



Curriculum Committee and Curriculum Technical Review Agenda and Minutes

Curriculum Technical Review Committee Roll Call				
Date: 08/31/2020		Time: 1:00 p.m. to 4:00 p.m.		Location: Via Zoom
<input checked="" type="checkbox"/> Dina Humble (Chair)	<input checked="" type="checkbox"/> Mary Copeland (Co-Chair)	<input checked="" type="checkbox"/> Melita Caldwell-Betties	<input checked="" type="checkbox"/> Ginny Evans-Perry	<input type="checkbox"/> Stephanie Lewis
<input checked="" type="checkbox"/> Bethany Tasaka	<input checked="" type="checkbox"/> Margaret Worsley	<input type="checkbox"/> Janice Wilkins	<input checked="" type="checkbox"/> Kay Dee Yarbrough	
Guests:	Davena Burns-Peters			

Curriculum Approval Process:



Curriculum Committee Meeting Roll Call				
Date: 09/14/2020		Time: 2:00 p.m. to 4:00 p.m.		Location: Via Zoom
Call to Order: 2:04 p.m.		Adjournment: 3:32 p.m.		Quorum: 13
<input checked="" type="checkbox"/> Dina Humble (Chair)	<input checked="" type="checkbox"/> Mary Copeland (Co-Chair)	<input checked="" type="checkbox"/> Anthony Ababat	<input checked="" type="checkbox"/> Kathryn Adams	<input checked="" type="checkbox"/> Vicente Alvarez
<input checked="" type="checkbox"/> John Banola	<input checked="" type="checkbox"/> Elizabeth Banuelos	<input checked="" type="checkbox"/> Robert Brown	<input checked="" type="checkbox"/> Lorrie Burnham	<input checked="" type="checkbox"/> Melita Caldwell-Betties
<input checked="" type="checkbox"/> Ginny Evans-Perry	<input checked="" type="checkbox"/> Paula Ferri-Milligan	<input checked="" type="checkbox"/> Christie Gabriel	<input type="checkbox"/> Leslie Gregory	<input checked="" type="checkbox"/> Mary Lawler
<input type="checkbox"/> Keith Lee	<input type="checkbox"/> Stephen Lee	<input checked="" type="checkbox"/> Michael Levine	<input checked="" type="checkbox"/> Stephanie Lewis	<input checked="" type="checkbox"/> Breanna Lopez
<input type="checkbox"/> Patty Quach	<input checked="" type="checkbox"/> Yolanda Simental	<input checked="" type="checkbox"/> Tahirah Simpson	<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	<input checked="" type="checkbox"/> Student: Deja Holland	
Guests:	Julie Ulloa	Todd Heibel		

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.



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Agenda Items	
Review/Approval of Minutes	Minutes from this meeting will be posted online after receiving approval from the committee.
VPI Report	No updates at this time.
New Business	<p>Annual Training: Title 5 requires that all participants on the Curriculum Committee be trained on an annual basis. Mary Copeland, Curriculum Co-Chair provided a PowerPoint presentation with this year's training.</p> <ul style="list-style-type: none"> • Curriculum Committee Charge: Under AB1725, the Academic Senate has a responsibility to make recommendations with respect to Academic and Professional matters. Curriculum is an academic matter and, therefore, the curriculum committee is authorized by the Academic Senate to make recommendations about the curriculum of the college. The SBVC Curriculum Committee Charge is located in our Curriculum Handbook and on the Curriculum Committee website. Course and program approvals for curriculum is a process, we have our own local process, but we also must adhere to State and Federal guidelines. • SBVC Curriculum Process: Department > Technical Review > Curriculum Committee > Board Approval > State Approval > Articulation (if needed) > Catalog > Proposal can be Offered • What are My Responsibilities as a Curriculum Committee Member? All Curriculum Committee members must review curriculum prior to the bi-monthly meetings, comment through curriculum on courses and program, assist faculty in their areas on curriculum questions. Members must also attend meetings regularly, vote, and participate in discussions. If you cannot make a meeting, please send a proxy in your place in order to help us receive quorum. • Reviewing the curriculum in CurricUNET: Committee members should receive regular emails when curriculum needs to be reviewed. However, CurricUNET is finicky, so check the website on a regular basis regardless of email notifications. Another way to know what to review is to look at the agenda sent out by Mary (typically 72 hours prior to the meeting). The agenda lists every proposal we will be reviewing in the meeting. • What are you reviewing? Appropriateness to the Mission, Need, Curriculum Standards, Adequate Resources, Compliance. It is important that all proposals align with the SBVC Mission Statement. Mary reviewed the SBVC Mission Statement. If you have any questions about a proposal, please add your comments in CurricUNET so Mary can follow up with the faculty prior to the Curriculum Committee meeting. • Division of Labor: A Google Doc was sent to the Committee in order for them to choose an area they would like to review in the Course Outline of Record. This allows for members to divide up the course outline and focus on a specific area. Please make sure you are signed up for an area, if not, we will choose for you. • Technical Review Committee: The Tech Review Committee Tries to catch many of the issues. This Committee meets every other Monday from 1:00 – 4:00 pm and Mary Copeland invited all committee members to attend. This committee is where grammar and spelling issues are caught, which time during the Curriculum Committee



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meetings. If you catch a spelling or grammar error, add your comments in CurricUNET so we can fix before the meeting.

