

Curriculum Committee Training & Review

Title 5 §55100 and §55130 require that those involved in the curriculum review and approval process are trained. Committee membership and operating procedures may evolve; therefore, there is a need for regular and ongoing training.



Agenda

- Welcome
- Leadership Introductions
- Curriculum Fundamentals
- Committee Member Responsibilities
- The Curriculum Review Process
- Working as a Team
- Baccalaureate Degree Program
- Looking Forward

Committee Leadership

Curriculum Administrator

Dr. Dina Humble, Vice President of Instruction

Curriculum Faculty Chair

Thomas Berry

Curriculum Coordinator

Kay Dee Yarbrough

Articulation Officer

Janice Wilkins

ARTICULATION OFFICER

Curriculum Committee Responsibilities



Support faculty with transfer curriculum development

Update Transfer Model Curriculum (TMCs) aka Associate Degree for Transfer (ADTs)

Utilizing state articulation standards, guidelines, and regulations, review curriculum to ensure transfer compliance

Coordinate course transferability and General Education (GE) efforts

Transfer articulation can be complex- Please collaborate with your Articulation Officer, Janice 😊





Layers of Guidance

- **CA Education Code**
 - Statute, determined by legislation
- **Title 5 (California Code of Regulations)**
 - Interprets Ed Code into regulations, determined by Board of Governors
- **Chancellor's Office Program and Course Approval Handbook (PCAH)**
 - Establishes specific guidelines for implementing Title 5
 - Developed by Chancellor's Office with CCC Curriculum Committee (5C)
- **Chancellor's Office guidelines**
 - Further clarify implementation of title 5 and emerging issues (e.g. AB 1705)
- **ASCCC papers and reference guides**
 - Best practices available online through [ASCCC Publications](#)

Academic and Professional Matters

*Also known as “10+1”

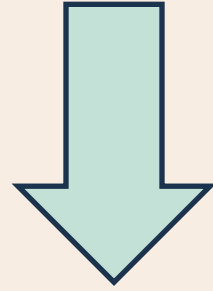
1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
6. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
7. Policies for faculty professional development activities.
8. Processes for program review.
9. Processes for institutional planning and budget development, and
10. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Title 5 §53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Section 53200 (c), “Academic and professional matters” means the following policy development and implementation matters:

