



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Committee Name: Curriculum Committee

Roles and Responsibilities:

From the Curriculum Handbook:

Committee Purpose, Structure, Procedures, and the Agenda

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:

Curriculum Committee Members: Sarah Barsness (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Ashlie Lawson (Articulation Officer), Erin Duane (Librarian), Andrew Wesley (Assessment) Dean Joe Ryan, -Dean Lisa Neeley, Teri Yumae, Mary Valch, Deb Berrett, Mark Berrett, Ginger Cain, Isabel Anderson, Lauren Taylor-Hill, Abigail Seaman, Kelvin Chan, James Word, Marivic Malvino, Amy Dauffenbach, Saki Cabrera

Committee Goals and Self-Assessment for Academic Year 2020-2021



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Technical Review Committee Members: Sarah Barsness (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Ashlie Lawson (Articulation Officer), Dean Lisa Neeley, Deb Berrett, Mark Berrett, and Andrew Wesley (Assessment).

Identify the initiatives/goals this committee will undertake.

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	Equity and Anti-racism	Continue to create a system for critical self-examination of all components of curriculum to ferret out the presence of racist or inequitable language, structure or other detail (intentional or unintentional) as well as the absence of anti-racist and pro-equity content. (Started in 2020-21)
2	Clarifying Curriculum Process	Continue to develop a clearer, and more "user-friendly," set of steps and guidelines for faculty, for submitting curriculum, as well as following through on the entire curriculum process, especially for new programs. This will be part of the new Curriculum Handbook.
3	Revise the Local General education degree (Currently Option A)	Revise and re-organize the existing GE associate degree to create clarity and to reduce or remove unnecessary obstacles to completion, with attention to the needs and benefits of our students.
4	Educate faculty about broader curriculum goals	Help faculty learn more about the larger goals of the Solano curriculum, and the interdependence of departmental and division curriculum, and foster a cooperative and collaborative approach to creating valuable programs and courses that do not compete with or duplicate existing curriculum.
5	Review, help refine, and approve new course curriculum proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
6	Review, help refine, and approve new programs proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
7	Review, help refine, and approve	This ongoing goal represents a core duty of the committee



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

8	Review, help refine, and approve alterations in the local general education pattern	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
9	Assist the assessment committee in reviewing SLOs and PLOs	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
11	Suspend or discontinue programs and classes that are not being offered or that faculty feel are no longer useful	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.

Mid-Year Committee Evaluation Report for Academic Year: December 2021/January 2022

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	Equity and Anti-racism (Initiative Undertaken)	IP	<p>Our focus during Fall 2021 has been on the development of Ethnic Studies courses to meet the new CSU requirements and to expand courses that support education and dialogue encouraging equity and anti-racism. Eight courses have been submitted and we hope to continue to guide faculty in this process.</p> <p>Creating an anti-racist/equity minded process for faculty for the submission and revision of all curriculum: This is not yet fully developed, but many faculty are voluntarily building this in as they modify and create courses, which will give us a template for the future.</p>
2	Clarifying Curriculum Process (Initiative Undertaken)	IP	We created a new plan for the calendar and step process for Spring 2022, that will help to reduce our bottlenecks and allow for stronger reviews at all levels.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

3	Clarify Local GE approval Process.	C	Completed.
4	Educate faculty about broader curriculum goals	IP	We continued our workshop series and reaching out to faculty to mentor them through the process.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

5	Review, help refine, and approve new course curriculum proposed by faculty (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
6	Review, help refine, and approve new programs proposed by faculty (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
7	Review, help refine, and approve curriculum undergoing the curriculum review process (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
8	Review, help refine, and approve alterations in the local general education pattern (In progress)	IP	Ongoing revisions, as well as approvals of additions to this pattern. See above.
9	Assist the assessment committee in reviewing SLOs and PLOs (Initiative undertaken)	IP	Ongoing. Andrew Wesley is working hard to clarify and improve understanding and implementation of this area.
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty (In progress)	IP	Ongoing. We will change the order of this process in the steps of approval to reduce the bottleneck and pressure and allow more thoughtful feedback.
11	Suspend or discontinue programs and classes that are not being offered or that faculty feel are no longer useful. (In progress)	IP	Ongoing. We need to return to a few of these and make decisions in Spring 2022.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Year End Committee Evaluation Report for Academic Year: April 2021

