



Introduction to the Curriculum Committee

Lisa Palmer, Chair
September 7, 2023

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 \(PCAH\)](#)

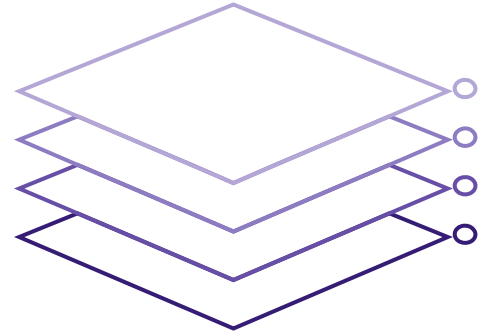
Chancellor's Office and CCC Curriculum Committee (5C) Title 5 guidelines

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

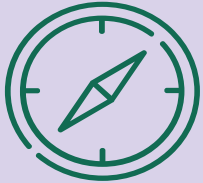
[Westlaw: California Code of Regulations](#)

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

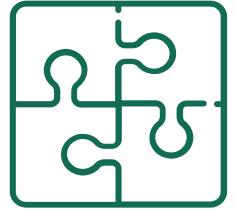
AKA the “10 + 1”

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

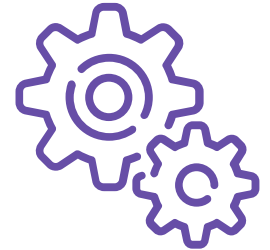
"The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high 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:

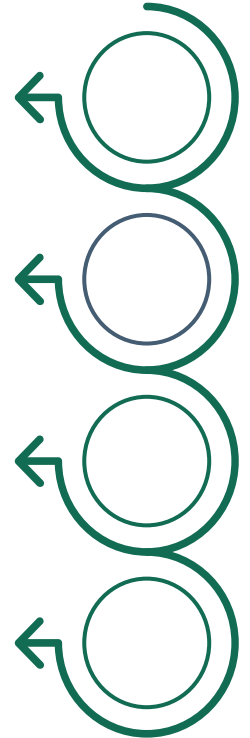
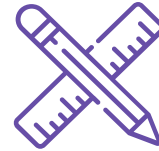
- Assignment of a discipline and minimum qualifications
- Non-duplication of existing curriculum
- Appropriateness to college mission
- Integration of elements (e.g. objectives, assignments)
- Justification for advisories, prerequisites, DE modalities
- Clear English



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

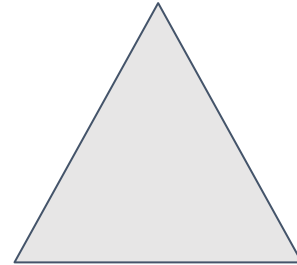
- ~~Update course description~~
- ~~Update course objectives~~
- Update texts to those published within previous five years
OR justify if older, e.g. *The Fire Next Time*, *Poems of Sappho*
- Ensure student learning outcomes (SLOs) match those on Nuventive (formerly TrakDat)
- Review and update program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

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

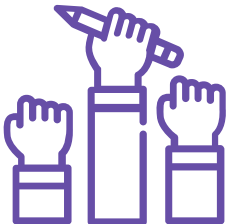
- Curriculum Committee Website
- CurricUNET →
- SharePoint

The screenshot shows the CurricUNET website interface. At the top, it reads "CurricUNET" and "San Mateo County Community College District" with a "Welcome, Guest" message. On the left, there is a login section with fields for "User Name", "Password", and "College" (with a dropdown menu for "-Select Campus-"), and a "Log In" button. Below the login section is a "Links" section with a list of resources: Best Practices in Distance Education, Bloom's Taxonomy, CCC Curriculum Inventory - COCI, CCC Taxonomy of Programs 6th Edition (Top Codes), Cañada Curriculum SharePoint, Course Outline of Record: A Curriculum Ref Guide, Data Element Dictionary Minimum Qualifications for Faculty/Admin 2018, Program and Course Approval Handbook, 6th Edition, Skyline SLOAC Framework, and Special Characters. A "Search" section is also present with options for "Course", "Program", and "Users". In the center, there is a large graphic of a blue globe with a vertical stack of colored rectangles (green, blue, yellow, red) and a blue arrow pointing right, with the text "CurricUNET" below it. On the right side, there is a "Recent News" section with a "Flash" message: "CurricUNET Release 2 is Currently in Implementation!" and a "Detected" status.

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

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
Listservs (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