Owning the curriculum

Curriculum Institute 2011
Mission Valley Marriott - July 14-16, 2011

Letter from the Chair...

Welcome to the 2011 Academic Senate Curriculum Institute! We are pleased to have you join us in San Diego for three days of curriculum discussions, engagement, and support. We designed this institute to provide information for new chairs, returning veteran chairs, curriculum specialists, administrators and others interested in learning more about the heart and soul of our colleges—the curriculum. Some of the breakouts have been marked especially for those new to curriculum, and we have prepared one strand of breakouts specifically for presentations by Chancellor's Office staff to allow you direct contact with these knowledgeable and helpful individuals.

The theme for this year, "Owning the Curriculum," is especially relevant in today's climate of curricular challenges and opportunities. We own college courses, which means that we must further own the rigor and academic standards that accompany the awarding of college credit. Faculty may now establish prerequisites on courses via content review, a process we have long owned but now can put into full operation to improve student success. During this time of shifting courses from credit to noncredit or even to community service offerings, faculty must own the responsibility to ensure courses are mission appropriate and replete with curricular excellence, validity, and rigor. When faculty own the curriculum, we can question whether a course can be produced by a publisher, can be offered via distance education, or can be accelerated or lengthened to benefit learning for students. Beyond the curriculum committee, true ownership of the curriculum means teaching to the Course Outline of Record and expecting colleagues to do the same. Faculty ownership of the curriculum, a quintessential thought, is more important than ever today.

Thank you for sharing your wisdom and innovations with us. Enjoy!

Beth Smith

Chair, Academic Senate Curriculum Committee

Thursday, July 14, 2011

Please remember that your name badge must be worn for all meal and meeting functions.

1:00 PM **GENERAL SESSION**

Salon D-E

Welcome

Beth Smith, Chair, Academic Senate Curriculum Committee

State of the Senate

Michelle Pilati, President, Academic Senate

1:30 PM **GENERAL SESSION**

SB 1440 and Associate Degrees for Transfer

Stephanie Low, Dean of Curriculum and Instruction, Chancellor's Office
Michelle Pilati, President, Academic Senate

Senate Bill 1440 has mandated the development of the Associate Degrees for Transfer. This session will provide an overview of the development and use of "Transfer Model Curriculum," including the resources available to inform local faculty about SB 1440 and guidance for simplifying the degree submission and approval process.

2:45 PM **COFFEE BREAK**

3:00 PM **FIRST BREAKOUTS**

☆ Course Outline of Record Basics

Carolyn Holcroft, Foothill College, Facilitator
Erik Shearer, Napa Valley College

Sierra 5-6

The Course Outline of Record (COR) is central to curriculum in California community colleges. It serves as a legal document and the standards for its content are specified in Title 5 regulations, by the Accrediting Commission for Community and Junior Colleges (ACCJC), and the Chancellor's Office. CORs are vitally important, as they define course content and standards that ultimately serve as a basis for consistency across all course sections taught. This session will provide an introduction to requirements and best practices for creating a strong COR, as well as the best resources to help you locate and meet these requirements.

Resources:
www.asccc.org/sites/default/files/Curriculum-paper.pdf
www.cccco.edu/Portals/4/pcah_032009.pdf

** Chancellor's Office breakout

☆ Suggested for new curriculum chairs

Honors Programs and Serving Advanced Students

Rob Schneiderman, Orange Coast College, Facilitator
Beth Smith, Grossmont College
Salon H

Title 5 does not define honors courses and programs, and curriculum committees often must create their own criteria for recognizing these courses and programs. Presenters will discuss standards for approving these courses along with the status of honors programs today given reductions in course offerings. If your college has an honors program, is it subject to program review? Should it be? Come to discuss how we can better serve our more advanced students at our colleges.

Resources:
Honors Council of California: www.honorstcc.org/

Assigning Courses to Disciplines

Dianna Chiabotti, Napa Valley College, Facilitator
Michelle Grimes-Hillman, Mt. San Antonio College
Salon C

The first step to ensure that a qualified faculty member teaches a course is by assigning the course to one or more disciplines based on the content of the course. This breakout will review the disciplines list, minimum qualifications, and best practices for assigning courses to disciplines. Learn from colleagues about how different colleges track the assignment to disciplines, and how to improve your local processes for this important aspect of quality control.

