



# Academic Senate & Subcommittee

## Committee Goals and Self-Assessment for Academic Year 2017-18

### Year End Report May 2018

**Committee Name:** Curriculum Committee

#### **Committee Roles and Responsibilities:**

**From the Curriculum Handbook:**

## Committee Purpose, Structure, Procedures, and the Agenda General Information

The Curriculum Committee is a subcommittee of the Academic Senate; its composition, responsibilities, and authority are based on Title 5 (§ 53200) "10+1" requirements. All Committee actions on courses, programs, and other curricular and instructional business are sent to the Solano Community College Governing Board for approval.

The functions of the Committee are:

- To evaluate the overall curriculum needs within the College.
- To participate, in cooperation with the departments, in the curriculum planning, development, and review of short-range and long-range curriculum.
- To develop and/or implement state mandated policies and regulations (ex: Title 5 and IGETC) applicable to the curriculum and instruction.
- To present recommendations, through the Academic Senate, to the Governing Board regarding additions, modifications, and deletions in the College curriculum.
- To approve prerequisites and place courses within disciplines.
- To develop degrees, certificate requirements, and general education requirements.

#### **ACCJC Standard(s) Addressed:**

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
- Standard II: Student Learning Programs and Support Services
- Standard III: Resources (Human, Physical, Technology, Financial)
- Standard IV: Leadership and Governance

#### **Committee Members:**

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**Curriculum Committee Members:** Jim DeKloe (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Curtiss Brown (Articulation Officer), Erin Duane (Librarian), Dean Maire Morinec, Dean Sandy Lamba, Jose Cortes, Teri Yumae, Mary Valch, Kevin Anderson, Deb Berrett, Ginger Cain, Michelle Arce, Anthony Ayala, Marianne Flatland (part of the year), Amy Dauffenbach (part of the year), and Darren Potts (Student member). Amy Obegi (Assessment) participates in Technical Review. Sheila Kaushal (Academic Senate) attended every meeting and prepared minutes.

**Technical Review Committee Members:** Jim DeKloe (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Curtiss Brown (Articulation Officer), Dean Maire Morinec, Jose Cortes, Deb Berrett, Amy Obegi.

Identify the initiatives/goals this committee accomplished.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Review, help refine, and approve new course curriculum proposed by faculty	This ongoing goal represents a core duty of the committee and was carried out through the academic year.
2	Review, help refine, and approve new programs proposed by faculty	This ongoing goal represents a core duty of the committee and was carried out through the academic year.
3	Review, help refine, and approve curriculum undergoing the curriculum review process	This ongoing goal represents a core duty of the committee and was carried out through the academic year.
4	Review, help refine, and approve alterations in the local general education pattern	This ongoing goal represents a core duty of the committee and was carried out through the academic year.
5	Assist the assessment committee in reviewing SLOs and PLOs	This ongoing goal represents a core duty of the committee and was carried out through the academic year.
6	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty	This ongoing goal represents a major duty of the committee and was carried out through the academic year.
7	Suspend or discontinue programs and classes that are not being	Many degrees, certificates, and programs that were no longer relevant or being offered were inactivated and removed from the catalog.

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	offered or that faculty feel are no longer useful	
8	Help the above changes comply to deadlines imposed by the catalog	This year the deadlines for submission of curriculum were strictly enforced in an effort to comply with catalog deadlines.
9	Implement the local certification process	The local certification process was implemented.
10	Keep up to date with curriculum innovations	Curriculum committee members and the chair participated in committees that were dedicated to implementing curriculum innovations e.g. the Mathematics Success and Equity Committee and the Guide Pathways Committee.

### Final Committee Evaluation Report for Academic Year \_\_May 2018\_\_

#### Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Update the Curriculum Handbook	C	The curriculum committee followed the new curriculum handbook update that responded to revisions in the new PCAH and other changes made by the Academic Senate
2	Revise the Structures and Procedures of Curriculum Technical Review	C	The Technical Review Committee changed its procedures (i.e. changed the structure to follow the Brown Act) and ran each meeting of the year according to the new procedures.
3	Recruit and Train a new Chair	C	The Academic Senate approved Jim DeKloe as curriculum chair. He attended several training sessions including the curriculum institute and served as Chair for the entire academic year. He has two more years in his term.
4	Introduce Curricunet Meta	C	Curricunet Meta was introduced this year and was extensively utilized
5	With the Assessment Committee, place SLOs and PLOs on Curricunet Meta	C and IP	This initiative had tremendous success although it is not quite at 100%



