



# Academic Senate & Subcommittee

## Committee Goals and Self-Assessment for Academic Year 2019-20

### Year End Report May 2020

**Committee Name:** Curriculum Committee

#### Committee Roles and Responsibilities:

##### Committee Purpose, Structure, Procedures, and the Agenda General Information (From the Curriculum Handbook)

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

**Curriculum Committee Members:** Jim DeKloe (Chairperson for Spring 2020), Erin Duane (Chairperson for Fall 2019), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Curtiss Brown (Articulation Officer), Erin Duane (Librarian), Dean Joe Ryan, Dean Sandy Lamba, Anthony Ayala, Teri Yumae, Mary Valch, Kevin Anderson, Deb Berrett, Ginger Cain, Michelle Arce, Anthony Ayala, Marianne Flatland (part of the year), Amy Dauffenbach, Ginger Cain, James Word, Sarah Barsness, and Sherina Mae Soliman. (Assessment) participates in Technical Review. Sheila Kaushal (Academic Senate) attended meetings 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 Sandy Lamba, Deb Berrett, Mark Berrett, and Andrew Wesley (Assessment).



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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 offered or that faculty feel are no longer useful	Many degrees, certificates, and programs that were no longer relevant or being offered were inactivated and removed from the catalog.
8	Help the above changes comply to deadlines imposed by the catalog	This year the deadlines for submission of curriculum were less strictly enforced in an effort to accommodate some extraordinary circumstances.
9	Continue to implement the local certification process	The local certification process was implemented in 2018; the committee continued to work under this structure.
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 Guide Pathways Committee.



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#### Final Committee Evaluation Report for Academic Year May 2020

##### 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	Change the curriculum process from Curricunet Meta to eLumen.	C	All faculty who proposed new programs and courses, or the modification of courses and programs, AND the curriculum committee were trained in eLumen which allowed the transfer from Curricunet Meta.
2	Update the Curriculum Handbook	IP	The curriculum committee handbook was updated in 2018. Several changes must be made to respond to revisions in the new PCAH, other changes made by the Academic Senate, and several issues that arose during the school year.
3	Recruit and Train a new Chair	IP	The Academic Senate approved Sarah Barsness as curriculum chair. She will take over from Jim DeKloe who completed his final term.
4	Strengthen and further define the procedure for changing local General Education requirements – with the consent of the Academic Senate.	IP	Several circumstances came up within the committee – proposals to change the local General Education requirements. The committee felt that a major change like a change in General Education demands broad discussion and debate across the academic community. The procedure must be defined during the next term and incorporated into the curriculum handbook.
5	With the Assessment Committee, place SLOs and PLOs on eLumen	IP	This initiative remains a work in progress. Some progress was made, but the novel coronavirus pandemic interrupted the effort.
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	New programs were forwarded by faculty and approved.
8	Suspend or discontinue programs and classes that are not being offered or that faculty feel are no longer useful	C and IP	The committee worked very hard this year to follow through on the philosophy that any course that is not offered by the college should not appear in the catalog and should be deactivated. Several outdated programs and many courses were deactivated.
9	Implemented a procedure to hold meetings in a remote format using Zoom.	IP	When the coronavirus outbreak eliminated face-to-face meetings, both the Tech Review committee and the Curriculum Committee demonstrated that meetings could be held using Zoom.



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### Year End Report May 2020

#### Year End Committee Evaluation Report for Academic Year 2019-2020

##### 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.

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Work to reevaluate the approval process for Distance Education components of courses.	This discussion was triggered by the outbreak of the novel coronavirus and the shelter in place order.	Continue the discussion during the summer and consider convening the Curriculum Committee during the summer to rush approvals.
2	Update the Curriculum Handbook	The coronavirus outbreak knocked this off the agenda	The curriculum handbook should be updated to reflect the outcome of the discussions identified below.
3	Develop the Process for a Change in Local General Education requirements	This requires a discussion and coordination between the Academic Senate and the Curriculum Committee.	Continue to work on this for next year. Add the resolution to the Curriculum Handbook.
3	Strengthen the procedure to resolve disputes between departments that forward competing proposals.	This proved to be a difficult issue to resolve.	Continue to work on this for next year. Add the resolution to the Curriculum Handbook.
4	Continue to input assessments into eLumen.	The COVID 19 outbreak really interfered with this.	Continue the work in the new academic year.
5	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 (2020-2021).
6.	Dual enrollment remains unresolved	Timing	The committee should resolve the policies and procedures related to Dual enrollment



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#### Part 3: Complete Self-Assessment Narrative:

##### Self-Assessment

First, an editorial statement must be made. The faculty and staff of Solano College responded to the extraordinary challenge that the novel coronavirus outbreak presented to the community, the State, the United States, and the world. Within two weeks the college pivoted all classes from a face-to-face format to a distance education format that accommodated shelter-in-place orders.

Likewise, the entire education system of the United States, including K-12 and higher education, responded extraordinarily rapidly to the challenge in an effort not to lose the opportunity for education. This accomplishment by Solano College and all of higher education represents a remarkable achievement that should not be taken for granted.

- To what degree has the committee met its roles and responsibilities?  
*The committee functioned smoothly, especially considering the implementation of a new system (eLumen), the introduction of a substitute chair in Fall and new members, 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 system and procedures*
- How effective was the committee in completing its initiatives?
- How might the committee improve its effectiveness in regard to completing initiatives?  
*The committee ran smoothly throughout the year. The committee responded remarkably well to the shelter-in-place order and the prohibition of face to face meetings. The committee will run even smoother as the members gain more experience with the new system and 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, courses, and programs, approved this year 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 resolution and implementation of the unresolved issues identified in this report would help the committee to continue to function effectively and improve.*
- 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 administrative assistant. 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 should continue its commitment to the philosophy that it has adopted in the last few years:

1. All courses and programs in the catalog should be courses and programs that are viable and currently being offered. Said another way, courses that are not being taught and have no prospect of being taught should be removed from the catalog. Programs that are no longer viable should be taken through the program revitalization/ deactivation process. (At the same time, there should be no passive program deactivation process where all of the course are removed and that leads to the program being deactivated – the deactivation of a program should be a deliberate and active process – but it should occur if the program is no longer being offered.
2. The Committee should continue its commitment to not having “hidden prerequisites in a program”. Any course that is required for a program should be explicitly identified.
3. The Committee should continue to pay special attention to the Course and Program Catalog Descriptions and the Course Outline of Record: these represent the colleges outward face to the community and specifically to prospective and incoming students.

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 – likely it will be offered in a virtual format - during the summer.

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

*Local General Education*

*Resolving competing proposals*

*The academic senate implemented a new high school course articulation procedure during this last 3 year cycle. There are still difficulties implementing this procedure – the committee considered no high school articulations, even though there had been some requests. These fell through the cracks. This procedure should be reevaluated.*

*I would like to recommend that the committee 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.*

- Are there additional roles or responsibilities this committee should be addressing?  
*The committee just did not get to the issue of Dual Enrollment. The Academic Senate should engage with the curriculum committee to examine and resolve issues related with this effort.*



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- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?  
*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 members of the Curriculum Committee should be commended for their hard work. The committee worked collegially and efficiently. 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.