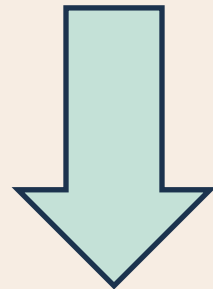


Typical Curriculum Approval Process

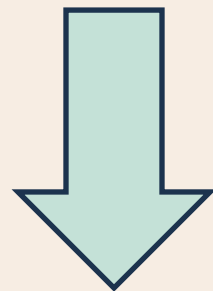
Discipline faculty develop and submit



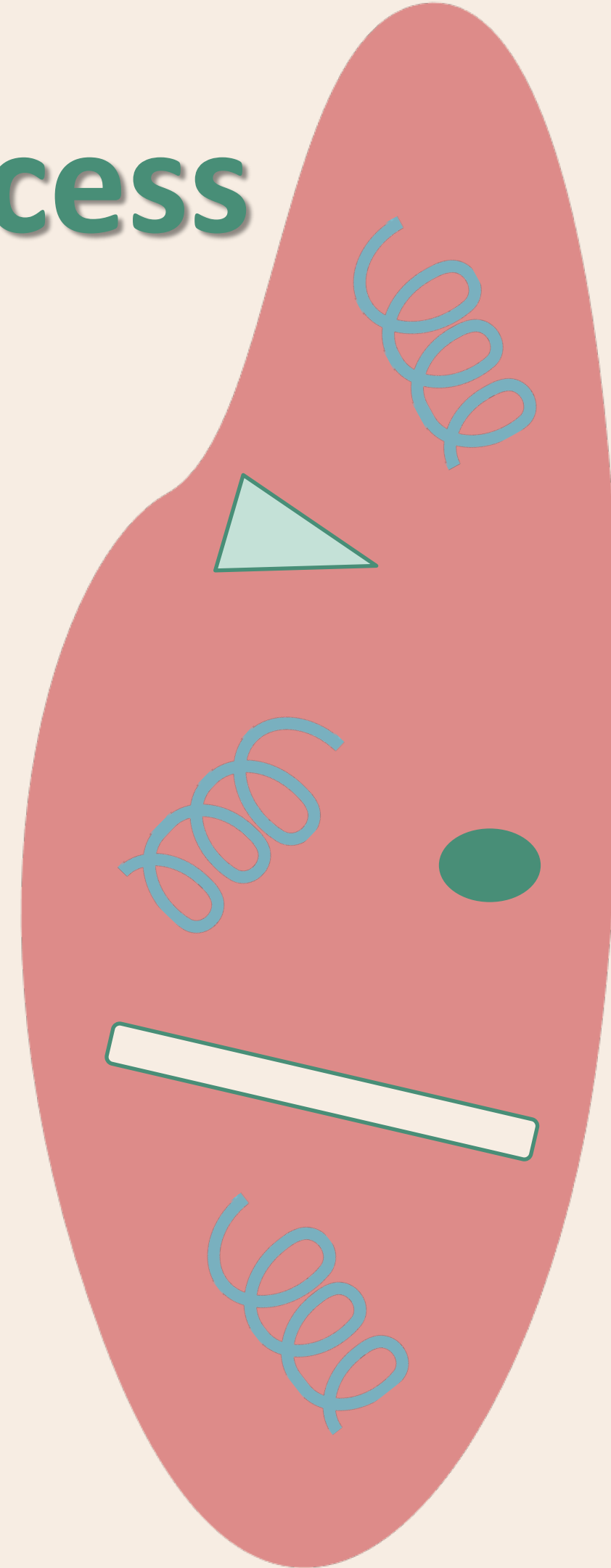
Local curriculum committee reviews and approves



