



Curriculum Committee Basics and Resources

Solano Community College

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Responsibilities of the Curriculum Chair and Committee

Layers of Guidance

CA Education Code

- Statute, determined by legislation

Title 5 (California Code of Regulations)

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

Chancellor's Office Program and Course Approval Handbook ([PCAHA](#))

- Establishes specific guidelines for implementing Title 5
- Developed by Chancellor's Office with CCC Curriculum Committee (5C)

Chancellor's Office Guidelines

- Further clarify implementation of Title 5 and emerging issues (e.g. AB 705)

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, 7th ed, pp. 21

https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Board-of-Governors/Meeting-schedule-and-agenda/July-2016-Agenda/Files/PCAH_6thEdition_Final_June2016_kc.ashx

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, there is a responsibility: work with other faculty, administrators, and staff.

Administration has “right of assignment” over courses and programs.

Curriculum is Part of Academic Senate “10 + 1”

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.

Red = SCC Board of Trustees “relies primarily” on the Academic Senate (2017)

Types of Curriculum

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 10 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. Discipline faculty develop and submit
2. Local curriculum committee reviews and approves
 - May include separate tech review, DE review, requisite review, SLO review, etc.
 - SCC has a separate technical review meeting
 - DE Committee reviews the DE Addenda
 - Assessment coordinator reviews the SLOS
3. Local governing board approves
4. Submit to Chancellor's Office
 - Auto approval/chaptering for credit courses, local credit programs
 - Review/approval for noncredit, CTE/ADTs
5. Once you have 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

- Can deal with looking at some of the things that tend to make CC meetings drag on: grammar, wording, codes, hours and units, etc.
- Can make recommendations to faculty

Content review looks at the appropriateness of the content, objectives, assignments, etc. to the discipline.

- Discipline faculty create and review content in terms of disciplinary expertise
- Full curriculum committee votes on curriculum proposals

Curriculum Committee Members

- CC members trained to look for specific things in content:
 - Assignment of a discipline, min qualifications
 - Avoiding 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
- CC members are reminded that their vote to approve curriculum indicates that they believe the course/program has met the required criteria. Their vote is not an indicator of whether they like or find the course/program interesting nor is it about whether they support their discipline colleague(s).

Articulation Officer (AO)

- The AO is an incredible resource of information for you and the curriculum committee.
- The SCC AO is a member of the CC. (Ashlie Lawson)
- Role of the AO:
 - the AO encourages faculty to make changes to their courses to improve our college's articulation agreements
 - AO leads professional development training for faculty.
 - Ashlie led our work on the new Ethnic Studies requirement and is now working closely with our FT Ethnic Studies/Social Justice Studies Faculty

Articulation Officer website: <http://ciac.csusb.edu/>

Curriculum Specialist

- Strong support from the staff in your curriculum office is vital.
- Curriculum staff have many responsibilities including:
 - submitting changes to CCCCO;
 - inputting changes into our student enrollment system;
 - preparing submissions for the governing board;
 - Support departments undergoing curriculum review;
 - managing eLumen; and
 - assisting with the production of our college catalog.
- We currently have an effective working relationship including regular communication and consultation with our CS.
 - Lisa Abbott

Local Academic Senate

- Curriculum Committee acts under the authority granted to the Academic Senate
- Senate needs to stay in the loop even if they do not actively review curriculum
 - Curriculum chair may be a voting member of Senate OR,
 - Curriculum chair may make regular reports to Senate OR,
 - Senate may appoint a liaison to attend curriculum meetings
 - At SCC, CC is an ex-Officio member of the Senate

Working With Faculty

- Faculty tend to only look at their CORs when they are in curriculum review or want to create a new class (or remove a class).
 - How do curricular changes affect other disciplines?
 - Do new course duplicate existing curriculum?
 - Are new course/programs tied to the college mission?
- Educate the faculty on effective curriculum practices
- Make yourself available to faculty to answer questions
- When regulatory changes happen (like AB 1705), you need to sit down with affected faculty and explain what is going on and why.
- Lead professional development for faculty.

Managing Conflict

- Get comfortable with conflict - it can be productive or destructive, depending on how it is handled.
- Remain impartial and remember that you are representing the faculty of your college not just one area.
- Remember that the goal of the curriculum committee is to approve curriculum that best serves our students.
- You can't make everyone happy. Work with all parties to try and reach a solution that meets as many interests as possible with the focus being what is best for students.

Brown Act

- Curriculum Committee as a subcommittee of the Senate is beholden to the Brown Act
- Curriculum Meetings
 - Open and public
 - Will post agendas that are accessible to the public at least 72 hours in advance
 - Agenda, minutes and supporting documents are public record
 - Can determine to what extent and how they rely on Roberts Rules of Order.

Request from your Academic Senate

1. Develop a process to ensure new programs have course sequencing and placement in Guided Pathways.
2. Develop a process for changing local GE including evaluation/collaboration regarding impact.
3. Include approved courses as Consent Items on Senate agenda
4. Share CC calendar with Senate for final approval

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