



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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:

The Technical Review Committee consisted of:

Jim DeKloe (Chairperson), Lisa Abbott (Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Amy Obegi (Assessment Coordinator), Sandy Lamba (Dean), and Deb Berrett (Faculty)



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The Curriculum Committee consisted of:

Jim DeKloe (Chairperson), Lisa Abbott (Curriculum Analyst), Curtiss Brown (Articulation Officer), David Williams (VP of Academic Affairs), Dean Sandy Lamba, Sarah Barsness, Teri Yumae, Mary Valch, Kevin Anderson, Debra Berrett, Ginger Cain, Anthony Ayala, Amy Dauffenbach, and Marivic Macalino, Erin Duane (Librarian) and Dean Joseph Ryan

Year End Committee Evaluation Report for Academic Year: 2018-2019

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.

The Curriculum Committee solidified the new structure that had been developed last year – the Technical Committee considered every proposal, judged it by its technical merits solely, and then sent the proposal to the Curriculum Committee for consideration based on its pedagogic and substantive merits. This division of labor has now become routine and codified. The committee, the Chair, the Academic Senate President, and the Vice President of Academic Affairs continued to implement the local certification process.

The Curriculum Committee and the Technical Review committees carried out their routine review of new courses and programs proposed by faculty and of program modifications triggered by changes in the field or by the curriculum review cycle. The move to comply with AB 705 drove some of the curriculum changes. Members of the committee also participated in the Guided Pathways effort.

Highlights of the new programs approved this year include the Biomedical Sciences Certificate of Achievement and Associates degree (this has the prospect of being the College's most common certificate and degree), the Cell-Based and Stem Cell Certificate of Achievement (with Courses in Synthetic Biology and Algae Biotechnology, Mammalian Cell Culture, and Stem Cells – this is the first of its kind in the United States), the introduction of an Automation Technician certificate, and the approval of Maintenance Technician Certificates of Achievement. The Committee approved an Automation Technology Associates of Science and an Elementary Teacher AA-T. The Committee approved of the introduction of Women's Beach Volleyball (as an Intercollegiate Sport), the introduction of a Digital Media and Web Development Job Direct Certificate, the development of an Associates degree in Dance, the approval of Certificates for the completion of General Education requirements (Transfer Studies – IGETC and Transfer Studies – CSU), and the approval of a Physical Sciences Associates degree (including courses in Weather and Climate, Global Climate Change, and Natural Disasters).

The Committee approved many modifications in courses in Mathematics in an effort to comply with AB 705 and changed the Math prerequisites for many courses to comply with that legislation. There were major modifications for programs in Photography, Theater Arts, and American Sign Language.

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The Committee Approved the proposed Inactivation of the Social Science AA (whose function has been replaced by the AD-T in Social Justice Studies and the AD-T in Sociology) and Ethnic Studies (a subsequent campus effort asked the Committee to reconsider this approval – the review of this program is ongoing).

In addition the Committee discussed several bigger philosophical issues and challenges. The Committee discussed “unit creep”, the tendency for programs to increase the number of units in the program with every modification; the Committee discussed how students’ goals can be hurt by unnecessary units and resolved to critically examine future proposals that increase the number of units. High unit courses impede the ability of some AD-Ts to stay under the 60 unit upper limit; Chemistry is an excellent example of a program hurt by high unit courses – courses whose units are greater than the minimum number of units required by the course C-ID. The Committee also discussed “hidden prerequisites” in programs; these are courses that do not explicitly show up in the program but are required for completion since they serve as prerequisites for other required courses. The Committee resolved to review future program proposals for “hidden prerequisites” and to explicitly include those courses in the program. Also, the Committee examined a proposal to alter the local General Education pattern and this triggered a discussion on the process that the Committee show follow to change a General Education requirement – the Committee viewed this action as a major change that should require a process that informs the campus community and involves as many voices as possible. All of these discussions are ongoing.

Members of the Curriculum Committee participated in the Guided Pathways effort. And members of the Committee participated in evaluation the proposal to change from Curricunet Meta to eLuminen

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	Ongoing Review of Curriculum Proposals	IP	Major initiatives included the Biomedical Sciences Certificate of Achievement and Associates degree, the Cell-Based and Stem Cell Certificate, Certificates in Automation Technician and Maintenance Technician, an Automation Technology Associates degree and an Elementary Teacher AA-T. The Committee approved Women’s Beach Volleyball (as an Intercollegiate Sport), the introduction of a Digital Media and Web Development Job Direct Certificate, and Associates degrees in Dance, General Education requirements (Transfer Studies – IGETC and Transfer Studies – CSU), and Physical Sciences.
2	Continuing to define Tech Review/Full Committee roles	C	The Tech Review Committees and Curriculum Committee refined their roles during this second year.

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3	Develop Procedures for Amending the General Education local option	IP	This should be taken up next year
4	Continue to address “unit creep.”	IP	The committee should remain vigilant and critically evaluate every proposal for “unit creep”
5	Evaluate the proposal to change from Curricunet Meta to eLuminen	IP	Continue to contribute to the campus discussion of this proposal
6	Continue to address “hidden prerequisites”	IP	Continue to critically evaluate every proposal for hidden prerequisites
7	The Curriculum Committee Chair will be on sabbatical Fall 2019		A replacement Chair has been recruited and appointed
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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 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	Definition of process to change local General Education requirements	We ran out of time	The Curriculum Committee Chair should work with the Academic Senate to define this procedure
2	Some courses and programs did not make the year-end deadline	Timing	Discuss these proposals right away in Fall 2019
3	High School Articulation and Dual Enrollment	Ran out of time	The process is burdensome – his hampered some of these discussions
4	Curriculum review of programs in the Business and Applied Technology Division	Initiated, but scheduled for next year	Continue to work with faculty from Business and Applied Technology to help them complete their curriculum review and make appropriate course and program changes
5	Ethnic Studies degree	This requires a leader to lead this discussion	A leader should be recruited and a resolution should be pursued first thing next year
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

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

The committee functioned smoothly, especially considering the 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?

The committee seemed to operate very efficiently

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

The committee must continue to function effectively. Integrating new members will be essential.

- 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. Biomedical Sciences Certificate and Degree, automation initiatives, Dance degree, Physical Science Degree, General Education degrees, Cell-based and Stem Cell Therapies certificate) 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. Integrating new members will be essential to this.

- 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.



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Recommendations

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

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.

Members should be encouraged to attend the Curriculum Institute during the summer.

The high school course articulation procedure should be evaluated. 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?

The ethnic studies program should be evaluated and the issues resolved. The procedure to evaluate and implement changes in the General Education requirements should be resolved.

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

The committee should 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 campus is close to achieving this goal. 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.

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

Members of the committee should continue to engage with Assessment and with the Guided Pathways effort.

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.