



Cañada College
CURRICULUM COMMITTEE
Minutes
Thursday, September 7, 2023
1-2:30pm, Zoom/9-154

Members Present: Lisa Palmer, Gloria Darafshi, Danny Lynch, Gonzalo Arrizon, Bob Lee, Ana Miladinova, Nick Carr, Maureen Wiley, Chialin Hsieh, Martin Partlan, Ron Andrade, Frank Nguyen Le, Maria Lara

Members Absent: David Monarres

Guests: Kat Sullivan-Torrez, Madeline Wiest, Rebekah Sidman-Taveau, Susan Mahoney

1) Adoption of Agenda

Motion – to approve the agenda: M/S: Bob Lee, Maureen Wiley

Discussion— none

Abstentions – none

Approval – approved unanimously

Consent Agenda

2) Approval of Minutes – May 12, 2023

3) Curriculum Items: *none*

Motion – to approve the consent agenda: Bob Lee, Maureen Wiley

Discussion— none

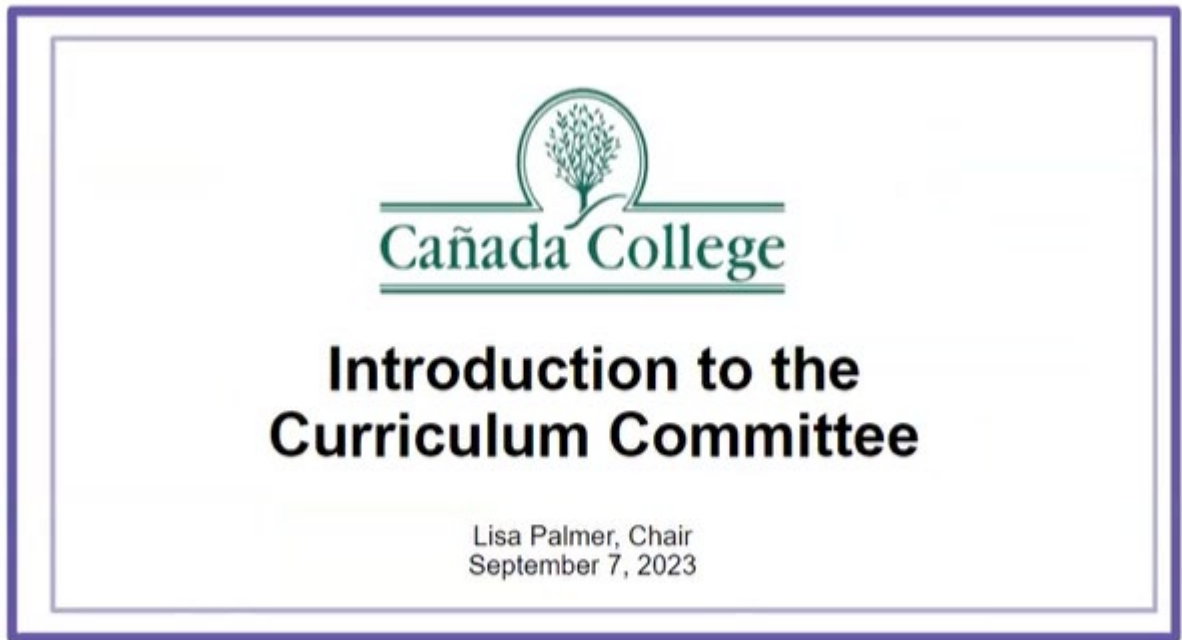
Abstentions –none

Approval – approved unanimously

Substantive Agenda

1) Curriculum Items:

- Annual Curriculum Committee Training
 - [Introduction to the Curriculum Committee: Lisa Palmer, Chair](#)



Layers of Guidance

California Education Code

Statutes (laws) mandated by the governor and legislature

Title 5 (California Code of Regulations)

Board of Governors' interpretation of the education code

[Program and Course Approval Handbook](#) (PCAH)

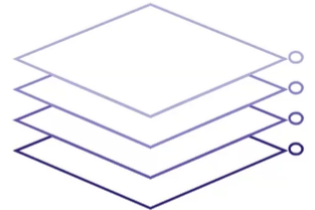
Chancellor's Office and CCC Curriculum Committee (5C) Title 5 guidelines

Chancellor's Office Guidelines

Clarifies implementation of Title 5 and emerging mandates (e.g. AB 1705, 928, 1111)

ASCCC Papers and Reference Guides

<https://www.asccc.org/publications#>



Searching Title 5

[Westlaw: California Code of Regulations](#)

Title 5: Education

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 1: Programs, Courses, and Classes



[Program and Course Approval Handbook \(PCAH\)](#)

Faculty Authority Over Curriculum

Title 5 regulations state the faculty authority for curriculum in section **§53200(c)** where the academic senate and its purview are defined:

The academic senate is “an organization . . . 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.”