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6	Review, help refine, and approve new course curriculum proposed by faculty	C and IP	Many new courses and programs were approved. Other courses that needed changes were modified. Other courses were inactivated.
7	Review, help refine, and approve new programs proposed by faculty	C and IP	Highlights include a new Social Justice program, a new Maker Space/Drafting program, new offerings were introduced in American Sign Language
8	Review, help refine, and approve new programs proposed by faculty	C and IP	Major revisions were made in cosmetology
9	Suspend or discontinue programs and classes that are not being offered or that faculty feel are no longer useful	C and IP	Examples: The committee suspended the Autobody Program. Multiple Schools and committees met and made the decision to remove the University Studies and Interdisciplinary Studies degrees. Ethnic Studies was replaced by Social Justice.
10	Implement the local certification process	C	The Chair of the curriculum committee worked with the Vice President to implement this change

## Year End Committee Evaluation Report for Academic Year \_2017-2018\_\_

### Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1			
2			
3			
4			



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6			
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#### Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2017 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Course approvals are ongoing	The new Technical Review process took a little while to implement	The Technical Review committee refined their new procedures and operated well by the end of the year.
2	Some courses and programs did not make the year-end deadline	Timing	The programs and courses will be considered right at the start of the new academic year (2018-2019).
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4			
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#### Part 3: Complete Self-Assessment Narrative:

##### Self-Assessment

- To what degree has the committee met its roles and responsibilities?



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The committee functioned smoothly, especially considering the implementation of a new system (Curricunet Meta), the introduction of a new chair and new members, the introduction of new procedures (especially in the Technical Review Committee), new curriculum initiatives coming from the state, and the heavy schedule.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

The committee will run even smoother as the members gain more experience with the new procedures

- How effective was the committee in completing its initiatives?
- How might the committee improve its effectiveness in regard to completing initiatives?

The committee will run even smoother as the members gain more experience with the new procedures

- How effective was the committee in impacting student success?

Maintaining a rigorous and current curriculum lies at the heart of student success, but since its effect is indirect, the effectiveness of this goal is difficult to assess. We can say that there were many initiatives approved this year (e.g. American Sign Language, Makers Space, Social Justice) that will give new opportunities for students to pursue their goals.

- How might the committee improve its effectiveness in regard to impacting student success?

The committee must continue to function effectively.

- What resources are needed to assist the committee in meeting its initiatives?

The committee MUST continue to have adequate support – an experienced curriculum specialist and academic senate. Curriculum specialist Lisa Abbott and Academic Senate Administrative Assistant Sheila Kaushal have done excellent work; they should be commended and are indispensable. Their importance cannot be overstated.

#### Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.



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The committee composition will change some for the next academic year as some members finished their term, but an excellent core has committed to participate next year.

Member Deb Berrett has expressed a willingness to attend the Curriculum Institute during the summer. More members should be encouraged to attend.

The academic senate implemented a new high school course articulation procedure this year. Difficulties implementing this procedure resulted in no high school articulations, even though there had been some requests. These fell through the cracks. This procedure should be reevaluated.

- What topics should be addressed by the committee next year?

I would like to institute a comprehensive course review and gain C-ID approval for every course where a C-ID is available and gain AD-T status for every degree that has a TMC. The courses that support Mathematics courses implement the intent of AB 705 should be examined and approved next year.

High school articulation procedures would be evaluated.

- Are there additional roles or responsibilities this committee should be addressing?

The committee was just tasked with the approval of course articulation with high schools, although it has not reviewed an example yet. The committee should probably review student pathways, the level above programs and courses. In addition, the committee should participate in efforts around Basic Skills, especially regarding math placement, requirements, and acceleration.

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

Same as above: I would like to institute a comprehensive course review and gain C-ID approval for every course where a C-ID is available and gain AD-T status for every degree that has a TMC. Perhaps the committee should become more involved with the Student Equity Committee and other committees charged with assuring equity since Curriculum is an Equity issue.

The high school articulation approval process should be reevaluated.

The members of the Curriculum Committee should be commended for their hard work. In addition, special recognition should be given to curriculum specialist Lisa Abbott and Academic Senate Administrative Assistant Sheila Kaushal whose work has been exemplary and who have made themselves indispensable.