



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2020-2021

Committee Name: Curriculum Committee

Committee Roles and Responsibilities: From the Curriculum Handbook (Committee Purpose, Structure, Procedures, and the Agenda General Information)

The Curriculum Committee is a subcommittee of the Academic Senate; its composition, responsibilities, and authority are based on Title 5 (§ 53200) "10+1" requirements. All Committee actions on courses, programs, and other curricular and instructional business are sent to the Solano Community College Governing Board for approval.

The functions of the Committee are:

1. To evaluate the overall curriculum needs within the College.
2. To approve prerequisites and place courses within disciplines.
3. To develop degrees, certificate requirements, and general education requirements.
4. To participate, in cooperation with the departments, in the curriculum planning, development, and review of short-range and long-range curriculum.
5. To develop and/or implement state mandated policies and regulations (ex: Title 5 and IGETC) applicable to the curriculum and instruction.
6. To present recommendations, through the Academic Senate, to the Governing Board regarding additions, modifications, and deletions in the College curriculum.

ACCJC Standard(s) Addressed:

- ☒ Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
- ☐ Standard II: Student Learning Programs and Support Services
- ☐ Standard III: Resources (Human, Physical, Technology, Financial)
- ☐ Standard IV: Leadership and Governance

Committee Members: Sarah Barsness (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Ashlie Lawson (Articulation Officer), Erin Duane (Librarian), Dean Lisa Neeley, Teri Yumae, Mary Valch, Deb Berrett, Ginger Cain, Amy Dauffenbach, James Word, Maureen Powers, Isabel Anderson, Saki Cabrera, and Andrew Wesley (Assessment Coordinator)

Technical Review Committee Members: Sarah Barsness (Chairperson), Lisa Abbott (Curriculum Analyst), David Williams (Vice President of Academic Affairs), Ashlie Lawson (Articulation Officer), Dean Lisa Neeley, Deb Berrett, Mark Berrett, and Andrew Wesley (Assessment).

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Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Equity and Anti-racism	Create a process for critical self-examination of all components of curriculum to ferret out the presence of racist or inequitable language, structure or other detail (intentional or unintentional) as well as the absence of anti-racist and pro-equity content.
2	Clarifying Curriculum Process	Create a clearer, and more "user-friendly," set of steps and guidelines for faculty, for submitting curriculum, as well as following through on the entire curriculum process, especially for new programs. This will be part of the new Curriculum Handbook.
3	Clarify Local GE approval Process	Along with the Senate, define the process and goals for courses to be added to the local General Education list.
4	Educate faculty about broader curriculum goals	Help faculty learn more about the larger goals of the Solano curriculum, and the interdependence of departmental and division curriculum, especially in terms of creating redundant or competing courses, in order to minimize conflicts and encourage cooperation and dialogue.
5	Review, help refine, and approve new course curriculum proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
6	Review, help refine, and approve new programs proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
7	Review, help refine, and approve curriculum undergoing the curriculum review process	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
8	Review, help refine, and approve alterations in the local general education pattern	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
9	Assist the assessment committee in reviewing SLOs and PLOs	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
11	Suspend or discontinue programs and classes that are not being	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.

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	offered or that faculty feel are no longer useful	
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Mid-Year Committee Evaluation Report for Academic Year: December 2020/January 2021

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Equity and Anti-racism(Initiative Undertaken)	IP	The committee has had beginning conversations and plans are in process to present a discussion at the March 2021 Flex. I have begun conversations with members of T4E and would like to continue our process in cooperation with that committee.
2	Clarifying Curriculum Process (Initiative Undertaken)	IP	Discussions about revisions to the faculty handbook are underway and ongoing faculty workshops are part of this process.
3	Clarify Local GE approval Process(In progress)	IP	A task force has met to begin the process of a proposed revision to Option A. We are making good progress and hope to have it complete within the semester.
4	Educate faculty about broader curriculum goals (In progress)	IP	Starting in spring 2021, faculty workshops will focus on topics, with an emphasis on educating faculty about broader curriculum goals.
5	Review, help refine, and approve new course curriculum proposed by faculty (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
6	Review, help refine, and approve new programs proposed by faculty (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
7	Review, help refine, and approve curriculum undergoing the curriculum review process (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.
8	Review, help refine, and approve alterations in the local general education pattern	IP	See item 3, above. Duplicate goal.



