pedagogically able to be taught online, but we still need to be in compliance with Title V and the Department of Education. We also need to be mindful of the programs that are offered 50% or more online. This is considered a substantive change with the ACCJC, and we would need to send for approval. It is the Curriculum Committee’s responsibility to approve courses to be taught online, but the Office of Instruction has the right of assignment and can determine whether they will be taught online or not. Davena Burns-Peter’s has similar interpretation of the memo and feels that the decision-making is being driven by fear. Fear for the students, fear for the adjunct faculty. Either way, we should not feel comfortable saying pedagogically a cannot be offered online because of various reasons, but in the event of an emergency it’s okay. If a course cannot be offered online, then it should not be offered.

This semester has allowed for faculty to view DE as an option for teaching their classes online. Electricity and Electronics will be submitting DE Addendums for all of their courses. Water Supply Technology is also heading in that direction.

The Curriculum Committee has agreed to hold a vote on this issue next Monday during the Technical Review meeting. They would like a little more time to evaluate the memo and have asked that we also invite Faculty Chairs to be a part of the vote.

PUBLIC COMMENT

No public comments at this time.



COURSE MODIFICATIONS			
Course ID:	Originator:	Notes:	Result:
BUSAD 050	Underwood	Reviewed SLOs. Department will complete the Requisite Analysis and will send back. 1 st : Mary Lawler 2 nd : Bethany Tasaka Motion Approved	Approved
HVAC 057C	Roberts	Sherri Lillard questioned the course content of for these courses. The content does not go into detail and goes against the typical rules the Committee follows. According to Mary Copeland, course content is reflected of the rigor of the course objectives. Melita Caldwell-Betties replied that this course is a modification, just modifying existing curriculum. Though the content is not broken down into sub-contents, it is detailed enough for faculty teaching the class. 1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 060C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 061C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 062C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 065C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 066C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 067C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved
HVAC 068C	Roberts	1 st : Melita Caldwell-Betties 2 nd : Anthony Ababat Motion Approved	Approved



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VOTING (Curriculum Committee ONLY)		
Yea = X Nay = N Abstain = A		
Name	BUSAD 050 Course Mod.	HVAC/R Course Mods.
Dina Humble		
Mary Copeland		
Anthony Ababat	X	X
Kathryn Adams		
Vicente Alvarez	X	X
Michael Assumma		
Davena Burns-Peters		
Melita Caldwell-Betties	X	X
Breanna Curry		
Glenn Drewes		
Ginny Evans-Perry	X	X
Magdalena Jacobo		
Mary Lawler		
Stephanie Lewis	X	X
Sheri Lillard	X	X
Craig Luke	X	X
Yolanda Simental	X	X
Ty Simpson		
Nori Sogomonian	X	X
Bethany Tasaka	X	X
Maria Valdez	X	X
Janice Wilkins	X	X
Margaret Worsley	X	X
Kay Dee Yarbrough	X	X
Student Representative		
Total Counts		



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers

FROM: Marty J. Alvarado,
Executive Vice Chancellor, Educational Services & Support

RE: EMERGENCY TEMPORARY DISTANCE EDUCATION BLANKET ADDENDUM FOR SUMMER
2020 OR FALL 2020

The current COVID-19 pandemic is a quickly evolving and changing situation and as such, colleges are encouraged to plan proactively and with contingencies for instructional offerings throughout the remainder of the 2020 calendar year. As of the date of this memo, the US Department of Education has not provided guidance or flexibility regarding Distance Education for academic terms beyond Spring 2020. It is unknown whether accommodations or flexibility will be provided or required for these subsequent academic terms. It is not anticipated that the blanket addendum/waiver process will continue into 2021, however, there remains a significant likelihood that restrictions on face-to-face instruction may continue into 2021. Thus, any request for a temporary distance education blanket addendum will be required to identify, as part of the request, a plan for local approval of all courses that may need to be offered online. Information on the requirements for the full addendum request, including MIS course coding requirements, and updates on the ACCJC approval process are provided in this memo. Given the current recommendations by the State of California, all colleges are required to submit an addendum for Summer 2020 by **May 20, 2020**, in preparation for the likelihood that most instruction will continue to be conducted via distance education. Additionally, it is strongly recommended that colleges plan to submit an addendum for Fall 2020 by **July 1, 2020**, given current indications that the COVID-19 pandemic may last beyond Summer 2020.

