# Curriculum Committee Training

AUGUST 2019

# Get to know your neighbors!

- ❑ Grab a index card.
- ❑ Reflect on your time since the end of Spring 2019
- ❑ Write 2 of the following on the index card. Do NOT sign your name.
  - Challenging thing you did
  - Small thing you experienced
  - Long or short item you read
  - Something understood for the first time
- ❑ Put it in the basket.

# All of Us

Academic Support and Learning Technologies

Business/Technology

Counseling

Creative Arts/Social Science

Language Arts

Math/Science

Kinesiology, Athletics, Dance

ASCSM student representative

Instruction Office

Instruction Office, Vice President, Instruction

Articulation Officer

Registrar

# Faculty and the Curriculum and 10+1

(c) "Academic and professional matters" means the following policy development and implementation matters:

(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;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Laws, Regulations and Local Practice

**STATEWIDE**

Title 5 - Division 6. California Community Colleges

Program and Course Approval Handbook (PCAH)

Discipline List (2018)

Chancellor's office memos

**LOCAL**

District Policies and Procedures

CSM Curriculum Handbook

CSM GE Handbook

# Course outlines

- All Fields report
- Short COR
- Standards for courses and programs – 55002. Standards and Criteria for Courses

# The Brown Act

THAT INCLUDES US

# Appointed Bodies – Standing Committees

Standing Committees of a legislative body are **ALWAYS** subject to the Brown Act.

- Standing committees, irrespective of composition, which have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by resolution or formal action of the legislative body.

Examples: long-term committees on professional development or curriculum.

# MEETINGS

"All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."

-GC Section 54953(a)

# What is a “Meeting?”

“Any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action upon any item that is within the subject matter jurisdiction of the legislative body.” - GC Section 54952.2(a)

The Brown Act is not limited to “meetings” where a final decision is made!

- “HEAR”
- “DISCUSS”
- “DELIBERATE”

# Serial Meetings

- Serial meetings are not allowed
- Serial meetings occur when a majority of the members have communicated about an issue and have developed a collective concurrence.
- A collective concurrence is developed when:
  - Members have either directly or indirectly heard each other's opinion on a topic enough to collectively develop or begin to develop an agreement on an issue.

# Pair Time!

## DAISY CHAIN – NOPE!

Example: When curriculum committee member C calls curriculum committee member Vicki to talk about an agenda item, then Vicki calls curriculum committee member Danisha to talk about it, and finally Danisha calls curriculum committee member Esmeralda, etc., until a majority of curriculum committee members has been contacted. A majority of the members have talked about the topic, and a collective concurrence has been established.

## HUB AND SPOKE MEETING

Example: When curriculum committee member Bob calls curriculum committee member Esmeralda to talk about an agenda item, then Bob calls curriculum committee member Julian to talk about it, and finally Bob calls curriculum committee member Danisha, etc., until a majority of members has been contacted. A majority of the curriculum committee have talked about the topic and a collective concurrence has been established.

# Brown Act

- The agenda must be posted at least 72 hours in advance of the meeting in a location “freely accessible to members of the public.”
- The notice, agenda and supporting documents are public records and must be made available to public
- Urgency Items:  When 2/3 of all members present (or all members if less than 2/3 are present) determine that there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”
- Every agenda for a regular meeting must also allow members of the public to speak on any other item of interest within the subject matter jurisdiction of the legislative body (even if not on the agenda).
- **It is now required that all ayes, nays and abstentions on motions be attributed to member casting a vote!**

# Articulation

# Curriculum certification process

EXCERPTED FROM:

*STREAMLINING CURRICULUM PROCESSES* - 2019 CURRICULUM INSTITUTE

# Credit Course Certification

## Due: October ??, 2019

The memo requires the signature of

- College President (CEO)
- Chief Instructional Officer (CIO)
- Academic Senate President
- Curriculum Chair

Submitting the memo entitles the college to automated approval of:

- All credit courses (including cooperative work experience)
- Modifications to all existing credit programs except for ADTs
  - Note that changing program goal will require a new program submission
- New credit degrees and certificates with a program goal of local (not ADTs or CTE)
- *CTE C-ID Aligned Programs – recommended by 5C*

# Credit Courses Need to Demonstrate that Both of the Documents Below Were Used

**PCAH**

- Education Code
- title 5
- Submission Guidelines

**CCCCO Course Calculations**

- Know the calculation
- Memo from CCCCO
- Local Policy

# Things to Keep in Mind

Colleges must submit all courses to the Chancellor’s Office using the Chancellor’s Office Curriculum Inventory (COCI)

Colleges are still required to have a course control number before they can offer a course.

The Chancellor’s Office is still reviewing and approving all noncredit, new and revised ADTs, and new CTE programs.

The Chancellor's Office will conduct periodic reviews on all the courses that are receiving automated approvals.

# AB 705 Impact Across the Curriculum

- Math
- English
- ESL

# AB 705 Impact Across the Curriculum

- Writing, Reading and Computation expectations/assumption across the curriculum

Cross Discipline prerequisites issues

**Prerequisite:** MATH 120, or MATH 123 or MATH 190 or appropriate score on the college math placement test.

**Recommended Preparation:**

Eligibility for ENGL 838 or ENGL 848 or ESL 400.

# General Education and Guided Pathways

WELCOME FOLKS

# Review of 2018-2019 goals

**Goal:** Review and approve new and modified courses and programs (ongoing)

Benchmark: Number reviewed and outcome.

**Goal:** Review General Education pattern for possible revision

Benchmark: open forums concerning GE requirements, Curriculum and Academic Senate approvals for revisions to GE pattern.

**Goal:** Discussion of recommended preparation of English and writing for transfer level courses.

# Guiding Principles of GE

SEPTEMBER 12, 2019 MEETING

# Resources

Title 5 - Division 6. California Community Colleges

Program and Course Approval Handbook (PCAH)

Chancellor's Office – Curriculum Unit

COI website

The Course Outline of Record: A Curriculum Reference Guide Revisited (2017)

Minimum Qualifications for Faculty and Administrators in California Community Colleges (2017)