Local governing board approves

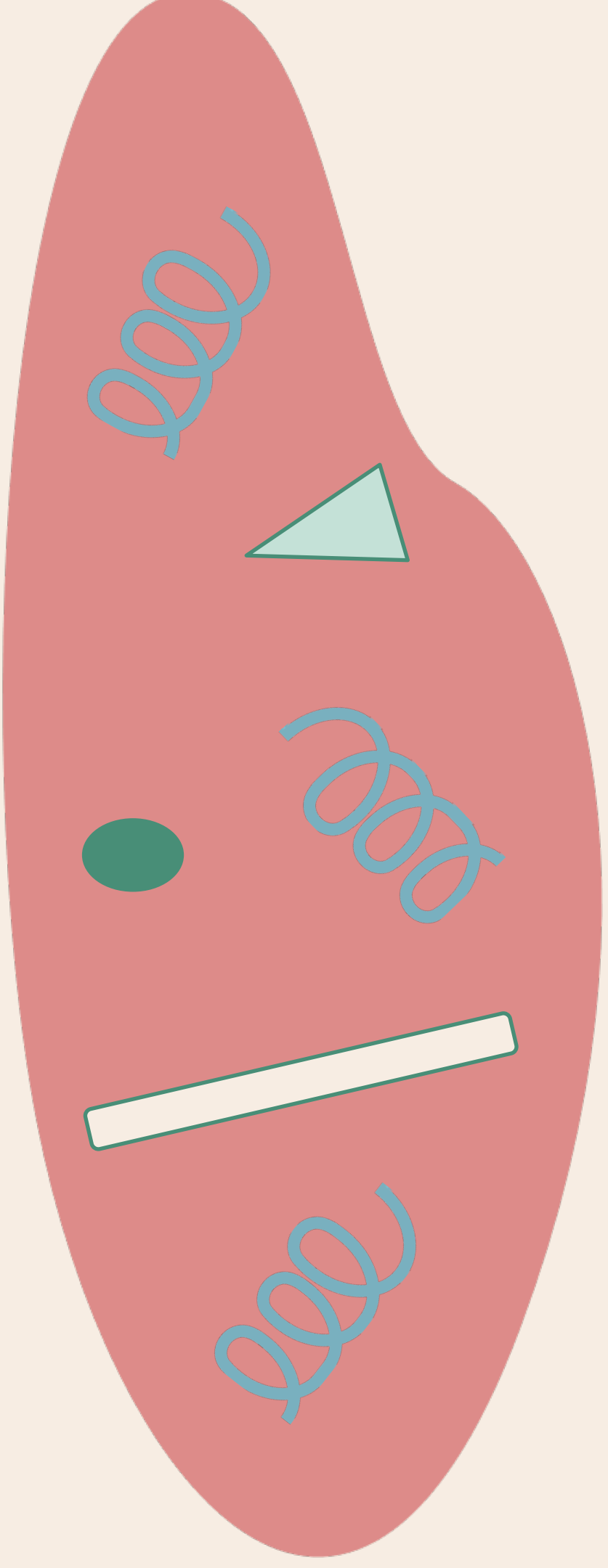


Submit to Chancellor's Office



Stages of Review

- **Technical review:** ensures complete data, compliance, and consistency
 - May be completed by CC members, subcommittee, co-chair, curriculum specialist, etc.
 - Can deal with looking at some of the things that tend to make CC meetings drag on: grammar, wording, and codes, but can also address more major elements such as units, prerequisites, course content, overall transferability, etc.



Stages of Review

- **Full Committee review:** looks at the appropriateness of the content, objectives, SLOs, assignments, etc. specific to the discipline.
 - Discipline faculty create and review content in terms of disciplinary expertise
 - Assignment of a discipline, minimum qualifications
 - Avoiding duplication of existing curriculum
 - Appropriateness to college mission
 - Integration of elements of COR (content, objectives, assignments, etc.)
 - Justification for advisories, prerequisites, GE petitions, DE modalities



What to look for when Reviewing Curriculum

- **There are five criteria the California Community College Chancellor's Office (CCCCO) recommends to approve programs and courses.**
 1. Appropriateness to the Mission
 2. Need (Does data support it?)
 3. Curriculum Standards
 4. Adequate Resources
 5. Compliance





A Students-First Mindset

- Perhaps difficult conversations can be a bit easier when we try to remember to always keep our students at the forefront of our discussions.
- Questions to ask ourselves...
 - How will this benefit students?
 - Is it in their best interest? (Unit counts, transfer, financial aid considerations, etc.)