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	Equity and Anti-racism	IP	While we have not yet created an official process, our workshops and conversations are encouraging many faculty to voluntarily examine and revise curriculum to reflect equity and anti-racism. This item will remain IP.
2	Clarifying Curriculum Process	IP	While workshops have been helpful for those who attend, and faculty who reach out for one on one assistance, we still have much to do in this area. We need to create more transparent processes, and more information in the form of a handbook and how-to videos.
3	Clarify Local GE approval Process	IP	We approved the revisions to the local G, including a process for approving new courses. This is active, working and serving students! We still need to re-examine and possibly revise the local requirement.
4	Educate faculty about broader curriculum goals	IP	Workshops and outreach have been very helpful in this area. We are improving this area, but I would still like to see more effort to help faculty see the value of their participation in curriculum.
5	Review, help refine, and approve new course curriculum proposed by faculty	IP	We approved large numbers of revised and new courses this semester. For those that were not approved, we provided clear guidance for future re-submission.
6	Review, help refine, and approve new programs proposed by faculty	IP	We approved large numbers of revised and new programs this semester. For those that were not approved, we provided clear guidance for future re-submission.
7	Review, help refine, and approve curriculum undergoing the curriculum review process	IP	Same as above.
8	Review, help refine, and approve alterations in the local general education pattern	IP	See item 3



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

9	Assist the assessment committee in reviewing SLOs and PLOs	IP	We have improved communication and progress in this area, thanks to the proactive work of the assessment officer. We plan to work together more in the future to clarify process. We have also added the assessment officer as a voting member of the technical review, as their judgement is crucial.
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty	IP	We have had ongoing dialogues with the Distance Ed coordinator about the process of DE approval and how we can collaborate more on this process.
11	Continue conversations about revitalizing or suspending programs and classes that are not being offered or that faculty feel are no longer useful	IP	We have had many conversations in this area, and many faculty have suspended curriculum in their departments in response. Lisa Abbott has devised a new method to archive rather than delete curriculum, which is enormously helpful. We have also had faculty do the base work for revising and revitalizing programs that were being considered for suspension. We are pleased that these decisions are getting serious attention and that faculty are taking the lead in both deciding and revising the curriculum in challenging area.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2020 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	Revision of curriculum handbook	Time!	Prioritize this goal.
3			
4			
5			
6			
7			
8			
9			
10			



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Part 3: Complete Self-Assessment Narrative:

Self-Assessment

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

The committee met all of their essential roles and responsibilities, including the added responsibilities of DE addenda approvals and other projects.

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

While the full committee met their basic responsibilities, the amount of invested time varied widely, with some members contributing much more time and energy than others. I would like to work on strategies to add specific additional duties for members to distribute the workload more evenly and keep all members up to speed on process and goals.

- How effective was the committee in completing its initiatives?

The committee made great progress on its initiatives, especially the task force working on revising the Local GE and GE process. More work and participation is needed for other initiatives, especially the anti-racism goals.

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

Creating a committee structure that distributed workload more evenly, as well as informational and training meetings might help all members contribute with more knowledge and regularity.

- How effective was the committee in impacting student success?

This is a hard metric to measure, since we do not see the direct impact. However, we have focused attention in our regular business and our initiatives on how to improve curriculum in ways that allows student a more focused, accessible, and streamlined path to completion and success, including our work on prerequisites and program structures, as well as improving the Local GE degree.

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

Making sure every decision is weighed against the metric of student success, even when those decisions are not popular with all faculty. Some of this will involve ongoing education to help all faculty understand the structure and goals of curriculum.

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

Ongoing support from the Senate and outreach by Senators to help communicate these goals, and support in resolving challenging interpersonal issues that hold back decisions that are in the best interests of students.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
- What topics should be addressed by the committee next year?
- Are there additional roles or responsibilities this committee should be addressing?
- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

Committee Goals and Self-Assessment for Academic Year 2020-2021