



Introduction to the Curriculum Committee

August 27, 2021



ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

Celebrating 50 years

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 705)

ASCCC papers and reference guides

- Best practices available online: <https://www.asccc.org/publications#>

Searching Title 5

Easy to browse or search CA Code of Regulations at
[https://govt.westlaw.com/calregs/Browse/Home/California/
CaliforniaCodeofRegulations](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations)

Title 5: Education

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 1: Programs, Courses, and Classes

For a list of sections related to curriculum see PCAH, 6th ed, pp. 20-22

Faculty Authority Over Curriculum

Authority over the curriculum is codified in [California Education Code \(§70902\)](#) and further refined in [Title 5 Regulations \(§53200\)](#).

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

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

The “10 + 1”

§ 53200 (c)

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
- ✓ Other academic & professional matters as mutually agreed upon

Academic Senate By-laws

"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."

Academic Senate By-laws, Cont.

"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."

Types of Curriculum

CREDIT

Courses

- Degree-applicable
- Non degree-applicable

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 ten 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
- Locally Approved Certificates (not CO approved)

Approval Process

1. Faculty develops and submits curricular proposals
2. Curriculum committee reviews and approves
 - Includes separate tech review, DE review, requisite review, etc.
3. Local governing board approves
4. Chancellor's office approves
 - Auto approval/chaptering for credit courses, local credit programs
 - Review/approval for noncredit, CTE/ADTs
5. Once you have a Control Number, curriculum can be:
 - published in catalog, schedule, etc.
 - eligible for apportionment
 - sent for external articulation and transfer agreements

What happens in committee review?

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

- Assignment of a discipline, min qualifications
- Avoiding duplication of existing curriculum
- Appropriateness to college mission
- Integration of elements of COR (content, objectives, assignments, etc.)
- Justification for advisories, prerequisites, GE petitions, DE modalities
- Standard and clear English, capitalization, wording, and codes
- Ensuring the COR or program description is clear and accurate before the full committee discussion

Full committee review double-checks the above while creating an opportunity for faculty to share their curricular initiatives

Important Considerations

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

Focus this Year:

Recovery with Equity

- Course descriptions and SLOs written in clear, standard English
- Faculty, deans, and articulation officers collaborate across the district to ensure similar courses articulate the same where feasible (District CC effort)
- Faculty encouraged to "de-colonize" curricula and pedagogy, as appropriate—Flex day roundtable
- Faculty encouraged to participate in professional development focused on anti-racism and equity

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 (help!)
- 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

Quorum?

- More than half the voting members, including the chair, must be present
- After September 30, 2021?
 - The quorum must meet in person
 - Zooming members must post their addresses on the agenda and allow the public into their homes to participate
 - (aka, nuts)
 - Fingers crossed the governor and/or legislature moves Californian parliamentary procedure into the digital era

Tech 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 curriculum proposals that include a distance education supplement)
- Honors transfer program coordinator (for curriculum proposals that include an honors supplement)
- Library representative

LOCAL CURRRRICULUM RESOURCES

- ✓ Curriculum Committee Website
- ✓ CurricUNET
(<http://www.curricunet.com/smcccd/>)
- ✓ SharePoint

User Name

Password

College

-Select Campus- ▾

Log In

[CurricUNET Home](#)

Links

- 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
- Special Characters

Search

- Course
- Program
- Users

San Mateo County Community College District



CurricUNET

Recent News

CurricUNET Release 2 is
Currently in
Implementation!
Flash

Detected

Faculty/Staff Resources

- ✓ Division representatives
 - ✓ Deadlines
 - ✓ Courses up for review
 - ✓ Technical assistance
- ✓ Articulation Officer (AO)
 - ✓ Articulation, IGETC, CSU GE, UC/CSU credit
- ✓ Technical review committee
 - ✓ Curriculum consultation
 - ✓ Curriculum flagged during technical review process

LOCAL CURRICULUM DOCUMENTS

- ✓ Proposal submission deadlines document
- ✓ Curriculum review matrix
- ✓ Curriculum handbook



CURRICULUM PROPOSAL SUBMISSION DEADLINES 2021 - 2022

Meetings are held in Building 2, Room 10 from 9:30 - 11:30 am.