- Curriculum Committee Division Representative: As Curriculum Committee Representative, you may be asked to help assist faculty in your area in building curriculum. Here's a list of items to ask faculty if they come to you for assistance:
 - Where does the course/program fit in the grand scheme of things?
 - Has the department met regarding this curriculum?
 - Have you spoken with other faculty in your area?
 - Did you check other colleges?
 - Have you spoken to the articulation officer?
 - Are you sure it fits in our mission?
 - Did you check out the handbook?
 - Did you speak to your dean?
- We also have an extensive list of resources to use, located on our Curriculum Committee website:
 - Program and Course Approval Handbook 7th edition (PCAH)
 - The Course Outline of Record: A Curriculum Reference Guide Revisited 2017
 - Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates
 - SBVC Curriculum Handbook
- Curriculum and the Law: Course Outline of Record (COR) is a legal document that is required to have certain elements as stated in Title 5. As a Curriculum Committee Member, you ensure:
 - Quality and accuracy of the curriculum
 - Our approvals meet the expected state, local, and transfer standards
 - We uphold the requirements for apportionment
 - We uphold the accreditation standards, specifically Standard II.A.3
 - All of the above are elements to look for in the Course Outline of Record (COR)
- Why Would we say NO?
 - Approval: Certification and correct data for the Chancellor's Office.
 - Apportionment: Ed Code and Title 5 §§ 55100 and 55130 give the Chancellor's Office the authority to "terminate the ability of a district to offer courses [and educational programs]... until such time a district demonstrates compliance with all requirements for certification."
 - Articulation: Curriculum is evaluated for quality by transfer institutions, C-ID, and external regulatory bodies.
 - Accreditation: Standard IIA3, among others, requires certain elements for courses, including Student Learning Outcomes, resources, etc.



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- Access: Ultimately, quality assurance matters for the students. When the curriculum committee does its job, students have access to courses and programs that are current, cohesive, and clear about goals and pathways.
- What are your best practices when reviewing curriculum?
 - Ginny Evans-Perry: When starting to review a COR, if it is not a new course there is an icon that has 2c's (CC). In this area you will see all the changes made for the current submission. We are faculty helping faculty. Use the SLO Rubric to review SLOs.
 - Maggie Worsley: Schedule time to devote to this committee. It is a working committee, but it's important to schedule the time to prioritize the work.
 - Christie Gabriel: Thanked for the opportunity to serve on this committee, wanted to give some insight on the research department's purview. She spends a lot of time communicating with researchers from other colleges. Is in the loop on what other schools are doing and is happy to assist with providing research documents when reviewing proposals.
 - Janice – Working with anything that requires articulation, have faculty look at other colleges to see what aligns to the four-year institutions. It is also helpful to look at the comments left by others in CurricUNET. Devote the time to review proposals. The Spring agenda will be heavier due to the updated deadline.
- What's New? Equity, Diversity, Anti-Racism – In light of recent discussions regarding equity, diversity, and anti-racism, can we/should we as the curriculum committee develop a process for reviewing courses and programs for culturally responsive curriculum? Yes.
- Ideas:
 - Make culturally responsive curriculum a standard part of the process review and development process.
 - Review culturally responsive curriculum as we would any other aspect of curriculum, such as DE or Course Objectives
 - Include this in our handbook
 - Make faculty aware that this will be part of the process
 - Other ideas?
 - Bethany Tasaka: Curriculum has the ability to have impact on campus.
 - Deja Holland: All ideas are great; one thing came to mind that whoever is on the committee is in charge of what Culturally Response Curriculum should be. Commented she would like to see diversity addressed towards Nursing curriculum.
 - Mary Copeland: We have a lot to learn and as we move forward the conversations will continue. Will be sharing a PowerPoint from the ASCCC.
 - Maggie Worsley: Look at proposals through an equity lens.

Culturally Responsive Curriculum: Mary shared ENVSCI 100, which is currently going through the curriculum approval process and has examples of culturally responsive curriculum.



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Old Business	DE Addendums: Last semester, we approved hundreds of courses to be offered online due to the pandemic. We still are working to have some courses approved for Fall, but we are now mainly going to be focusing on approving courses for DE in the Spring. We are still in an emergency situation, as the District has told us we have no choice but to teach classes online, so all Emergency DE Addendums previously approved would apply in this situation. All courses going through content review this semester will need to complete the new DE Addendum (via the Word document). Which means, any time a course goes through the process, faculty will be required to submit an updated addendum.
Announcements	Accreditation: The accreditation visit will be held virtually from October 12-14, 2020. At this time, we are not sure if the visiting team would like to meet with the entire Curriculum Committee, or just the Co-Chair. In preparation for the possibility of having a team member visit our October 12 th meeting, we ask that you have your camera on during the entire meeting to show active participation.
Public Comment	No comments at this time.

Course Approval Action Items

Course ID:	Course Title:	Originator:	Proposal Type:	Notes/Comments:	Voting:
ENVSCI 100	Introduction to Environmental Science	Heibel	Course Modification with DE	Course ID Change. HOLD – Pending updates to degrees.	HOLD