Academic and Professional Matters AKA the “10 + 1”

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



Caveats

Along with authority comes the responsibility to work with other faculty, administrators, and staff.



Administration has the “right of assignment” over courses and programs.

Academic Senate Bylaws

"The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four-year institutions, and support goals and objectives of the San Mateo County Community College District and Cañada College."

"The Curriculum Committee shall make recommendations to the Governing Council about general instruction policies and standards and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses."

Approval Process

1. Faculty submits new or updated curricular proposals
2. Curriculum committee reviews and approves
Includes separate tech review, DE review, etc.
3. Local governing board approves (if new)
4. Chancellor's office approves (if new)
Auto approval/chaptering for credit courses, local credit programs
Review/approval for noncredit, CTE/ADTs
5. Once given a control number, new curriculum may be:
Published in catalog, schedule, etc.
Eligible for apportionment
Sent for external articulation and transfer agreements



Committee Review

Technical review ensures complete data, compliance, and consistency of curriculum including:

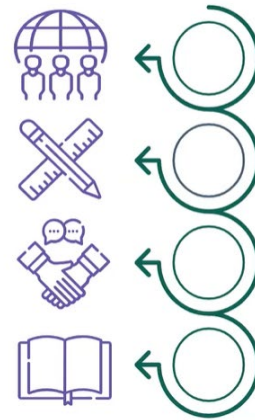
- Assignment of a discipline and minimum qualifications
- Non-duplication of existing curriculum
- Appropriateness to college mission
- Integration of elements (e.g. objectives, assignments)
- Justification for advisories, prerequisites, DE modalities
- Clear English



Full committee review double-checks the above and notifies the chair by the Monday prior to the meeting of any potential issues.

Important Considerations

- Community need
- College mission
- ACCJC accreditation standards
- Federal and state laws and regulations
- District policy and regulations
- UC, CSU, C-ID alignment
- CTE advisory board approval
- And . . .



From the State Chancellor's Office Update to the *Vision for Success:*

“Aim to eliminate cultural bias in teaching and curriculum.”

<https://www.cccco.edu/-/media/CCCCO-Website/Reports/vision-for-success-update-2021-a11y.pdf>

What Does that Mean for CORs?

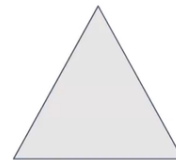
- Clear English without jargon or acronyms
- Materials and pedagogy that promote all students' inclusion, engagement, and success
- Equitability across the district (units, applicability for degrees and transfer, grading standards, P/no-P vs. letter grades)

Updating Course Outlines of Record: Priorities for 2023-24

- ~~Update course description~~
- ~~Update course objectives~~
- Update texts to those published within previous five years OR justify if older, e.g. *The Fire Next Time*, *Poems of Sappho*
- Ensure student learning outcomes (SLOs) match those on Nuventive (formerly TrakDat)
- Review and update program learning outcomes (PLOs) as necessary

2023-24 Priorities, Continued

- Check for and reveal any hidden prerequisites
If *Beginning Chocolate* is required for *Advanced Chocolate*, and *Chocolate Tasting* is a prerequisite for *Beginning Chocolate*, then both *Chocolate Tasting* and *Beginning Chocolate* need to be listed as:
 - Prerequisites for *Advanced Chocolate* and
 - Requirements for the *Chocolate* degree



2023-24 Priorities, Continued

- Update labor market information on associated degrees and certificates
 - CTE: update every two years with current labor market (LMI) data
 - Non-CTE: update degrees and certificates with current student-centered job information as necessary

2023-24 Priorities, Continued: DE Addenda

Keep entries general so that any qualified instructor may teach the course using various methodologies.