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	Tuesday	Friday
Fri 8-27-21	Committee Training					
Fri 9-10-21	Meeting moved to November					
Fri 9-24-21	Thu 8-19-21	Tue 8-24-21	Tue 8-31-21	Tue 9-07-21	Tue 9-14-21	Fri 9-17-21
Fri 10-08-21	Thu 9-02-21	Tue 9-07-21	Tue 9-14-21	Tue 9-21-21	Tue 9-28-21	Fri 10-01-21
Fri 10-22-21	Thu 9-16-21	Tue 9-21-21	Tue 9-28-21	Tue 10-05-21	Tue 10-12-21	Fri 10-15-21
Fri 11-12-21	No meeting - Holiday					
Deadline for IGETC/CSU GE → Fri 11-19-21	Thu 10-14-21	Tue 10-19-21	Tue 10-26-21	Tue 11-02-21	Tue 11-09-21	Fri 11-12-21
Fri 11-26-21	No meeting - Holiday					
Deadline for Fall 2022 Class Schedule** → Fri 12-10-21	Thu 11-04-21	Tue 11-09-21	Tue 11-16-21	Tue 11-23-21	Tue 11-30-21	Fri 12-03-21
Fri 1-28-22	Thu 12-23-21	Tue 12-28-21	Tue 1-04-22	Tue 1-11-22	Tue 1-18-22	Fri 1-21-22
Fri 2-11-22	Thu 1-06-22	Tue 1-11-22	Tue 1-18-22	Tue 1-25-22	Tue 2-01-22	Fri 2-04-22
Fri 2-25-22	Thu 1-20-22	Tue 1-25-22	Tue 2-01-22	Tue 2-08-22	Tue 2-15-22	Fri 2-18-22
Fri 3-11-22	Thu 2-03-22	Tue 2-08-22	Tue 2-15-22	Tue 2-22-22	Tue 3-01-22	Fri 3-04-22
Fri 3-25-22	Thu 2-17-22	Tue 2-22-22	Tue 3-01-22	Tue 3-08-22	Tue 3-15-22	Fri 3-18-22
Fri 4-08-22	Thu 3-03-22	Tue 3-08-22	Tue 3-15-22	Tue 3-22-22	Tue 3-29-22	Fri 4-01-22
Fri 4-22-22	Thu 3-17-22	Tue 3-22-22	Tue 3-29-22	Tue 4-05-22	Tue 4-12-22	Fri 4-15-22
Deadline for UCTCA Submissions & College Catalog → Fri 5-13-22	Thu 4-07-22	Tue 4-12-22	Tue 4-19-22	Tue 4-26-22	Tue 5-03-22	Fri 5-06-22

* 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.

CURRICULUM REVIEW MATRIX ••• 2020-2025

THE 5-YEAR **NON-CTE** REVIEW CYCLE of **COURSES**, **DEGREES**, and **CERTIFICATES** AT CAÑADA COLLEGE



NON-CTE

5 Year Non-CTE Cycle

2020 -2021

2021 -2022

2022 -2023

2023 -2024

2024 -2025

CURRICULUM TO BE REVIEWED DURING THE **ACADEMIC YEARS** SHOWN ABOVE:

Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:
ANTH 5	Fall 2021	ASTR 2	Fall 2022	ANY 695* 34	Fall 2023	CHEM 7	Fall 2024	AQUA 2	Fall 2025
ART 27		BIOL 11		*Changes apply to all 695 active courses		DRAM 12		CIS 242 1	
CRER 6		DRAM 151 1		FITN 33		ECE. 191 1		COMM 6	
HUM. 1		ENGL 14		HIST 11		EDUC 4		DANC 42	
INDV 10		ENGR 9		MUS. 23		ENVS 2		ECON 3	
MATH 22		HSCI 2		SPAN 13		GEOG 4		ESL 13	
SOSC 1		LCTR 12				GEO 3		PSYC 205 1	
		LING 1				KINE 6		SOCI 5	
	LIT. 13		LIBR 1	TEAM 25					
	OCEN 2		METE 1						
	READ 2		PHIL 9						
			PHYS 7						
			PLSC 6						
			PSYC 6						
			VAR 9						
Courses reviewed: 72		Courses reviewed: 69		Courses reviewed: 114		Courses reviewed: 78		Courses reviewed: 98	

The numbers of courses and awards [degrees and certificates] associated with disciplines are subject to change each year due to curricular changes.

Initial Review Cycle approved by the Cañada College Curriculum Committee 09/12/2014

CURRICULUM REVIEW MATRIX ••• 2020-2025

THE 2-YEAR CTE REVIEW CYCLE of COURSES, DEGREES, and CERTIFICATES AT CAÑADA COLLEGE



CTE

2020-2021		2021-2022		2022-2023		2023-2024		2024-2025		
CURRICULUM TO BE REVIEWED DURING THE ACADEMIC YEARS SHOWN ABOVE:										
Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	Course/Program Updates by department (# of)	Approvals take effect:	
ACTG 6	Fall 2021	ECE 21	Fall 2022	ACTG 6	Fall 2023	ECE 21	Fall 2024	ACTG 6	Fall 2025	
ARCH 1		FASH 36		ARCH 1		FASH 36		ARCH 1		ARCH 1
BIOL 310 1		HMSV 2		BIOL 310 1		HMSV 2		BIOL 310 1		BIOL 310 1
BUS. 11		LEGL 14		BUS. 11		LEGL 14		BUS. 11		BUS. 11
CBOT 11		MART 41		CBOT 11		MART 41		CBOT 11		CBOT 11
CIS 13		670, 672 - See below		CIS 13		670, 672 - See below		CIS 13		CIS 13
INTD 18		COOP 670 1		INTD 18		COOP 670 1		INTD 18		INTD 18
MEDA 16				MEDA 16				MEDA 16		MEDA 16
MGMT 1		672 Courses		MGMT 1		672 Courses		MGMT 1		MGMT 1
RADT 20		DANC, FASH, 2		RADT 20		DANC, FASH, 2		RADT 20		RADT 20
	HMSV, INTD, 2		HMSV, INTD, 2							
	LEGL, MEDA, 2		LEGL, MEDA, 2							
Courses reviewed: 98		Courses reviewed: 121		Courses reviewed: 98		Courses reviewed: 121		Courses reviewed: 98		

2 Year CTE Cycle

The numbers of courses and awards (degrees and certificates) associated with disciplines are subject to change each year due to curricular changes.

Initial Review Cycle approved by the Cañada College Curriculum Committee 09/12/2014

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