Submitting an Emergency Temporary Distance Education Blanket Addendum Request for Summer or Fall 2020

Colleges may request approval for an Emergency Temporary Distance Education Blanket Addendum from the California Community Colleges Chancellor's Office to satisfy the requirements included in title 5, section 55206. Such a request, if approved, will be considered valid only for the **summer and fall 2020**

terms as an emergency alternative to the standard local approval process for Distance Education, which may not be timely under the current emergency circumstances.¹

To request an Emergency Temporary Distance Education Blanket Addendum please submit the following information using the Emergency Temporary Distance Education Blanket Addendum Request form here: <http://bit.ly/CCCCODEAddendum>. Requests must be submitted by either the college president, chief instructional officer, or district-level equivalent; however, **a separate form must be submitted for each college and for each term to be covered by a blanket addendum**. The form requires the following elements:

1. The name(s) and contact information for institutions chief instructional officer, college president, or district equivalent.
2. Reason for the temporary addendum request, term that this request applies to, the term start and end dates, and the total number of sections covered by the request. Separate addendum requests must be submitted for each term requiring blanket approval.
3. An excel document that lists **all** courses to be covered by the addendum. Information for each course should include the following: district-college-identifier, term-identifier, course-control-number, course-department-number, course-title, and anticipated number of sections and students affected. Additionally, this document should also include, on a separate tab, **all** courses that continue to be planned for face-to-face instruction, including courses that support essential infrastructure and health sectors, using the same format. A sample of the document, including the necessary course elements and formatting can be found here: <http://bit.ly/DECourseFile>. Please save the Excel file of courses using the naming convention "District-college-identifier (GI01)_College_term-identifier(GI03)_Term2020_CourseFile.xlsx".
4. A plan for obtaining local approval for **all** courses included in the submitted addendum by December 30, 2020. The plan should include, at minimum, a summary of the local approval process (including the committees involved) the frequency or intended frequency of the committee meetings needed to complete the plan, and a schedule for the number of courses that will be approved monthly. Please save the plan as a Word document or pdf using the naming convention "College_LocalApprovalPlan_Term2020".
5. For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online, including: the District-College-Identifier, the Program Control Number, the Program Title, TOP Code, and Program Award Type. A sample document, including the necessary course elements and formatting can be found here: <http://bit.ly/DEProgramFile>. Please save the Excel file of programs using the naming convention "GI01_College_Term2020_ProgramFile.xlsx".
6. A plan for ongoing professional development for faculty and staff for converting to online instruction. The plan should include, at minimum, anticipated training schedules and topics, as well as the anticipated number of faculty, including counselors, or staff to be

¹ Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020.

trained. Please save the plan as a Word document or pdf using the naming convention “College_ProfessionalDevelopmentPlan_Term2020”.

Instructions for Coding for MIS Submissions for Approved Emergency Temporary Distance Education Blanket Addendums

In order to mitigate the impact on course schedulers and MIS data submission coordinators, colleges should maintain their current course and section coding for all existing/planned courses and sections for Spring, Summer, and Fall 2020 semesters or quarters as part of their normal MIS submissions of course-related elements (e.g., in particular, data element XF01, **SESSION-INSTRUCTION-METHOD** should not be changed). Do not change the coding for courses or sections that were or would have been conducted as in person lectures, labs, etc. but which changed to distance learning methods as a result of the COVID-19 pandemic. Colleges should only use distance education codes for XF01 for courses and sections that were already locally approved to be online **and** were planned to be online during the term in question.

By maintaining the original intended coding, MIS and Chancellor’s Office staff will be able to use the submitted Emergency Temporary Distance Education Blanket Addendum to reference which courses and sections were transitioned to distance education as a result of the COVID-19 state of emergency at each college and across the system.

ACCJC Distance Education Program Approval Required

To comply with federal regulations and accreditation standards, including the ability to award federal student aid, colleges opting to offer programs at 50% or more online are required to receive approval from ACCJC. As institutions move courses from in-person to distance education modalities for Summer and/or Fall 2020, some programs that were not previously offered at 50% or more online may now fall into this category. The Chancellor’s Office remains in conversations with ACCJC to support streamlined approval processes, where possible, and information submitted by colleges for this addendum will be taken into consideration by ACCJC as they assess the need and latitude to support blanket approvals for programs that fall into this category.

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Aisha Lowe, Vice Chancellor
Rhonda Mohr, Vice Chancellor
CCCCO Staff