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:

• To evaluate the overall curriculum needs within the College.

• To participate, in cooperation with the departments, in the curriculum planning, development, and review of short-range and long-range curriculum.

• To develop and/or implement state mandated policies and regulations (ex: Title 5 and IGETC) applicable to the curriculum and instruction.

• To present recommendations, through the Academic Senate, to the Governing Board regarding additions, modifications, and deletions in the College curriculum.

• To approve prerequisites and place courses within disciplines.

• To develop degrees, certificate requirements, and general education requirements.

ACCJC Standard(s) Addressed:
_X__ 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 (Chair), Isabel Anderson, Kevin Anderson, Alison Bolton, Saki Cabrera, Ginger Cain, Amy Dauffenbach, Erin Duane, Douglas Green, Ashlie Lawson, Marivic Macalino, Maura Rabbette, James Word, Teri Yumae, Tony Zitko

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	Continue to develop 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	Continue to develop a clear 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 includes revising the Curriculum Handbook, as well as creating a series of videos on eLumen Processes.
3	Proactively engage faculty about upcoming program and course proposals.	Help faculty understand the interdependence of departmental and division curriculum, and foster a cooperative and collaborative approach to creating valuable programs and courses that meet our local and state guidelines and do not compete with or duplicate existing curriculum.
4	Prepare for the implementation of AB 928 and AB 1111	Keep apprised of these upcoming changes, communicate with faculty and plan for implementation.
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 committeeand 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 offered or that faculty feel are nolonger useful	This ongoing goal represents a core duty of the committee and will be carried out through the academic year.

Committee Goals and Self-Assessment for Academic Year 2022-2023

Mid-Year Committee Evaluation Report for Academic Year: December 2022/January 2023

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	IP	We are still working on a more formal process for faculty to examine curriculum with an equity/anti-racism lens and to make adjustments to make courses and programs more equitable. Many faculty are voluntarily and enthusiastically engaging with this process. Goals for spring include more outreach to faculty, and creating a clear process that includes a "bank" of examples.
2	Clarifying Curriculum Process	IP	While we are successfully reaching out and helping faculty on an individual basis, we are behind on creating more concrete resources, including videos and an updated handbook. These, and more workshops, will be prioritized in Spring.
3	Proactively engage faculty about upcoming program and course proposals.	IP	We were very successful this semester in working with faculty early to offer assistance in refiring and strengthening new proposals, and preventing delays and tensions caused by issues of articulation and interdepartmental conflicts.
4	Prepare for the implementation of AB 928 and AB 1111	IP	We are keeping faculty aware that these changes are imminent and offering guidance for some proposals. Information about actual implementation is not clear, but we are still trying to stay current and to anticipate the challenges these changes will offer.
5	Review, help refine, and approve new course curriculum proposed by faculty		This ongoing goal represents a core duty of the committeeand continues to be carried out through the academic year. We approved several new programs that are going to be great opportunities for our students!
6	Review, help refine, and approve new programs proposed by faculty		This ongoing goal represents a core duty of the committeeand continues to be carried out through the academic year.

7	Review, help refine, and approve curriculum undergoing the curriculum review process	IP	This ongoing goal represents a core duty of the committeeand continues to be carried out through the academic year.
8	Review, help refine, and approve alterations in the local general education pattern	IP	This ongoing goal represents a core duty of the committeeand continues to be carried out through the academic year.
9	Assist the assessment committee in reviewing SLOs and PLOs	IP	This ongoing goal represents a core duty of the committeeand continues to be carried out through the academic year. We are working to support the Assessment officer in this important work. We also added him as a voting member of the Technical Review Committee, to help ensure faculty update SLOs and PLOs.
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 committeeand continues to be carried out through the academic year. We are working closely with and supporting DE to improve and facilitate DE classes as wells as compliance and accessibility.
11	Suspend or discontinue 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 committeeand continues to be carried out through the academic year. We actually moved this year to support faculty who plan to review, revise and revive programs that they feel are crucial, including Humanities and Journalism.