Committee Member Responsibilities

1. Before the meetings, review the curriculum in your queue in Meta to ensure local and state compliance.



2. Make comments on all proposals in your queue in Meta.



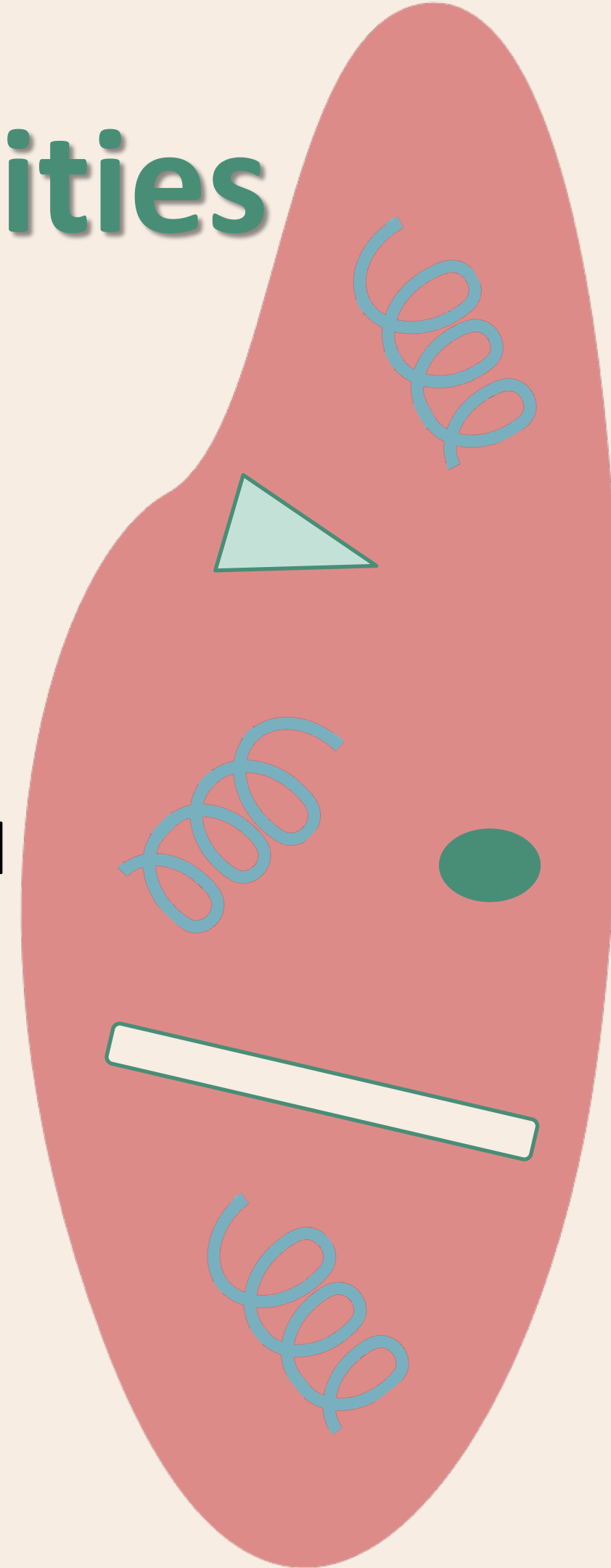
3. Assist faculty in their respective areas with curriculum-related questions



4. Regularly attend all Curriculum Committee meetings and participate in curricular-related discussions



5. Vote at each Curriculum Committee in-person meeting.



Types of Curriculum

CREDIT Courses

- Degree Applicable
- Non-degree Applicable

Degree Programs

- Associate Degrees (AA, AS)
- Associate Degrees for Transfer (AA-T, AS-T)

Certificates of Achievement

- 16 + units must be submitted to CO
- 8-<16 units may be submitted to CO

Locally Approved Certificates

- <8 units; or 8 -<16 units not CO approved

NONCREDIT Courses

- Noncredit: Courses must fit in one of 10 categories to be approved by CO/receive apportionment vs.
- Not-For-Credit/Community Services: fee-supported class; apportionment is not claimed; locally approved

Programs

- Cert. of Completion/Competency (CDCP)
- Adult High School Diploma
- Noncredit Apprenticeship Program

Managing Meetings

- **Curriculum Committees follow the Brown Act.**
 - “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.” -GC Section 54953(a)
- **A meeting is...**
 - “Any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action upon any item that is within the subject matter jurisdiction of the legislative body.” -GC Section 54952.2(a)
- **Meeting Procedures**
 - It is recommended to utilize ***Robert’s Rules of Order*** to establish Parliamentary Procedure as a meeting protocol



