



Introduction to the Curriculum Committee

September 9, 2022

Layers of Guidance

California Education Code

- Statute, determined by legislation

Title 5 (California Code of Regulations)

- Interprets Ed Code into regulations, determined by the Board of Governors

Chancellor's Office Program and Course Approval Handbook (PCAH)

- Establishes specific guidelines for implementing Title 5
- Developed by the 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: <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”

Title 5 § 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, Continued

"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 Curricula

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 given 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, minimum qualifications
- Non-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, concise, and clear English usage; absence of jargon and acronyms

Full committee review double-checks the above and creates the opportunity for faculty to share their curricular initiatives

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
- 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 Us?

- Clear, standard English without jargon and acronyms
- Materials, assignments, and pedagogy that promote all students' inclusion, engagement, and success
- District collaboration to ensure equity (units required, applicability for degrees and transfer, grading standards (P/no-P vs. letter grades))

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

Quorum?

- More than half the voting members, including the chair, must be present
- After December 31, 2022, unless Governor Newsom extends the state of emergency or the legislature mandates differently:
 - The quorum must meet in person
 - Zooming members must post their addresses on the agenda and allow the public into their homes to participate

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 CURRRICULUM RESOURCES

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

User Name

Password

College

-Select Campus- ▾

Log In

[CurricUNET Home](#)

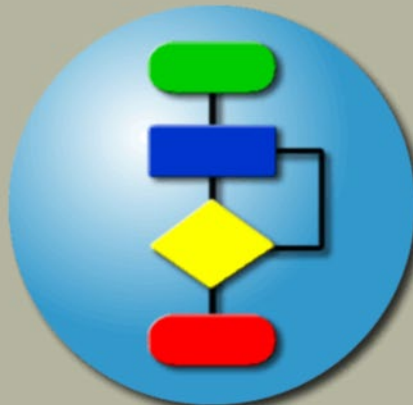
Links

- 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 2022 - 2023



Meetings are held from 9:30 - 11:30 a.m. via Zoom (Fall) and in 2-10 (Spring). <i>See note below regarding the time change for the 11/18 meeting.</i>						
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 8-26-22	Meeting moved to November					
Fri 9-09-22	Committee Training					
Fri 9-23-22	Thu 8-18-22	Tue 8-23-22	Tue 8-30-22	Tue 9-06-22	Tue 9-13-22	Fri 9-16-22
Fri 10-14-22	Thu 9-08-22	Tue 9-13-22	Tue 9-20-22	Tue 9-27-22	Tue 10-04-22	Fri 10-07-22
Fri 10-28-22	Thu 9-22-22	Tue 9-27-22	Tue 10-04-22	Tue 10-11-22	Tue 10-18-22	Fri 10-21-22
Fri 11-11-22	No meeting - Veterans Day Holiday					
The 11/18 meeting will be held from 1:00-3:00 p.m. in order to allow faculty the ability to attend IPC.						
Fri 11-18-22	Thu 10-13-22	Tue 10-18-22	Tue 10-25-22	Tue 11-01-22	Tue 11-08-22	Fri 11-11-22
Fri 11-25-22	No meeting - Day after Thanksgiving Holiday					
Fri 12-09-22	Thu 11-03-22	Tue 11-08-22	Tue 11-15-22	Tue 11-22-22	Tue 11-29-22	Fri 12-02-22
Fri 1-27-23	Thu 12-22-22	Tue 12-27-22	Tue 1-03-23	Tue 1-10-23	Tue 1-17-23	Fri 1-20-23
Fri 2-10-23	Thu 1-05-23	Tue 1-10-23	Tue 1-17-23	Tue 1-24-23	Tue 1-31-23	Fri 2-03-23
Fri 2-24-23	Thu 1-19-23	Tue 1-24-23	Tue 1-31-23	Tue 2-07-23	Tue 2-14-23	Fri 2-17-23
Fri 3-17-23	Joint meeting with the Instructional Planning Council - Program Review Presentations					
Fri 3-24-23	Thu 2-16-23	Tue 2-21-23	Tue 2-28-23	Tue 3-07-23	Tue 3-14-23	Fri 3-17-23
Fri 4-14-23	Thu 3-09-23	Tue 3-14-23	Tue 3-21-23	Tue 3-28-23	Tue 4-04-23	Fri 4-07-23
Fri 4-28-23	Thu 3-23-23	Tue 3-28-23	Tue 4-04-23	Tue 4-11-23	Tue 4-18-23	Fri 4-21-23
Fri 5-12-23	Thu 4-06-23	Tue 4-11-23	Tue 4-18-23	Tue 4-25-23	Tue 5-02-23	Fri 5-05-23

