# Curriculum Committee Training and Review Fall 2020

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# Curriculum Committee

# Annual Training, Review, Orientation and Updates

▶ **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.**

# 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, including:

- approval of new courses
- deletion of existing courses
- proposed changes in course,
- periodic review of course outlines
- approval of proposed programs
- deletion of programs
- review of degree and certificate requirements
- approval of prerequisites and corequisites
- assessment of curriculum as needed

# Course and Program Approval for Curriculum is a Process

We follow our own established processes as well as adhere to state and local guidelines.

# What are my responsibilities as a Curriculum Committee Member?

Prior to the bi-monthly curriculum meeting, Review curriculum in CurricUNET (courses and programs) that is submitted by faculty to ensure local and state compliance.

Comment through CurricUNET on courses and programs.

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

# What are my responsibilities as a Curriculum Committee Member?

Regularly attend curriculum meetings and participate in curricular-related discussions.

Vote at bi-weekly curriculum meetings.

Assign/find a proxy if you are unable to attend a meeting.

Prior to the bi-monthly curriculum meeting, review curriculum in CurricUNET (courses and programs) that is submitted by faculty to ensure local and state compliance.

You should receive regular emails notifying you when there is information in the Curriculum queue to be reviewed; however, since our course management system is a bit finicky, I recommend checking the queue on a regular basis regardless of email notifications, perhaps once a week.

You can also use the agenda that I send out to review the curriculum. I try to send out the agenda a minimum of 3 days prior to the next meeting, and usually I give more time than that. The agenda lists every course and program that will be considered at the meeting.

# What exactly am I reviewing the curriculum for?

▶ There are five criteria the Chancellor's Office suggests to approve programs and courses.

▶ Appropriateness to the Mission

▶ Need

▶ Curriculum Standards

▶ Adequate Resources

▶ Compliance

# SBVC Mission Statement

▶ *San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.*

Comment through CurricUNET on courses and programs.

When you click "reviewed" there is an area for comments.  This is where you will want to ask questions or raise concerns. Sometimes, no comments are necessary, and a simple "reviewed" is all that is needed. However, if you do have a question or concern, it is important to note it prior to the meeting so that the committee can have time to address it at the scheduled time.

This is not about negative criticism; it is about following our process, and meeting state and accreditation standards.

Examples of comments:

1. The course content seems sparse compared to the number of units. Is this truly a 4-unit course?
2. Are these textbooks the most current ones?
3. The SLOs don't seem to match the course content.
4. Can the reading assignment be more specific?
5. Is there a strong student need for this course?
6. Do we have the facilities to teach this course?
7. This class shows lab hours, but there is no lab course content.

The technical review committee tries to "catch" many of these issues, particularly when it comes to grammar and spelling. While grammar, spelling, capitalization, etc., are certainly important, this is not the focus of the Curriculum Committee. We don't want to spend our valuable time "wordsmithing" whether a word should be capitalized.

If you make those types of suggestions in the comments area of Curricunet, I can make those corrections prior to the meeting; however, it is very difficult to do them at the actual meeting.