- Select all possible options for:
 - *Course Content and Methodology*
 - *Instructional Methodologies*
 - *DE Contact Methods*
- *Distance Education Training* should be “Quality Online Teaching and Learning (QOTL) training or equivalent.” Equivalency enables faculty with other training to teach the course.
- *Representative Courseware* should include materials used exclusively in the DE version of the course.
- *Methods of Evaluation of Student Performance* should list methods used exclusively online.
- *Online Method Limitation* is usually left blank as it applies to DE courses that can only be offered in hybrid modality, e.g. courses that require in-person labs or lectures.

Questions? Check the [DE Addendum Handout](#)

Link: [DE Addendum Handout](#)

Curriculum Committee Recommends Actions On:

- New course proposals and course modifications
- Course inactivations (banking and deletions)
- New program proposals and program modifications (AA/AS/AA-T/ AS-T degrees and certificates)
- Program inactivations (banking and deletions)
- Other curricular matters including graduation requirements, general education patterns, and audit list changes
- Selected topics (680-689, 879 and 880) courses (information)
- Course articulation with four-year institutions (information)

Committee Members

- Chair, appointed by the academic senate governing council with the option of reappointment by the agreement of the curriculum committee and the academic senate governing council
- Two faculty members from each instructional division, and two faculty members from student services*
- One transfer center program supervisor
- One degree audit program services coordinator
- One student representative appointed by the associated students of Cañada College
- Articulation officer
- Curriculum and instructional systems specialist
- Vice president of instruction

Role of Division Representatives

- Nudge division faculty to meet deadlines
- Share 2023-24 curriculum priorities with division faculty
- Ask faculty to come to curriculum support meetings for help
- Communicate ramifications of state mandates to division faculty
- Represent the division's views at curriculum meetings
- Notify the chair in advance of the relevant meeting of issues with updated CORs

Quorum?

- More than half the voting members, including the chair, must be present.
- The quorum must meet in person.
- Questions? Ask David Eck.

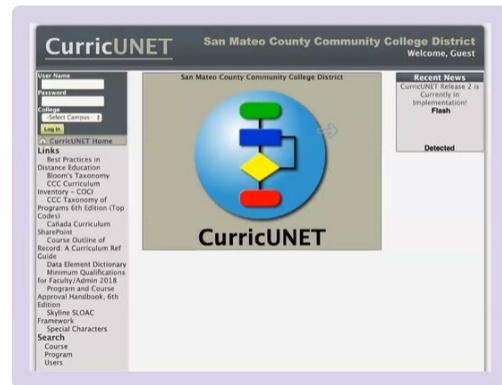


Technical Review Committee Members

- Curriculum and instructional systems specialist (technical review committee chair)
- Articulation officer
- Curriculum committee chair
- Vice president of instruction
- Coordinator of online instruction (for DE addenda)
- Honors transfer program coordinator (for Honors addenda)
- Librarian

Local Curriculum Resources

- Curriculum Committee Website
- CurricUNET
- SharePoint



<http://www.curricunet.com/smccd/>

Faculty/Staff Resources

- Division representatives
- Articulation officer (AO)
- Technical review committee
- Instructional systems specialist
- Curriculum chair
- Distance education coordinator (DE addenda)
- Honors coordinator (Honors' addenda)



Local Curriculum Documents



- Proposal submission deadlines document
- Curriculum review matrix
- Curriculum review (soft) deadlines
- Curriculum handbook (digital)

Other Useful Resources

External Resources:

ACCJC standards
ASSIST
COCI (public view)
Cooperative Work Experience Education Handbook
CSU GE and IGETC Guiding Notes
Dual Enrollment Guide (RP Group)
Financial Aid eligibility
Listsers (Yahoo! and ASCCC)
Noncredit at Glance
Regional Consortia
Title 5 on Westlaw
UC Transfer guidelines

ASCCC Resources:

Equivalence to Minimum Qualifications
The Course Outline of Record: A Curriculum Reference Guide Revisited

CCCCO Resources:

Baccalaureate Degree Pilot Program
Min Quals handbook
Monthly CIO Bulletin from CCCCCO
Noncredit Instruction
Prerequisites/Corequisites Guidelines
Program and Course Approval Handbook (PCAH)
Repetition Guidelines
TOP Manual

Participatory Governance Orientation


Please hold this date on your calendar for our annual orientation to participatory governance at Cañada College.

This will be held IN PERSON in Building 3 Room 104 as well as online:

Join Zoom Meeting
<https://smccd.zoom.us/j/81537184039>

Meeting ID: 815 3718 4039

o Articulation—Gloria Darafshi: Articulation Officer



ARTICULATION




Fall 2023
Gloria Darafshi, MSW
Transfer Counselor/Articulation Officer

WHAT IS ARTICULATION?