Year End Committee Evaluation Report for Academic Year: April 2023

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	We did not make as much progress in this area as I had hoped but we have been normalizing a process for faculty to self-evaluate proposals. Hoping to add a committee member who will be overseeing this area in the future and formalize a process.
2	Clarifying Curriculum Process	IP	We did not do our workshops this year, but we worked closely with faculty one-on-one as requested. I would like to – and plan – to return to offering workshops in Fall 2023.
3	Proactively engage faculty about upcoming program and course proposals.	IP	This has been an ongoing area of improvement. Not only are we reaching out to faculty to offer feedback on proposals, but faculty are contacting us regularly. As our membership shifts, I hope to see more of the reps actively take on this aspect of our work.
4	Review, help refine, and approve new course curriculum proposed by faculty	IP	Ongoing, as always!
5	Review, help refine, and approve new programs proposed by faculty	IP	See above.
6	Review, help refine, and approve curriculum undergoing the curriculum review process	IP	See above.
7	Assist the assessment committee in reviewing SLOs and PLOs	IP	With the addition of the Assessments officer to the technical review committee, we have improved both the communication and the workflow in this area.
8	Work with the Distance Education committee to review, help refine, and approve curriculum for online	IP	It has been great to have the DE coordinator attend meetings and to keep us well informed

Committee Goals and Self-Assessment for Academic Year 2022-2023

	offerings proposed by faculty		about the changes in this area. Our updates in workflow have helped smooth this process.
9	Suspend or discontinue programs and classes that are not being offered or that faculty feel are no longer useful	IP	Ongoing, as usual!
10	Creation of videos and other materials to support and educate faculty in the curriculum process	IP	I have completed several new guidance videos that are available through Vision Resource, to give faculty the tools to navigate eLumen and start their proposals on their own. We will be adding videos, as well as written materials to help faculty with every phase of the process. These will live outside of the Curriculum Handbook, in order to be able to keep them current with changing details.
11	Assist in the preparation of accreditation documentation	IP	I have started this process, and hope to complete most of the curriculum contributions by semester end.

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2022 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Review, help refine, and approve alterations in the local general education pattern	We are waiting on making any changes to this area, in anticipation of the implementation of AB 928	Create possible options for adjusting the local GE to the implementation of Calgetc and other legislation. Communicate to faculty at large about these ideas for concerns and input.
2	Revision of Curriculum Handbook	Time ran out!	We did start on this process but it proved more than we could manage. We plan to coordinate with Assessments to create a more streamlined handbook and to move information about eLumen and current practices to another area.
3	Prepare for the implementation of AB 928 and AB 1111	Still unclear on what will happen, when and how it will impact us.	Continue to monitor the situation and keep faculty as informed as possible.
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

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

We met all of our basic roles and responsibilities.

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

We are working on improving orientation for individual committee members (division representatives) so that they have better understanding and tools to guide the faculty in their area through the process. We are still working to improve our outreach to faculty before and during the curriculum process, and to create videos and other resources that will help faculty get started and complete the basic process of submitting and modifying proposals.

- How effective was the committee in completing its initiatives?

We did not make progress on our Anti-racism and Equity initiative or the revision of the Curriculum Handbook. Work on updating the local GE is on hold, pending state guidance. All other initiatives are in progress.

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

We encountered many changes in membership this year, and also moved meetings to on-campus in spring. I think these were the main factors that prevented us from making progress on some initiatives. Now that we have "settled in" to these changes, I think we will be able to work on those initiatives.

- How effective was the committee in impacting student success?

This is hard to judge as we do not see the direct results of our efforts. But we help faculty to focus on the student experiences of the classes.

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

I think we simple need to continue to keep our focus on that as the final outcome.

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

Incentives for all members to contribute to the initiatives. As chair, I take on the bulk of that work – which is appropriate – but I would like to see more input from members.

Recommendations

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

We have made a strong improvement by adding the Assessments Coordinator as a voting member of the Technical Committee. This has improved the quality, understanding and efficiency of the creation and modification of CLOs and SLOs.

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

Anti-racism and equity are at the top of the list. Updating the handbook and creating resources for faculty to work more confidently and independently are next. Clarifying and publishing the curriculum proposal process is equally important and aligned with this second topic.

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

Not at this time.

- 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.