CURRICULUM INSTITUTE

ENSURING LEARNING: ACCESSIBILITY & FLEXIBILITY IN EQUITY-DRIVEN CURRICULUM

JULY 7-9, 2021

ACADEMIC SENATE
FOR CALIFORNIA
COMMUNITY COLLEGES

New/er Curriculum Chairs and Committee Members

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Description

New, newer, and aspiring curriculum chairs or faculty on curriculum committees will benefit from this session. Topics include the role of the curriculum committee and its members as a part of a college's academic senate, the legal framework for how the committee works with the local governing board, myth busting the "processes," and requirements for getting things done.

Agenda

- Who's in the Room?/Introductions
- Navigating the Curriculum Institute
- Responsibilities of Curriculum Chair
- Working with Others
- Managing Conflict and Workload
- Resources
- Closing Thoughts
- Contact information

Who's In the Room?/Introductions

Panel introductions

Link in Chat: If you have done this for a little while what do you wish someone told you about this position? [GoogleDoc](#) link provided

Navigating the Curriculum Institute

- Consider the "Basics" Breakout Strands
- Chats and .ppt materials are archived
- Attend networking events

Have you signed-up for the [ASCCC](#) and
[California Community College Curriculum Chair Listservs](#)?

- ASCCC Listserv
  https://www.asccc.org/signup-newsletters

- California Community College Chairs Listserv
  https://groups.io/g/CCCCurriculumChairs/

Commonly Used Acronyms

ASCCC	Academic Senate for California Community Colleges
ACCJC	Accrediting Commission for Community and Junior Colleges
CCC	California Community Colleges
CCCCO/CO	California Community Colleges Chancellor's Office
CIO	Chief Instructional Officer (often the VPI)
COCI	Chancellor's Office Curriculum Inventory
COR	Course Outline of Record
PCAH	Program and Course Approval Handbook
*VPI	Vice President of Instruction
	*colleges may have different titles
PCAH 7th ed. has even more!	

Responsibilities of Curriculum Chair

Addressing Equity, Inclusivity, and Institutional Racism

- Our nation, system, and colleges are a critical point of self-reflection and change.

- Equity is the mission of the CCC system. It's baked into our purpose by design and law.

- Curriculum Committee Chairs are key faculty leaders on local campuses. You have an important role in this dialogue and action.

- Educate yourself! Systemic, institutional change is needed to meet the moment and you are in a key position to support your colleagues as they address these issues through evaluation and revisions of their curricula.

- Changes to curriculum to address issues of equity are likely to be in front of your committee in the coming year. Lead and train your committee to support the work of faculty as they respond to these issues in their discipline.

Wednesday Breakout 2: "Curriculum Check! Equity-Driven Systems-Cultural Responsiveness and Equity for the Student Experience";
Thursday Breakout 3: "In Search of the Perfect COR: Diversity and Equity in the Classroom"

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 (PCAH)
- 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

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.

Thursday Breakout 4: "PCAH - Program and Course Approval Handbook"

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 a "10 + 1" Matter – Title 5, Section 53200

1. Curriculum, including establishing prerequisites
2. Degree and certificate requirements
3. Grading policy
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

+1 Other academic and professional matters as mutually agreed upon.

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)

Friday Breakout 6: "Transfer Pathways Advocacy (C-ID, ADT)"

Typical Approval Process

- Discipline faculty develop and submit

- Local curriculum committee reviews and approves
  - May include separate tech review, distance education review, requisite review, etc.

- Local governing board approves

- Submit to Chancellor's Office
  - Auto approval/chaptering for credit courses, local credit programs
  - Review/approval for noncredit, CTE/ADTs

- 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 Typically Happens in Committee Review?

Technical review: ensures complete data, compliance, and consistency

- May be completed by CC members, subcommittee, co-chair, curriculum specialist, etc.
- Can deal with looking at some of the things that tend to make CC meetings drag on: grammar, wording, codes, etc

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

- Discipline faculty create and review content in terms of disciplinary expertise
- CC members trained to looked for specific things in content:
  - Assignment of a discipline, minimum qualifications
  - Avoiding duplication of existing curriculum
  - Appropriateness to college mission
  - Integration of elements of COR (content, objectives, assignments, etc.)
  - Justification for advisories, requisites, GE petitions, DE modalities

Things to Keep on Your Radar

- Federal and state laws and regulations, *Breakout 4: "PCAH"*

- ACCJC accreditation standards, *Breakout 6: "Accreditation/Curriculum"*

- District policy and regulations

- College mission

- UC, CSU, and C-ID, *Breakout 1: "Transfer Basics"*

- CTE consortia and advisory committees, *Breakout 4: "CTE Program Alignment and Design for Equity, Access and Flexibility"*

- Non-credit policies and regulations, *Breakout 2: "Non-Credit Curriculum Basics"*

- Community need

- And more…..

