



Curriculum Committee Basics and Resources

Adapted from

Curriculum Institute Pre-Session for New(er) Curriculum Chairs

Nili Kirschner, Woodland Community College, ASCCC Curriculum Committee

Aimee Tran, Saddleback College, ASCCC Curriculum Committee

Eric Wada, Folsom Lake College, ASCCC Curriculum Committee

2019 Curriculum Institute

By LaNae Jaimez



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 (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](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, 6th ed, pp. 20-22

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.

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.
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.

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
- 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, requisites, GE petitions, DE modalities

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. Our AO is a member of the CC.
- 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's articulation agreements
 - AO lead professional development training for 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 your student enrollment system;
 - preparing submissions for the governing board;
 - managing eLumen; and
 - assisting with the production of your college catalog.
- We currently have an effective working relationship including regular communication and consultation with our CS.

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

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.
- 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.

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

Request from your Academic Senate

- Change process of appointing Curriculum Chair to a hiring process like all other Senate subcommittee chairs
- Consider adding new requirements to the curriculum process
 - Equity considerations
 - For new programs
 - Course sequencing
 - Placement in PACE
 - Reporting out to the Senate