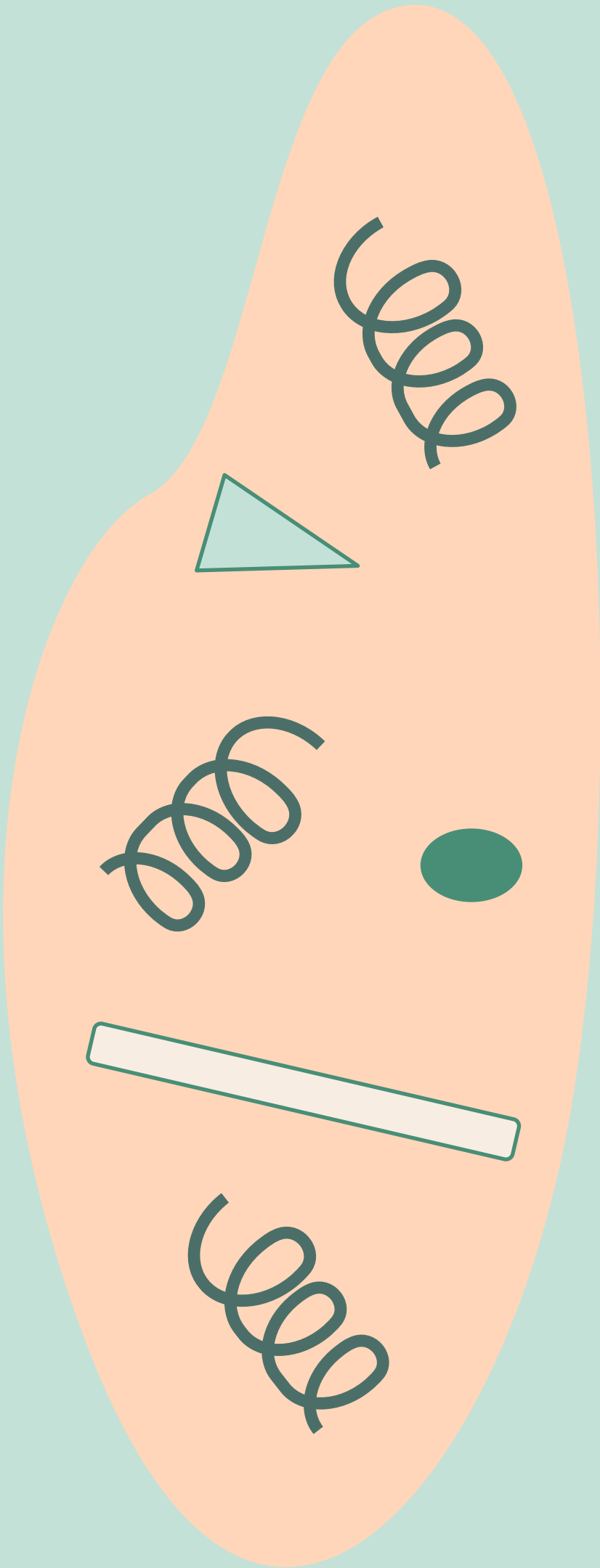
Working with Faculty

- Curriculum belongs to the college, not a respective discipline.
- Faculty tend to only look at their CORs when they are in curriculum review or want to create a new class (or remove a class). How do curricular changes affect other disciplines, students, and the college?
- Educate the faculty on effective and equitable curriculum practices.
- Make yourself available to faculty to answer questions.
- Refer faculty to the Curriculum Chair and/or AO.



Managing Conflict

- Get comfortable with conflict - it can be productive or destructive, depending on how it is handled.
- Remain impartial and remember that you are representing the faculty of your college not just one area.
- You can't make everyone happy. Work with all parties to try and reach a solution that meets as many interests as possible.
- Anticipate and preempt what conflicts could arise.
- Safe Spaces & Open Dialogues: When you are leaning toward "no".



Update: Baccalaureate Degree Program





Looking Forward

KEY 2024/2025 ARTICULATION ITEMS



August 25th University of California
Transferable Course Agreement (UC TCA) submissions

ADT alignment for fall 2025 Cal-GETC implementation

- narratives will need to be updated
- double count and elective unit fields will need to be updated
- A certification form is due to CCC by, 2025
- ADTs in Chemistry, Environmental Science, and Electrical Engineering are currently aligned with CaGETC

December 15th CaGETC submissions
April/May Receive CaGETC decisions



KEY 2024/2025 CURRICULUM ITEMS

Common Course Numbering (CCN)

- The first 6 Courses
- What to do with CCN

Legislative Updates:

AB 2057

AB 2370

SB 895

Baccalaureate Degree Program

- Upper Division Courses

Continued Work

- IDEAA
- AB 928

