



San Bernardino
Valley College

Curriculum Committee Training and Review

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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.

Today's Agenda

- ▶ Welcome
- ▶ Important Fundamentals
- ▶ Responsibilities of Chairs/Committee Members
- ▶ Working with others
- ▶ Managing Conflict and Workload
- ▶ Looking Forward: Legislation Implementation
- ▶ Resources
- ▶ Closing Thoughts



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

Curriculum is 10+1

5 CCR § 53200

§ 53200. Definitions.

Currentness

For the purpose of this Subchapter:

(a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development and implementation matters:

(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) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Addressing IDEAA (Inclusion, Diversity, Equity, Anti-Racism and Accessibility)

- Our nation, system, and colleges are at a critical point of self-reflection and change.
- Equity is the mission of the CCC system. It's baked into our purpose by design and law.
- Curriculum Committee members are key faculty leaders on local campuses. You have an important role in this dialogue and action.
- Educate yourself! Systemic, institutional change is needed to meet the moment and you are in a key position to support your SBVC colleagues as they address these issues through evaluation and revisions of their curricula.
- Changes to curriculum to address issues of equity are likely to be in front of this committee in the coming year.

Articulation Reminders:

- CCC's can determine CSU transferability based on local policy with some basic content requirements (CSU Executive Order 167)
- UC Courses must be submitted and reviewed to determine transferability
- Transfer credit does not always equate to major prep
- These systems are complex – rely on your Articulation Officer as an expert resource!



Responsibilities of Chairs & Committee Members





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

What Typically Happens in Committee 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, codes, but can also address more major elements such as units, prerequisites, course content, overall transferability, etc.
- ▶ 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, requisites, GE petitions, DE modalities

Curriculum Committee Member Responsibilities



Prior to the Curriculum Committee meetings, Review curriculum in your queue in Meta to ensure local and state compliance.



Make comments on all proposals in your queue in Meta.



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



Regularly Attend all Curriculum Committee meetings and participate in curricular-related discussions



Vote at each Curriculum Committee in person meetings. If you cannot attend, assign/find a proxy to vote in your place.

Curriculum Committee Member 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)

Working with Others



Curriculum Chair & Articulation Officer (AO)

- ▶ The Curriculum Chair and AO are incredible resources of information for you, faculty, and the curriculum committee.
- ▶ When it comes to General Education, Transfer Degrees and just overall course transferability, the **AO IS the discipline expert.**

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.

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.

- ▶ Appropriateness to the Mission
- ▶ Need
- ▶ Curriculum Standards
- ▶ Adequate Resources
- ▶ Compliance

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".
- ▶ Voting

Scenario:

The department chair from Political Science has approached the Curriculum Committee Co-Chairs about a pending new course submission for “Political Philosophy” from the Philosophy department, claiming that the new course is a Political Science course, not a Philosophy course, and should be removed from the committee’s agenda until the faculty from each department sort out who should “own” the course.

- ▶ What steps should the committee implement in this situation?
- ▶ What local or state resources can we consult?
- ▶ What information would be most helpful for the committee and the faculty as you work through this process?
- ▶ Who needs to be involved in the discussion?
- ▶ What other questions do we ask?

Scenario

A faculty member wants to develop a new CTE program; however, the current data, such as labor market data and enrollment data do not support the development of the program.

- ▶ How should the committee address this?
- ▶ Who needs to be involved in the discussion?
- ▶ What resources does the committee need?
- ▶ What other questions do we ask?



What are *your*
best practices?

Looking Forward: Legislation Implementation & CI Takeaways

- ▶ AB 928
 - ▶ Cal-GETC
 - ▶ TMC Audit
- ▶ Title 5 §55063: Updates to Associate Degree Requirements
 - ▶ Proposing alignment with Cal-GETC
- ▶ AB 1111
 - ▶ Common Course Numbering
- ▶ Updates from Curriculum Institute

Students First



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

Resources



- ▶ Program and Course Approval Handbook 8th 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
- ▶ Links to all these documents are on the Curriculum Website: <https://www.valleycollege.edu/about-sbvc/campus-committees/curriculum/index.php>



As always, we are here to help
you in your journey as a
Curriculum Committee Member!

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