When "articulation" is used in education it refers to the formal process of reviewing courses for transfer and equivalency most often between a community college and university.

Courses are articulated in these areas:

- Transfer Credit
- General Education
- Course-to-Course and Major Preparation Agreements.



assist.org
Your Transfer Resource.



TRANSFER CREDIT

CSU Transfer Credit

- ❖ The Community College determines if a course is baccalaureate level and therefore transferrable to the CSU.
- ❖ CSU transfer is effective the following Fall term after a new course is approved.

UC Transfer Credit

- ❖ Submit courses for UC transfer credit in June; approvals effective for Fall term
- ❖ Guidelines for UC transfer credit:
 - Comparable to a UC lower-division course.
 - Appropriate for a UC degree in purpose, scope, and depth.
 - Must have thorough COR, recent textbook, lab manual, etc.
 - Examples of non-transfer courses: Craft courses, Interior Design, Advertising, software applications, professional or technical courses, language classes for business or travel.



General Education Submissions/Approvals

- ❖ Courses are submitted for GE approval in December each year
- ❖ Separate submissions for CSUGE and IGETC
- ❖ Decisions by April; approvals effective in the Fall term



GE Guidelines:

- Detailed COR is absolutely critical
- Local AA/AS GE follows CSU GE approvals
- For IGETC – course must already be approved for UC transfer
- CSU & UC publish specific guidelines for course content in each GE area
- Courses not appropriate for General Education:
 - Focus is on Personal, Practical, or Applied Aspects
 - Intro. courses to Professional Programs
 - Independent Study of Special Topics Courses
 - International Coursework

COURSE-TO-COURSE AND LOWER DIVISION MAJOR PREPARATION AGREEMENTS

Articulation requests for course to course equivalency must be approved by discipline faculty at each individual campus.



Steps in the Process:

- Course must already be UC transferable
- CC Articulation Officer formalizes request for articulation
- Request is sent to Articulation Officer at “receiving” school
- Appropriate four-year faculty review and make decision
- Four-year Articulation Officer distributes final agreements and enters on ASSIST

COMMUNICATION STUDIES: COMM 110, 127, 130, 140, 150, 180
COMPUTER INFORMATION SCIENCE: CIS 118, 122, 242, 250, 252, 262, 284, 286, 294, 321
DRAMA: DRAM 101, 140, 150, 151, 160, 200, 201, 233, 300.1, 300.2, 300.3, 300.4, 305
EARLY CHILDHOOD EDUCATION: ECE 191, 201, 212
ECONOMICS: ECON 100, 102, 230
EDUCATION: EDUC 200, 249
ENGINEERING: ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270
ENGLISH: ENGL 100, 105, 110, 161, 162, 164, 165, 200
ENGLISH AS A SECOND LANGUAGE: ESL 400

Example of Courses with UC Credit

Example of courses approved for CSU GE areas

Area B: Scientific Inquiry and Quantitative Reasoning		9 units Required
One course from Physical Science, one from Life Science, and one from Math Concepts. Also must include one lab course from B3 or any course indicated by an *		
B1 Physical Science:	ASTR 100 CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410* ENVS 115 GEOS 100 GEOL 100, 121*, 220*, 250*, 260*, 270*, 405	METE 100 OCEN 100 PHYS 114*, 210*, • Other: _____
B2 Life Science:	ANTH 125 BIOL 100, 110*, 130, 225*, 230*, 240*, 250*, 260* ENVS 115 GEOL 121* OCEN 100	• Other: _____
B3 LAB: These courses meet the lab requirement, but they must be taken concurrently or after completing the corresponding lecture course. Courses with () meet area B3 Lab requirements.		
	ANTH 126 ASTR 101 BIOL 132 ENVS 101 GEOL 101 OCEN 101	• Other: _____
B4 Math Concept:	Math 125, 130, 150, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275	• Other: _____

SFSU	Cañada
ACCT 100 Introduction to Financial Accounting (3)	ACTG 121 Financial Accounting (4)
ACCT 101 Introduction to Managerial Accounting (3)	ACTG 131 Managerial Accounting (4)
DS 212 Business Statistics I (3)	MATH 200 Elementary Probability and Statistics (4)
ECON 102 Intro. to Macroeconomic Analysis (3)	ECON 100 Principles of Macro Economics (3)