Advice for New/er Chairs

- The most important thing that you always need to remember is **slow down and take a deep breath.**

- Best statement to use when you don't know the answer: "Let me get back to you on that…"

- Train committee members and delegate; you can't and are not expected to do it all yourself!

Thursday Breakout 1: "Curriculum Basics"
General Session 3: "Certification Training and Training Local Curriculum Committees"

Five Minute Break

Working With Others:

Who needs to be involved in curriculum?
Who else is affected?

Chief Instructional Officer (CIO)

- CIOs are usually members of the curriculum committee
- The curriculum chair ideally should schedule regular meetings with the CIO.
- Discuss important issues outside of the Curriculum Committee meetings.
- It is not productive for the CIO and the Curriculum Chair to be disagreeing with each other during a committee meeting.
- Disagreements will happen - remember faculty purview over 10+1 areas

Articulation Officer (AO)

- Your AO is an incredible resource of information for you and the curriculum committee.
- If they aren't already a member of your committee, they probably should be.
- Role of the AO?
- Does your AO give reports at your meetings?How might you work with the AO to encourage faculty to make changes to their courses to improve your college articulation agreements?

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 your student enrollment system;
- preparing submissions for the governing board; and
- assisting with the production of your college catalog.

Establish an effective working relationship with regular communication and consultation.

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

Make sure as chair you have a place at Senate to discuss curricular issues/updates.

Consider other committees/groups where the curriculum chair should have a place to inform about/discuss issues/updates.

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?

- Educate the faculty on effective curriculum practices

- Make yourself available to faculty to answer questions

- When regulatory changes happen (like AB 705), you need to sit down with affected faculty and explain what is going on and why.

Local Board of Trustees (BOT)

Ideally they will adopt policies and procedures related to curriculum only if recommendations on those curriculum policies and procedures are made through collegial consultation with the local Academic Senate.

Final approval for all curriculum proposals.

Where BOT members get their training:

Community College League of California

https://www.ccleague.org/professional-development/trustee-development

Other People Chairs Might Work with:

- Former chairs!

- Counselors & Librarians
- Deans
- Deputy Sector Navigators (CTE)
- Distance Ed coordinator
- Financial Aid Office
- IT support staff
- SLO coordinator

- College Researcher
- Catalog Publication
- Admissions/Records/ Degree Auditors
- Scheduling
- Other committees
- High School Articulation and Dual Enrollment
- Others??

A faculty member wants to develop two new programs: a certificate that helps students get a job, and the degree helps students transfer. They want to know how to get started.

Scenario #1
Breakout session

1. What do you ask?
2. What do you do?
3. Who needs to be involved in the discussion?

Managing Conflict
&
Workload

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.

- You can't make everyone happy. Work with all parties to try and reach a solution that meets as many interests as possible.

- Anticipate and preempt what conflicts could arise.

- If conflicts happen during a meeting, take back the floor when the discussion gets off topic. Remember that you are in control of the meeting and you need to keep the discussion as civil as possible.

Thursday Breakout 1: "Curriculum Basics"
Thursday Breakout 5: "The Brown Act, Parliamentary Procedures, and You! - Open Meeting Laws and Robert's Rules for Local Academic Senates and Curriculum Committees"

Workload and Scope-Creep

New Initiatives:

- What new initiatives are you aware of?
- How can you balance the workload while also ensuring faculty voice?
- How do you document which committee is responsible for each task?

The department chair from Political Science has approached you about a pending new course submission for "Political Philosophy" from the Philosophy department, claiming that the new course is actually a Political Science course, not a Philosophy course, and should be removed from the committee's agenda until the faculty from each department sort out who should "own" the course.

Scenario #2
Breakout session

1. What steps would you take to manage this situation?

2. What local or state resources can you consult?

3. What information would be most helpful for your committee and the faculty as you work through this process?

Useful Resources

ASCCC curriculum webpage: https://www.ccccurriculum.net/

Listservs:
ASCCC Listserv
https://www.asccc.org/signup-newsletters

California Community College Chairs Listserv
https://groups.io/g/CCCCurriculumChairs/

External Resources:

ACCJC standards

ASSIST.org

California Regional Consortia, https://www.regionalcte.org/

CA Cooperative Work Exp Education Handbook

CSU GE and IGETC Guiding Notes

Dual Enrollment Guide (RP Group)

US Federal Student Aid Financial Aid

Title 5 on Westlaw, https://govt.westlaw.com/

UC Transfer guidelines

ASCCC Resources Webpage:
https://www.asccc.org/resources

Equivalence to Minimum Qualifications

Noncredit at Glance

The Course Outline of Record: A Curriculum Reference Guide Revisited

CCCCO Resources:
https://www.cccco.edu/

Baccalaureate Degree Pilot Program

COCI (public view)

Minimum Qualifications Handbook

Monthly CIO Bulletin from CCCCO

Noncredit Instruction

Prerequisites/Corequisites Guidelines

Program and Course Approval Handbook (PCAH)

Repetition Guidelines

TOP Manual

Closing Thoughts

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