Deadline for IGEC/CSU GE →

Deadline for Fall 2023 Class Schedule** →

Deadline for UC TCA Submissions & College Catalog →

- * Prior to submitting your course proposals to the dean's queue, please consult with Gloria Darafshi regarding articulation (UC transferability and/or CSU GE/IGEC applicability). This is not necessary if your course is not UC transferable and/or does not apply to any CSU GE/IGEC 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 ••• 2022-2027

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



NON-CTE

5 Year Non-CTE Cycle

2022 -2023		2023 -2024		2024 -2025		2025 -2026		2026 -2027	
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:
ANY 695* 34	Fall 2023	CHEM 7	Fall 2024	AQUA 6	Fall 2025	ANTH 5	Fall 2026	ASTR 2	Fall 2027
*Changes apply to all 695 active courses		DRAM 12		CIS 242 1		ART 26		BIOL 9	
FITN 34		ECE. 191 1		COMM 6		CRER 5		DRAM 151 1	
HIST 11		EDUC 4		DANC 46		ETHN 7		ENGL 9	
MUS. 23		ENVS 2		ECON 3		HUM. 1		ENGR 9	
SPAN 13		GEOG 4		ESL 13		IDST 1		HSCI 2	
		GEOL 3		PSYC 205 1		INDV 10		LCTR 12	
		KINE 6		SOCI 5		MATH 21		LING 1	
		LIBR 1		TEAM 25		SOSC 1		LIT. 13	
		METE 1						OCEN 2	
	PHIL 9								
	PHYS 7								
	PLSC 6								
	PSYC 6								
	VAR 10								
Courses reviewed: 115		Courses reviewed: 79		Courses reviewed: 106		Courses reviewed: 77		Courses reviewed: 60	

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 ... 2022-2027

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



CTE

2022 -2023

2023 -2024

2024 -2025

2025 -2026

2026 -2027

CURRICULUM TO BE REVIEWED DURING THE ACADEMIC YEARS SHOWN ABOVE:

2 Year CTE Cycle

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 5	Fall 2023	ECE. 26	Fall 2024	ACTG 5	Fall 2025	ECE. 26	Fall 2026	ACTG 5	Fall 2027
ARCH 1		FASH 36		ARCH 1		FASH 36		ARCH 1	
BIOL 310 1		HMSV 3		BIOL 310 1		HMSV 3		BIOL 310 1	
BUS. 10		LEGL 14		BUS. 10		LEGL 14		BUS. 10	
CBOT 11		MART 41		CBOT 11		MART 41		CBOT 11	
CIS 13		PALT 9		CIS 13		PALT 9		CIS 13	
FSE. 13		670, 672- See below		FSE. 13		670, 672- See below		FSE. 13	
INTD 20		COOP 670 1		INTD 20		COOP 670 1		INTD 20	
MEDA 16				MEDA 16				MEDA 16	
MGMT 1		672 Courses		MGMT 1		672 Courses		MGMT 1	
RADT 20		DANC, FASH, 2		RADT 20		DANC, FASH, 2		RADT 20	
		HMSV, INTD, 2				HMSV, INTD, 2			
		LEGL, MEDA, 2				LEGL, MEDA, 2			
Courses reviewed: 111				Courses reviewed: 136				Courses reviewed: 111	

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