Course-to-course/Major Preparation Articulation for BUS major

C-ID (COURSE IDENTIFICATION NUMBERING SYSTEM) AND TMC (TRANSFER MODEL CURRICULA)

C-ID

- ❑ Assigns an independent number to CC courses that commonly transfer to universities.
- ❑ Identifies comparable courses within CCC
- ❑ CSU/CC faculty write a descriptor, which is vetted by faculty in both systems
- ❑ CC submit courses to review – Are they equivalent to the descriptor?
- ❑ Review by both CSU and CC discipline faculty – can take up to 2 years for review
- ❑ CSU accepts all courses approved for C-ID on AD-T's

TMC

- ❑ Developed in response to SB 1440, requiring CC's to grant ADT's
- ❑ Identifies the course content for ADT's
- ❑ TMC development is a CCC & CSU faculty-led, state-wide effort
- ❑ Once finalized, TMC's are available for CC to develop their local ADT's
- ❑ Currently there are 47 TMC's in the most common transfer majors

CALGETC IS COMING!

AB-928 requires the development of one lower division general education pathway that meets admission requirements for both the CSU and UC systems.



The new pattern, named CalGETC, has been vetted and approved by the Academic Senates of the three public higher education systems.



Implementation is required by Fall 2025.



Process for reviewing CalGETC courses is not yet determined.

Congratulations! You are now an
Articulation expert!

Questions?

- [Honors Transfer Program: Susan Mahoney and Rebekah Sidman-Taveau, Honors Coordinator](#)

○



1. Honors Transfer Program Intro
2. What are Honors Classes?... and Honors Contracts?
3. Honors Addendums

Rebekah Sidman-Taveau – HTP Coordinator taveaur@smccd.edu	Gloria Darafshi – HTP Counselor darafshi@smccd.edu
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The Honors Transfer Program

- Honors Courses and Honors Contracts
 - Honors Transcript Notation
 - Specialized Advising to Leverage Honors for Transfer
 - Opportunities to Present and Publish
- complete 15+ units
- Priority Transfer Opportunities (UCLA, UC-Irvine, and more!)
 - Enhanced Scholarship Opportunities
 - Special Recognition at Graduation and on Transcript



What are Honors Classes?

Honors Classes:

- involve more advanced topics and research beyond standard course assignments
- include more critical thinking, extended analysis, and creative synthesis
- are for **motivated** and **curious** students
- are **NOT** “AP”
- are **NOT** always more work, but rather *different* work

Dig deeper into something that interests you!

YOU GET:

- personal benefit of doing higher-caliber work! ☺
- “Honors” notation on your transcript ... forever!
- opportunity to develop a close relationship with your professor... → great letters of rec
- opportunity to present at research conferences
- opportunity to join/complete the HTP



Honors Course Schedule

Type "Honors" into the Web Schedule

- Honors-Only sections
- Dual-CRN sections (Honors and non-Honors students together)



FALL 2023

INTERESTED IN TAKING AN HONORS COURSE THIS FALL?

<p>ASTR 110 - Introduction to Astronomy MW 9:45-11:00am via Zoom (3 units) CSU, BI, UC (BETC 5A) CRN: 97779 Ehlers</p> <p>CRST 110 - Honors Colloquium: Transfer Essentials & Planning Online (1 unit) (9/29 - 10/29) CSU, UC CRN: 93387 Linares</p> <p>COMM 110 - Public Speaking M 8:10-9:30 on-campus and online by arrangement (3 units) CSU, AI, UC (BETC 1G) CRN: 92266 Perez</p> <p>ECON 230 - Economic History of the United States TH 12:45-2:05pm on-campus (3 units) CSU, DSU, UIUC, UC (BETC 4) CRN: 96292 Roush</p> <p>ENG 100 - Reading & Composition TU 12:45-2:05pm on-campus (3 units) CSU, DSU, UC (BETC 1A) CRN: 92129 Wiley</p> <p>ENG 110 - Composition, Literature & Critical Thinking T 11:10-12:35 on-campus (3 units) CSU, AS, CS, UC (BETC 1B) CRN: 90939 Edwards</p>	<p>ENVS 110 - Environmental Science MW 9:45-11:00am on-campus (3 units) CSU, BI, UC (BETC 5A,5B) CRN: 96726 Mahoney</p> <p>IBST 100 - Honors Research Seminar W 12:10-5:00pm (9/29, 9/30, 9/27, 10/4, 10/18, 11/1, 11/15, 11/29) via Zoom (1 unit) CSU, UC CRN: 97293 Schuman-Tavaux</p> <p>IBST 100 - Honors Research Seminar Online (1 unit) (9/29 - 11/29) CSU, UC CRN: 97911 Schuman-Tavaux</p> <p>LIBR 100 - Introduction to Information Research Online (3 units) (9/29 - 10/29) CSU, UC CRN: 96725 Tedesco-Goldstone</p> <p>MATH 200 - Elementary Probability and Statistics TU 8:10-10:00am via Zoom (4 units) CSU, BA, UC (BETC 2) CRN: 91373 Kleinovsky</p> <p>SOCI 100 - Introduction to Sociology MW 12:45-2:05pm on-campus (3 units) CSU, DSU, UC (BETC 4) CRN: 94387 Lee</p>
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Students can earn honors credit in courses not on this list by completing an Honors Contract. For details visit: canadacollege.edu/honorsprogram

