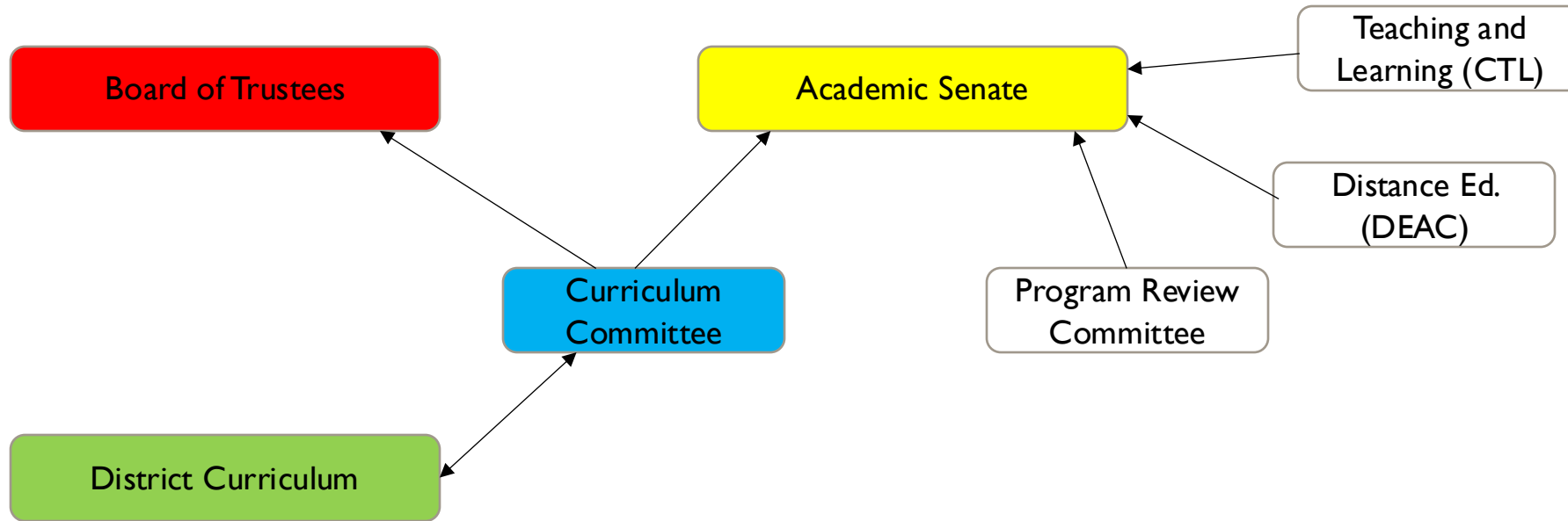# CURRICULUM COMMITTEE ORIENTATION

August 2024

CURRICULUM AND 10+1 (TITLE V)

(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.

CURRICULUM & SHARED GOVERNANCE

Curriculum Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. In addition, a faculty Instructional Designer will be an at-large voting member. The committee elects a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Academic Senate.

COMMITTEE STRUCTURE

COMMITTEE STRUCTURE

VOTING MEMBERS

- Two (2) faculty from Academics Support and Learning Technologies
- Two (2) faculty from Business/Technology
- Two (2) faculty from Students Services Division
- Two (2) faculty from Creative Arts/Social Science
- Two (2) faculty from Language Arts
- Two (2) faculty from Math/Science
- Two (2) faculty from Kinesiology, Athletics and Dance
- Instructional Design faculty – at large member
- Two (2) ASCSM student representatives

NON-VOTING MEMBERS

- Curriculum Specialist
- Instructional Support Assistant
- Vice President of Instruction
- Registrar
- Articulation Officer
- SLO Coordinator
- Distance Education Coordinator

COMMITTEE'S CHARGE

According to the Academic Senate by-laws, the Curriculum Committee oversees "curriculum, instructional courses and programs, and instructional procedures" and:

- Carries on a regular review of the college curriculum.

- Informs faculty of and oversees adherence to curricular aspects of the Education Code.

