San Bernardino Valley College

Curriculum Committee and Curriculum Technical Review Agenda and Minutes

Curriculum Approval Process:

| Department | Technical Review | Curriculum Committee | Board of Trustees | State Approval | Articulation | Catalog |

Curriculum Committee Meeting Roll Call

Date: 09/13/2021   Time: 2:00 p.m. to 4:00 p.m.   Location: Via Zoom
Call to Order: 2:03 p.m.   Adjournment: 3:22 p.m.   Quorum: 11

☒ Dina Humble (Chair)	☒ Mary Copeland (Co-Chair)	☒ Anthony Ababat	☒ Kathryn Adams	☒ Vicente Alvarez
☐ John Banola	☒ Elizabeth Banuelos	☒ Robert Brown	☐ Lorrie Burnham	☐ Melita Caldwell-Betties
☒ Ginny Evans-Perry	☒ Paula Ferri-Milligan	☒ Leslie Gregory	☒ Keith Lee	☐ Stephen Lee
☒ Michael Levine	☒ Stephanie Lewis	☒ Breanna Lopez	☒ Patty Quach	☒ Bethany Tasaka
☒ Maria Valdez	☒ Janice Wilkins	☒ Margaret Worsley	☒ Kay Dee Yarbrough	
Student:	Vanessa Thomas			
Guests:	Wallace Johnson	April Dale-Carter	Leticia Hector	Ty Simpson

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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VPI Report	Dr. Humble provided an update on the new CurrIQunet Meta transition. We currently are moving right along in the transition. She also has met with the Honor's Faculty Lead about expanding the honors offerings. Please encourage your faculty in your areas to create honors courses.
New Business	**Annual Training** Title V requires all individuals involved in curriculum review and approval to be trained annually. It is our charge under AB1725 to approve new courses, delete existing courses, propose changes to existing courses, conduct a period review of course outlines, approve programs, delete programs, review programs requirements, approve course requisites, and assess curriculum, as needed. Curriculum is a process, and we follow our own established local processes, as well as State and Federal guidelines. **What are we reviewing?** 1. Appropriateness to the Mission – We sometimes gloss over our mission when reviewing curriculum. It's important to take the time to think about whether proposals fit in with the mission. Example: academic programs – are they preparing students for transfer? Are we fostering economic growth and global competitiveness? Improving the quality of life in the IE and beyond? 2. Need – How do we define this? Vision for Success asks us to make data-based decisions. Labor market data, advisory committees, enrollment, transferability, equity, and integration into Guided Pathways. a. Guided Pathways (GP) – Integrating Guided Pathways into curriculum work and to continue work on equity. What are we doing to integrate GP into curriculum? This will become more a part of what we do. We will be adding GP to the approval process and are considering adding the mapping to Meta. 3. Curriculum Standards – Standards are laid out in the PCAH and our local Curriculum Handbook. We rely on discipline faculty for appropriate units, rigor, etc. The global perspective is still important. Who does curriculum "belong" to? We want to think about curriculum belonging to the college, and the students. 4. Adequate Resources – do we have the faculty, facilities, equipment, etc. to offer the program or course? 5. Compliance – do the courses and programs meet accreditation and state requirements? Global perspective is important in curriculum. The voices of articulation, Admin. Curriculum Coordinator, VPI, and faculty are important. **Curriculum and the Law** The Course Outline of Record (COR) is a legal document, prior to the meeting we ask that you log into CurricUNET and review the proposals in the queue and leave comments. You also should be assisting faculty in your respective areas with curriculum-related questions. It is also important to regularly attend meetings, vote at the meetings, or assign proxies if you cannot make it. Prior to the meeting, you should receive emails about reviewing proposals for you to review. You can also wait until the agenda comes out to log in and review. The Technical Review committee meets every other Monday and tries to catch grammatical issues, but we do not focus solely on this. If you notice some grammatical or spelling errors, please put these in the comments so we can correct.

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When assisting faculty in your areas, here are some questions to ask:
- 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?

Resources:
Program and Course Approval Handbook (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
SLO Rubric
SLO Handbook
All of these are posted on our website.

Best Practices:
Maggie Worsley - Make time for the committee work, you can't just show up.
Mary Copeland - Sometimes courses that are being written affect your area more than you know.
Bethany Tasaka - Use the SLO Rubric when reviewing SLOs.

CurrIQunet META Overview – As a side note, CurricUNET will shut down in December while we transition over to Meta. Mary sent out an email asking faculty to complete their curriculum by October 25th. Kay Dee provided an overview of the new Meta system and asked for any suggestions. If you have a suggestion, please feel free to email us!

Possible Meeting Change to in-person – There is a possibility that we have to move to in-person meetings beginning October 1st. This is being mandated by the Governor's Order to take things from the emergency state to back to normal. This includes all meetings under the Brown Act. The ASCCC is aware of the concerns of the colleges, and they have contacted legal counsel with the Chancellor's

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	office. Some legislation is moving forward to hopefully change this, so we may know more about this at our next meeting on September 27th. Ethnic Studies – Janice provided a brief update on Ethnic Studies. We are still in the regular process of getting our courses approved, Janice just did a submission of all of our curriculum for UC transferability in August. In December, she will submit for GE. We will know about approvals for this by April 2022. Ty asked a question about changing the Ethnic Studies requirement for our local degree for this year and whether this committee has considered moving this requirement to next year when we will be able to meet that requirement? Janice stated, in order to assist the students who are trying to satisfy the Ethnic Studies requirement who have 2021/2022 catalog rights, we need to have the ability to back-date the Ethnic Studies courses. We are unable to back-date to the 2021/2022 local degree if there is no area identified. This also affects pass-along. If a student takes an Ethnic Studies course at another college, we need to have an area to place the course in.
Old Business	
Announcements	
Public Comment	No comments at this time.

Course Approval Action Items

Course ID:	Course Title:	Originator:	Proposal Type:	Notes/Comments:	Voting:
ENGL 911	Basic Grammar	Ferri-Milligan	Modification	Content Review.	HOLD, pending updates from the department to change course to noncredit.
PSYTCH 086	Introduction to Psychiatric Tech	Weaver	Modification	Content Review	1st: Vicente Alvarez 2nd: Ginny Evans-Perry Motion Approved
ENGL 055	Children's Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 077	Shakespeare	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 080	World Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 081	World Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 155	Children's Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 275	Shakespeare	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 280	World Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD
ENGL 281	World Literature	Ferri-Milligan	Deletion	Course Deletion	HOLD