© 2023 Honors Program, All Rights Reserved. Please contact Professor Deborah Schuman-Tavaux, HTP Coordinator, at hschuman@canadacollege.edu, (609) 881-3647, building 3, room 206.




Honors Classes and Honors Contracts

Honors Classes

- Open to ALL students.
- Designated in the class schedule and web schedule.

Both Honors Classes and Honors Contracts are designated as "Honors" on student transcript.

Honors Contracts

- Turn a non-Honors course into an Honors course.
- Any student can propose an honors contract for any transferable course.
- Work with your professor to develop an honors project.
- <https://canadacollege.edu/honorsprogram/contract.php>



Honors Addendums

- All courses offered as Honors Courses need an Honors Addendum.
- Courses do NOT need an addendum for students to do Honors Contracts.

Honors information is in TWO places on the Course Outline

- "Honors Content" in Course Content:
 - automatic language ... should NOT be changed
- "Honors Addendum"
 - 13 criteria that faculty need to address regarding how the course will be delivered for Honors
 - All 13 criteria need to be addressed
 - Faculty can reach out to me with questions





Honors Content – Don't Change

Honors Content:

1. This course may be offered at an honors level. While the class content remains the same and students can expect to achieve the same student learning outcomes, the students experience in an honors section may be significantly different in the following ways:
 - A. Topics covered with greater breadth and depth than non-honors, lower division course work;
 - B. Research expectations are beyond non-honors course assignments;
 - C. Extensive reliance on primary source documents and more advance research methodology is required;
 - D. Greater critical thinking and extended analysis than in non-honors course work; and,
 - E. Creative projects and/or documentation beyond non-honors course requirementsThe specific details about how honors-level work is implemented in this course are included in the Honors Course Addendum.



Honors Addendum – 13 Criteria

Faculty should explain how course does each.

1. Expectation for greater degree of student participation and involvement.
2. Student work evaluated with higher standards of performance expectation.
3. More independent reading. Describe how independent reading is determined and assessed.
4. More opportunities for writing.
5. Course approach requires more critical thinking.
6. Students expected to use primary sources to a greater extent.
7. Greater depth and/or breadth of subject matter presented.
8. More opportunities for research and/or publication.
9. Explain expected citations.
10. More opportunities to pursue topics/projects of individual interest.
11. Course is interdisciplinary in design.
12. Greater flexibility in format and teaching methodologies.
13. Selected field trips, guest speakers, and opportunities to attend related cultural and social events are offered.



Thank you!




2) Information/Discussion/Reports/Approval Items

a. Chair's Report

Lisa shared the following documents with the committee:

CURRICULUM PROPOSAL SUBMISSION DEADLINES 2023 - 2024

Meetings are held from 1:00 P.M. - 2:30 P.M. in person.