- Consider for recommendation proposals for new courses and programs.

- Consider for recommendation all deletions, classifications, and changes in course and programs.

COMMITTEE'S CHARGE

Furthermore, through our curricular processes, the Curriculum Committee is involved in the following:
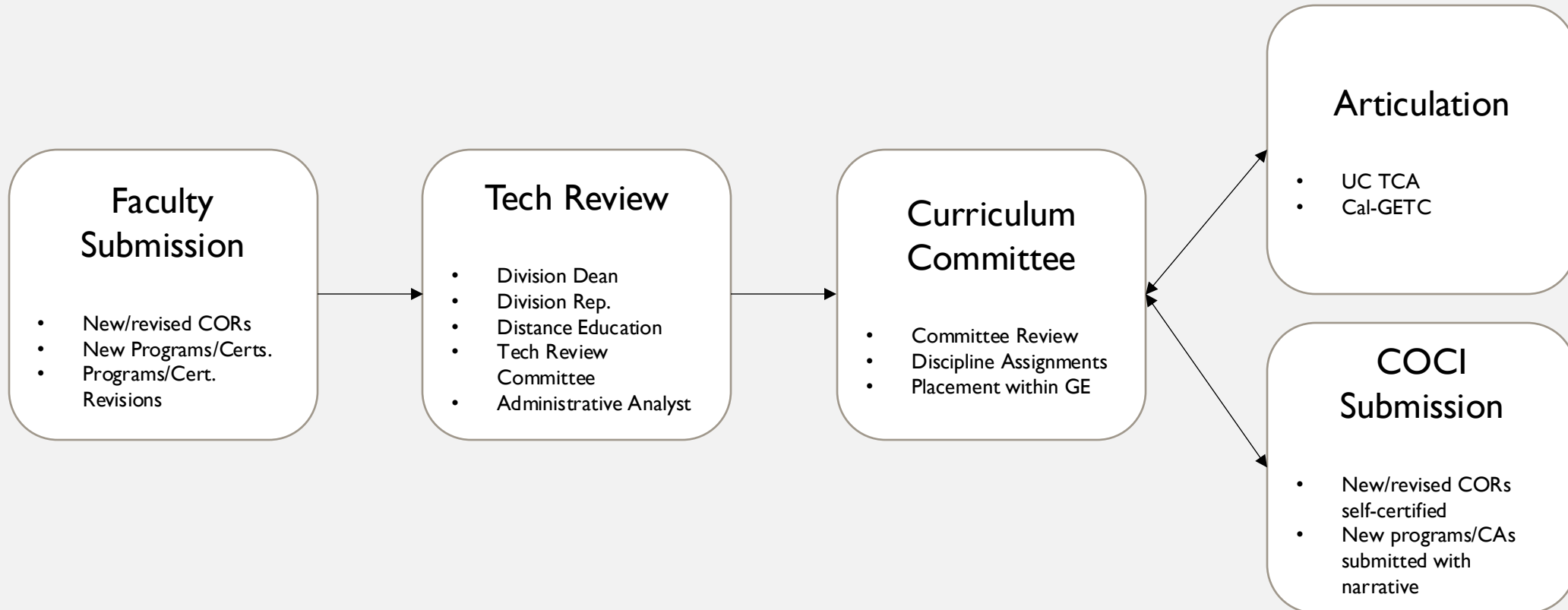
- Ensuring that new curriculum and programs do not cause harmful competition with our sister colleges

- Educational master planning

- Responding to needs arising from program review

- Ensuring that new courses and programs meet labor market demand (CTE)

- Ensuring that courses and programs provide pathways to transfer and the workforce

- Ensuring that distance education courses meet the standards set forth in Ed Code, Title V, and accreditation

- Facilitating articulation of transfer-courses, including placement within the Cal-GETC

- Maintaining the local CSM GE pattern

- With faculty authors, assigning disciplines to courses

- Submitting courses and programs to Chancellor's Office Curriculum Inventory (COCI)

AT THE END OF THE DAY . . .

