

College of San Mateo

Curriculum Committee

August 24, 2023 (2:15 p.m.)

Building 10, Room 10-468 and

Zoom Meeting: <https://smccd.zoom.us/j/85211427333>

Meeting ID: 852 1142 7333

Call in using: 1-669-900-9128 US (San Jose)

MINUTES

Members Present

Acting Chair	Teresa Morris
Academic Support and Learning Technologies	Lia Thomas
ASCSM Student Representative	Vacant
Business/Technology	Sujata Verma, Lale Yurtseven
Counseling/Articulation Officer	Marsha Ramezane
Creative Arts & Social Science	Judith Hunt, Malathi Iyengar
Instructional Design	Julieth Benitez
Kinesiology Division	Shana Young
Language Arts Division	Robbie Baden, Tamara Perkins
Math/Science Division	Beth LaRochelle, Christopher Smith

Non-Voting Members

Carla Grandy, Ada Delaplaine,
Tammy Wong

Absent/Excused

Student Services Vacant

Other Attendees

Jeremy Wallace, Todd Windisch

Acting Chair, Teresa Morris, called the meeting to order at 2:17 p.m. Motion by Chris Smith to approve the agenda, seconded by Beth LaRochelle, all members voting "Aye."

Public Comments (2 minutes/person)

Chris Smith attended an online teaching conference this year, and probably 30-40% of the presentations focused on how to deal with AI, so does the Committee want to bring that up when courses are brought to the Curriculum Committee? Teresa said there's a mini-AI conference coming up at CSM.

Robbie Baden brought up Dual Enrollment and its relevance to the Committee as there are colleagues on campus that are confused, concerned, and excited about the program.

Tamara Perkins has taught K-12 and Middle College students and she's encountering an issue with Dual Enrollment students saying they are not allowed to watch certain materials, and how are faculty to handle issues around age-appropriate material. Robbie added that what our student do in classes are relevant to Curriculum Committee.

New Business

Welcome and Introductions

The Acting Chair asked everyone to introduce themselves: Name, Department, and do you prefer pen or pencil? The attendees introduced themselves.

Emergency Action Item: Curriculum Committee Chair (Jeremy Wallace)

The Acting Chair has one emergency action item to bring to the Committee, and for this to start, there needs to be a two-thirds vote of the committee members to do an emergency action item. There will be two actions: Chair will ask for a motion to approve doing an emergency action which is voting for a new Chair, and if the members approve that, then they will vote on the Chair.

Motion by Lale Yurtseven to approve emergency action item to vote for the Curriculum Chair, seconded by Shana Young, all members voting "Aye."

The Acting Chair stated that Jeremy Wallace said he would be the current Curriculum Chair. The Acting Chair brought the vote to the committee with all members voting "Aye." Jeremy is the new Curriculum Chair, but Acting Chair Teresa Morris will finish the rest of this meeting, and Jeremy will do the next meeting.

CSM Curriculum Committee Roles and Responsibilities

Curriculum plays an important role for faculty; it is the first thing that faculty have purview over in the 10+1 roles that faculty play. The other roles are: degree and certificate requirements; grading policies; educational program development; standards or policies regarding student preparation and success; district and college governance structures as related to faculty roles; involvement in the accreditation process including self-study and annual reports; policies for faculty professional development activities; program review; institutional planning and budget development; and, other academic and professional matters as mutually agreed upon.

The Committee is made up of faculty voters and also a student representative who will join us and be a voter. Approved curriculum is sent directly to the Board of Trustees once a month. The committee structure is based on Academic Senate By-Laws Faculty Handbook 2023-2024. The Committee is composed of up to two representatives from the instructional divisions and from student services. In addition, we have non-voting members like the Vice President of Instruction (Carla), the Curriculum Specialist and Support (Ada and Tammy), Registrar, the Articulation Officer (Marsha, but she has a vote representing the Student Services Division), the SLO Coordinator (vacant), and the Distance Education Coordinator.

Jeremy asked if he gets a vote as Chair. Acting Chair said that this is not clear in the by-laws, but her experience as a Chair in the past was that she generally didn't vote unless quorum was needed. This would need to be double-checked.

In reviewing course and program proposals, Curriculum Committee members should look at the "why" of courses, and not just the desire for the courses. We want to make sure that the courses we approve meet these standards: that the proposed courses or programs must not cause harmful competition to other colleges; the needs should arise from program review and be based on educational master planning; documented market demands; and student demand and student needs. This year is a program review year at CSM. While other schools closely align program review with the Curriculum Committee,

CSM does not. While outside legislation has impacted some of what CSM provides students in relation to these “whys,” the need for all these is still here and this is part of what the members are charged to do.