Curriculum Committee Meeting Dates	DEADLINE #1	DEADLINE #2	DEADLINE #3	DEADLINE #4	DEADLINE #5	DEADLINE #6
	Faculty Submits to Dean (Dean's 1st review)*	Faculty Responds to Dean's comments & takes action on proposal	Dean's Second Review (takes action on proposal)	Technical Review Comm. Review (comments to faculty)	Faculty Addresses Tech. Review Comments (if applicable)	Item Placed on Meeting Agenda
	Thursday	Tuesday	Tuesday	Tuesday	Monday	Wednesday
Thu 8-17-23	Meeting moved to November					
Thu 9-07-23	Committee Training					
Thu 9-21-23	Thu 8-17-23	Tue 8-22-23	Tue 8-29-23	Tue 9-05-23	Mon 9-11-23	Wed 9-13-23
Thu 10-05-23	Thu 8-31-23	Tue 9-05-23	Tue 9-12-23	Tue 9-19-23	Mon 9-25-23	Wed 9-27-23
Thu 10-19-23	Thu 9-14-23	Tue 9-19-23	Tue 9-26-23	Tue 10-03-23	Mon 10-09-23	Wed 10-11-23
Thu 11-02-23	Thu 9-28-23	Tue 10-03-23	Tue 10-10-23	Tue 10-17-23	Mon 10-23-23	Wed 10-25-23
Thu 11-16-23	Thu 10-12-23	Tue 10-17-23	Tue 10-24-23	Tue 10-31-23	Mon 11-06-23	Wed 11-08-23
Faculty to attend IPC on 11/17/2023						
Thu 12-07-23	Thu 11-02-23	Tue 11-07-23	Tue 11-14-23	Tue 11-21-23	Mon 11-27-23	Wed 11-29-23
Thu 1-18-24	Thu 12-14-23	Tue 12-19-23	Tue 12-26-23	Tue 1-02-24	Mon 1-08-24	Wed 1-10-24
Thu 2-01-24	Thu 12-28-23	Tue 1-02-24	Tue 1-09-24	Tue 1-16-24	Mon 1-22-24	Wed 1-24-24
Thu 2-15-24	Thu 1-11-24	Tue 1-16-24	Tue 1-23-24	Tue 1-30-24	Mon 2-05-24	Wed 2-07-24
Thu 3-07-24	Thu 2-01-24	Tue 2-06-24	Tue 2-13-24	Tue 2-20-24	Mon 2-26-24	Wed 2-28-24
Fri 3-15-24	Faculty to attend Instructional Planning Council - Program Review Presentations					
Thu 3-21-24	Thu 2-15-24	Tue 2-20-24	Tue 2-27-24	Tue 3-05-24	Mon 3-11-24	Wed 3-13-24
Thu 4-04-24	Thu 2-29-24	Tue 3-05-24	Tue 3-12-24	Tue 3-19-24	Mon 3-25-24	Wed 3-27-24
Thu 4-18-24	Flex Day					
Thu 5-02-24	Thu 3-28-24	Tue 4-02-24	Tue 4-09-24	Tue 4-16-24	Mon 4-22-24	Wed 4-24-24
Thu 5-16-24	Thu 4-11-24	Tue 4-16-24	Tue 4-23-24	Tue 4-30-24	Mon 5-06-24	Wed 5-08-24

Deadline for IGETC/CSU GE → Thu 11-16-23

Deadline for Fall 2024 Class Schedule** → Thu 12-07-23

Deadline for UC TCA Submissions & College Catalog → Thu 5-02-24

* Prior to submitting your course proposals to the dean's queue, please consult with Gloria Darafshi regarding articulation (UC transferability and/or CSU GE/IGETC applicability). This is not necessary if your course is not UC transferable and/or does not apply to any CSU GE/IGETC areas.

** After the fall schedule deadline, changes to *corequisites/prerequisites, course descriptions, grading method, materials fee charges, titles, units/hours, and recommended preparation* WILL NOT be allowed on courses to be offered in fall. Any exceptions to this policy must be approved by the Technical Review Committee.

In addition, Lisa shared the [Curriculum Review Matrix 2023-2028 document](#). Chialin noted that this document was established to create a process and cycle for review to ensure accreditation standards are met. Lisa noted that next meeting (9/21) will likely be a drop-in workshop format for faculty who need assistance with Curriculum.

b. Articulation Officer's Report- no additional report

c. Office of Instruction Report

- Vice President of Instruction (VPI)- no additional report
- Curriculum & Instructional Systems Specialist- no additional report

d. Distance Education (DE) Coordinator – no additional report

3) Division reports- none

4) Adjournment

Motion – to adjourn the meeting M/S: Gloria Darafshi, Maureen Wiley

Discussion— none

Abstentions – none

Approval – approved unanimously

Meeting adjourned at 2:23pm.