. . . we ensure that College of San Mateo is offering high-quality, rigorous, and relevant coursework, certificates, and degree programs that are expected of an institution of higher education.

CURRICULUM PROCESS

Faculty Submission

- New/revised CORs
- New Programs/Certs.
- Programs/Cert. Revisions

Tech Review

- Division Dean
- Division Rep.
- Distance Education
- Tech Review Committee
- Administrative Analyst

Curriculum Committee

- Committee Review
- Discipline Assignments
- Placement within GE

Articulation

- UC TCA
- Cal-GETC

COCI Submission

- New/revised CORs self-certified
- New programs/CAs submitted with narrative

CRITERIA FOR CURRICULUM

- Appropriateness to mission
- Need
- Curriculum standards
- Adequate resources
- Compliance

The curriculum committee is involved in all five in some form (even if we don't see this in the actual committee meetings).

CREDIT CURRICULUM

COURSEWORK

- Degree-applicable
- Non-degree-applicable
- Stand-alone

PROGRAMS

- Associate's degrees (AA, AS)
- Associate's Degree for Transfer (AA-T, AS-T)
- Certificate of Achievement (CO approved and transcript reported)
- Certificate of Specialization (Local approval only)

NONCREDIT CURRICULUM

COURSEWORK

- Noncredit coursework must fit within one of 10 categories stipulated by Chancellor's Office

- Not to be confused with not-for-credit (corporate ed)

PROGRAMS

- Certificate of Completion/Competency (CDCP)

- Adult High School Diploma

- Noncredit Apprenticeship Program

- Locally approved certificates

NONCREDIT INSTRUCTIONAL AREAS

1. English as a Second Language (ESL)
2. Immigrant Education
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational Programs
10. Workforce Preparation

CREDIT COURSE CERTIFICATION

- Due: October ??, 2024

- 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)

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.

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" (*PCAH*).

MEMBERS' RESPONSIBILITIES

1. Review all agendized new and modified courses and programs in Curricunet prior to meeting, and when appropriate, leave any commendations or recommendations in the comments section.

2. While you may not be a discipline expert in the proposed courses/programs, you are a fellow academic. It is your responsibility "to determine that course elements of the COR are appropriate to the intended students." To do so, review all elements of the COR for appropriate rigor and inclusivity.

3. Please do not worry about grammar/punctuation (we'll look at this on the backend). However, it is appropriate to consider clarity vis-à-vis intended audiences (students and course description/future hires and the rest of the COR).

LEAVING COMMENTS

Comments

Save (even if no comments)

THE BROWN ACT

That Includes Us

APPOINTED BODIES – STANDING COMMITTEES

- Standing Committees of a legislative body are **<u>ALWAYS</u>** 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.

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 required that all ayes, nays and abstentions on motions be attributed to member casting a vote.

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)
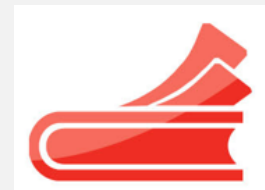
WHAT IS A "MEETING?"

- "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"
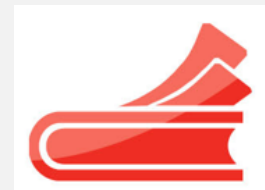
SERIAL MEETINGS

- 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.

NOPE AND NOPE

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.

2024-25 GOAL SETTING

1. Implement Cal-GETC for Fall 2025

2. Finalize local CSM GE Pattern

3. Approve pilot CCN courses (maybe?)

4. Finish curriculum handbook (needed for ISER)

5. Academic standards and dual enrollment courses

6. Explore single CTE course and program review cycle

7. DEIA language and CORs

RESOURCES

Statewide

- [Title 5](#) - Division 6. California Community Colleges

- Program and Course Approval Handbook ([PCAH](#)) 8th edition

- [Discipline List (2022](#))

- [Chancellor's office memos and guidelines](#)

Local

- District Policies and Procedures

- CSM Curriculum Handbook

- CSM GE Handbook