Curriculum development criteria – appropriateness to mission; need; curriculum standards; adequate resources; and compliance – is found in the Program Course Approval Handbook (PCAH). The State is the holder of curriculum and the data system. The role of the members is to consider and ask questions when reviewing course submissions. For further details on compliance, speak with the Curriculum Specialist and Support (Ada and Tammy) and the Articulation Officer (Marsha). Keeping us in compliance and out of audits is part of their job. Members are encouraged to speak with Jeramy, Ada, Tammy, Marsha, and Teresa if they have questions about this.

Presentation slides outlined types of curriculum for credit and non-credit and the course outline of record (COR) elements required or recommended for credit and non-credit courses.

The laws, regulations, and local practice are: statewide – Title 5; the Program and Course Approval Handbook (PCAH), Disciplines List (from 2022 - which contains information on minimum qualifications for teaching in various disciplines), and Chancellor’s Office memos and locally: district policies and procedures, Curriculum Handbook, GE Handbook (which got updated in 2021). The Curriculum Committee’s job: “These standards place the burden of rigor upon the curriculum committee to determine that course elements of the COR are appropriate to the intended students.”

Curriculum Certification Process – Updates and Changes

We are here because of the certification process, and sometime in October, we will receive the memo and it will require the signature of the College President, Chief Instructional Officer, Academic Senate President, and 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; and new credit degrees and certificates with a program goal (not ADTs or CTE).

Credit courses need to demonstrate that both of the documents were used: PCAH (Education code, Title 5, submission guidelines) and CCCC Course calculations (know the calculation, memo from CCCC, local policy). 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. Resources linked and available as part of the presentation.

Curricular Process Overview

Time needs to be invested in this process. In curriculum design and rethinking, the internal department has conversations and consults the recent program review, collaborates with other related departments and seeks help from Instructional Designer faculty, and then checks-in with the articulation officer and understands district-wide impacts. Perhaps collaboration is speaking with other departments on how curriculum could be scaffolded, or discussing with other colleges in the District or the area and seeing how they were able to get items approved and learning from one another.

The design process: faculty create a new course or revise an existing course and then there’s the technical review where the course is reviewed for technical edits. The SLO coordinator, DE coordinator, Instructional Designer, Curriculum Specialist, and division representatives are involved in technical review. While you may not have content mastery over a course that’s been submitted, in terms of compliance, you are still able to include your input, including DEI and equity considerations. Are assignments authentic, textbooks and case studies representative, courses considering the students’

lived experiences? Additional areas identified in DEI in Curriculum: Model Principles and Practices (June 2022). Keep in mind that tech reviews are publicly available spaces.

Articulation

Marsha Ramezane, Articulation Officer, explained the articulation process. Articulation formalizes the transfer agreements. The Curriculum Committee decides if a course is CSU-transferable; CSUs have granted this responsibility to community colleges. Any other articulation past basic CSU transferability goes through approvals and these approvals are scheduled by the universities. Marsha submits coursework to committees to see if they are approved for university GE patterns, specifically for the CSU GE pattern, and for IGETC. It is a two-year process to have full articulation. Some schools do not offer courses until they have full articulation. CSM does not hold off, while the value of the course may change in the next catalog, if an articulation gets approved along the way.

Having two GE pathways for transferring is not ideal for students as there is a lot of confusion, and starting in Fall 2025, there will only be one pathway – Cal-GETC. Students will still have catalog rights depending on when they started their transfer agreements even when Cal-GETC is in place. Regardless of which transfer pathway is in place, if a course has not been approved for transfer at the time a student takes it, it cannot be counted retroactively. Timing is the key, and Cal-GETC will bring these issues to the forefront and unfortunately, some students will get caught up in these changes.

Members were encouraged to collaborate beyond their departments and learn from others' articulation approval experiences and to consult with Marsha, who is available to answer any questions or assist on articulation matters.

Legislative Updates

Cal-GETC: AB 928. The Intersegmental Committee of the Academic Senates (ICAS) has established the GE pathway by May 31, 2023. They have another year and a half to complete the process for Fall 2025.

Common Course Numbering (CCN). CCN across 116 community colleges so that the outward facing numbers would be common across all schools with the hope of making it seamless for students. There was a question of whether or not more specialized courses would be impacted if they do not match up with another common course in the State. The course can be kept singularly at the home college, and perhaps colleges in the local area may have similar courses and these colleges will need to have a conversation together. Everyone is still trying to understand the impact of the legislation. There are current ideas under discussion regarding the common course elements and element classification.

Brown Act. Review of some areas of the Brown Act, specifically that Curriculum Committee is an open committee and one should not "reply all" if one receives an email from the Curriculum Chair on an issue or legislation. Discussions must be open discussions open to the public.

2023-2024 Goals - *postponed*

Curriculum Committee Norms - *postponed*

Moment of Silence for Michelle Schneider

Meeting adjourned at 4:04 p.m.