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

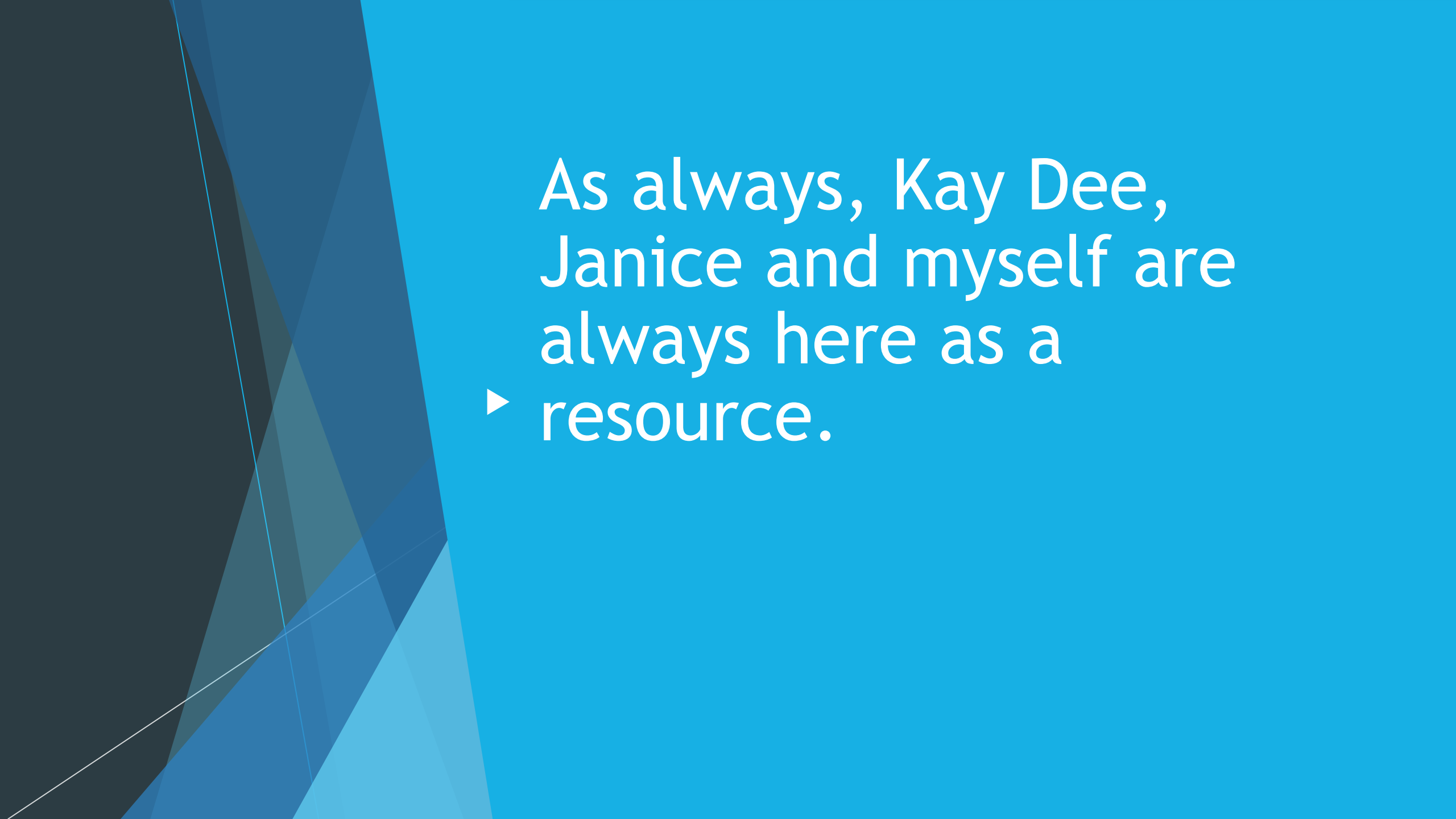Things to consider and help faculty with their questions:

- 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

1. Program and Course Approval Handbook 7th edition (PCAH)
2. The Course Outline of Record: A Curriculum Reference Guide Revisited 2017
3. Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates
4. 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, Kay Dee, Janice and myself are always here as a resource.

**Regularly attend curriculum meetings and participate in curricular-related discussions.**

As faculty, curriculum is at the heart of what we do and a global perspective is so important.

**Vote at bi-weekly curriculum meetings.**

Your vote matters. Curriculum is part of the "10+1" under the senate purview and faculty have fought to keep curricular issues under the umbrella of being driven completely by faculty. Let's honor that idea.

**Assign/find a proxy if you are unable to attend a meeting.**

Unfortunately, voting by email is not an option.

# Curriculum and the Law

- The course outline of record (COR) is **a legal document** that must contain certain required elements that are outlined in **§55002 of Title 5**.

Chancellor's Office Program and Course Approval Handbook (PCAH)
- Establishes specific guidelines for implementing Title 5
- Developed by Chancellor's Office with Academic Senate (ASCCC) and CCC Curriculum Committee (5C – formerly SACC)

Chancellor's Office Guidelines and Memos
- Further clarify implementation of Title 5
- E.g. AB 705 Memos

ASCCC papers and reference guides
- Papers on COR, effective approval processes, etc.

▶ You ensure:

- ▶ quality and accuracy of the curriculum

- ▶ our approvals meet the expected state, local, and transfer standards

- ▶ that we uphold the requirements for apportionment

- ▶ that 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 the committee ever want to say **no** to curriculum?

# Compliance and Quality Matter

1.**Approval**: Certification and correct data for the Chancellor's Office.

2.**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."

3.**Articulation:** Curriculum is evaluated for quality by transfer institutions, C-ID, and external regulatory bodies.

4.**Accreditation:** Standard IIA3, among others, requires certain elements for courses, including Student Learning Outcomes, resources, etc.

5.**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?

# What's New?

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?

# Ideas

1. Make culturally responsive curriculum a standard part of the process review and development process.
2. Review culturally responsive curriculum as we would any other aspect of curriculum, such as DE or Course Objectives
3. Include this in our handbook
4. Make faculty aware that this will be part of the process
5. Other ideas?

# What does a culturally responsive Course Outline of Record look like?

I have to admit, I am in the very beginning stages of learning about this.  Some ideas, though:

1. Diversity in textbooks
2. Diversity in assignments
3. Could this require us to be less "prescriptive" about how we list our assignments on the COR?
4. Re-examining course titles and course content; adding culturally responsive content when appropriate
5. OER
6. More ideas?