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	(In progress)		
9	Assist the assessment committee in reviewing SLOs and PLOs (Initiative undertaken)	IP	Assessments were suspended for Fall 2020. We will be resuming this process this semester.
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year. In Fall 2020, we approved over 500 new DE addenda in response to the Covid 19 Pandemic.
11	conversation about revitalizing or suspending programs and classes that are not being offered or that faculty feel are no longer useful (In progress)	IP	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.



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Year End Committee Evaluation Report for Academic Year: April 2021

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Equity and Anti-racism	IP	Our panel discussion at the March 2021 flex was very helpful in clarifying both the direction and the challenges for this area. The task force will resume meetings in Fall 2021, and will work directly with T4E as we move forward. I will become a cohort in T4E in order to further my understanding and ability to lead in this goal. We hope to have a resolution for the Senate by late fall 2021.
2	Clarifying Curriculum Process	IP	Our ongoing faculty workshops have been very helpful in furthering this goal. We plan to re-write the faculty handbook and create instructional videos in 2021-22
3	Clarify Local GE approval Process	IP	The task force for this area has completed a proposal for both revising the local GE and creating a clear process for new course proposals. We are collecting feedback from divisions and faculty and hope to have a finalized version to bring to the Senate in Fall 2021.
4	Educate faculty about broader curriculum goals	IP	The Spring 2021 faculty workshops, with their focus on individual topics, have been a great success in helping faculty learn about the process. We plan to continue these each semester and to find ways to get more faculty to attend.
5	Review, help refine, and approve new course curriculum proposed by faculty	IP	This ongoing goal represents a core duty of the committee and has been carried out through the academic year.
6	Review, help refine, and approve new programs proposed by faculty	IP	This ongoing goal represents a core duty of the committee and has been carried out through the academic year.

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7	Review, help refine, and approve curriculum undergoing the curriculum review process	IP	This ongoing goal represents a core duty of the committee and has been carried out through the academic year.
8	Review, help refine, and approve alterations in the local general education pattern	IP	See item 3, above.
9	Assist the assessment committee in reviewing SLOs and PLOs	NA	We will resume this duty in Fall 2021
10	Work with the Distance Education committee to review, help refine, and approve curriculum for online offerings proposed by faculty	IP	This ongoing goal represents a core duty of the committee and has been carried out through the academic year.
11	Continue conversations about revitalizing or suspending programs and classes that are not being offered or that faculty feel are no longer useful	IP	This ongoing goal represents a core duty of the committee and has been carried out through the academic year.

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2020 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Curriculum Handbook revision (part of this goal)	Other more pressing concerns took priority	We plan to focus on this in Fall 2021, now that we have resolved a few other issues.
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

The committee met all of their essential roles and responsibilities, including the added responsibilities of DE addenda approvals and other projects.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

While the full committee met their basic responsibilities, the amount of invested time varied widely, with some members contributing much more time and energy than others. I would like to work on strategies to add specific additional duties for members to distribute the workload more evenly and keep all members up to speed on process and goals.

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- How effective was the committee in completing its initiatives?

The committee made great progress on its initiatives, especially the task force working on revising the Local GE and GE process. More work and participation is needed for other initiatives, especially the anti-racism goals.

- How might the committee improve its effectiveness in regard to completing initiatives?

Creating a committee structure that distributed workload more evenly, as well as informational and training meetings might help all members contribute with more knowledge and regularity.

- How effective was the committee in impacting student success?

This is a hard metric to measure, since we do not see the direct impact. However, we have focused attention in our regular business and our initiatives on how to improve curriculum in ways that allows student a more focused, accessible, and streamlined path to completion and success, including our work on prerequisites and program structures, as well as improving the Local GE degree.

- How might the committee improve its effectiveness in regard to impacting student success?

Making sure every decision is weighed against the metric of student success, even when those decisions are not popular with all faculty. Some of this will involve ongoing education to help all faculty understand the structure and goals of curriculum.

- What resources are needed to assist the committee in meeting its initiatives?

Ongoing support from the Senate and outreach by Senators to help communicate these goals, and support in resolving challenging interpersonal issues that hold back decisions that are in the best interests of students.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

While I don't have any recommendation to change the committee at this point, we look forward to adding student members and working with them to communicate what curriculum does to more students.

- What topics should be addressed by the committee next year?

Anti-racism and equity should be at the forefront of our conversations, and need to be included in every area of curriculum.

- Are there additional roles or responsibilities this committee should be addressing?

While it is already part of curriculum committee member responsibility to reach out to and communicate with their division, I would like to create a more structured and formal process for this to increase that engagement and communication.

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

None at this time. However, we would hope to increase our communication and cooperation with all committees and services areas, particularly Distance Education, Teaching for Equity, SESC and Program Review.