Curriculum Concerns in Program Viability and Discontinuance Processes

Julie Bruno, Sierra College, Facilitator
Chris Hill, Grossmont College
Salon F-G

As colleges continue to wrestle with declining budgets, program viability and discontinuance processes are taking center stage. What effect does eliminated program curriculum have on college curricula as a whole and how does it affect the college's ability to fulfill its mission? What roles do the curriculum chair and committee serve in discussions about a program's viability? This breakout will explore the curricular implications when programs are reduced or discontinued.

** Chancellor's Office breakout

☆ **Suggested for new curriculum chairs**

The Chancellor's Office Curriculum Inventory
Nancy Persons, Santa Rosa Junior College, Facilitator
Patti Doris, Chancellor's Office
Stephanie Ricks-Albert, Chancellor's Office
Salon A-B

The Chancellor's Office maintains the Curriculum Inventory, a web-based interface, of all courses and programs approved for California community colleges. This breakout will review how to use the Curriculum Inventory and how to submit credit and noncredit course and program proposals online. Curriculum committee chairs and technical specialists will be especially interested in this presentation.

4:20 PM   **FREE TIME**

5:00 PM   **RECEPTION AND ENTERTAINMENT**
        Salon D-E

        DINNER ON YOUR OWN

** Chancellor's Office breakout
⭐ Suggested for new curriculum chairs

Friday, July 15, 2011

7:30 AM   **CONTINENTAL BREAKFAST**

Ballroom Foyer

8:30 AM   **SECOND BREAKOUTS**

✭ Leading the Curriculum Committee

Nancy Persons, Santa Rosa Junior College, Facilitator
Aimee Myers, Sierra College
Salon C

This breakout will focus on the key issues that can help new curriculum chairs lead the committee. Topics will include how decisions are made, the roles of discipline faculty, counseling faculty and articulation officers, and streamlining processes. It is also important for a new chair to have strategies for resolving conflict and conducting civil meetings. Don't forget that the curriculum committee must adhere to the Brown Act. Learn more about making the curriculum committee a well-functioning group and share your challenges.

Owning the Quality of Your Distance Education Curriculum Through Compliance

Carolyn Holcroft, Foothill College, Facilitator
Michelle Pilati, Academic Senate
Salon A-B

As enthusiasm for distance education (DE) grows, so does interest in ensuring that DE offerings are of high quality and that appropriate mechanisms are in place to establish and maintain the integrity of online instruction. Existing regulations, such as the requirement for regular and effective contact can provide assistance when used efficaciously. There are also a variety of factors to consider when determining whether a particular course is suitable for the virtual world, and local curriculum processes can facilitate these determinations. Finally, there are recent changes in federal guidelines regarding accessibility of online materials that DE faculty need to be aware of, so come join this helpful discussion.

** Chancellor's Office breakout

✭ Suggested for new curriculum chairs

Credit by Exam and Alternative Means to Earn Credit

Michelle Grimes-Hillman, Mt. San Antonio College, Facilitator
Duane Short, San Diego Miramar College
Salon H

Credit by exam has been an option for discipline faculty to create. High school students have also had the option of meeting degree requirements by exam credit, such as Advanced Placement (AP) and International Baccalaureate (IB). Now, other exams are gaining interest, such as College Level Examination Program (CLEP). Military veterans also access credit by exam opportunities. What does this mean for curriculum committees and discipline faculty? Come to this breakout for more information.

The Exit Point Issue: Addressing Basic Skills Completion

Dianna Chiabotti, Napa Valley College, Facilitator
David Morse, Long Beach City College
Sierra 5-6

A major issue in current state and national discussions of basic skills is the number of students who drop out during the course of developmental sequences. This breakout will explore possible reasons that students fail to complete basic skills sequences and discuss strategies for addressing this issue.

**AA-T and AS-T Program Approval

Beth Smith, Grossmont College, Facilitator
Stephanie Low, Chancellor's Office
Stephanie Ricks-Albert, Chancellor's Office
Salon F-G

The new degrees for transfer (AA-T and AS-T) are now under review by the Chancellor's Office. As more discipline faculty become involved in the creation of degrees aligned with Transfer Model Curriculum (TMC) developed by faculty statewide, more people will have questions about how to use the statewide templates for degree submission. If you have not yet submitted any degrees for approval, you will want to attend this breakout. Bring any questions you have about the approval of AA-T and AS-T degrees to this discussion.

Resources:
www.cccco.edu/1440

9:50 AM   HALF HOUR BREAK

** Chancellor's Office breakout
☆ **Suggested for new curriculum chairs**

10:20 AM　　　　**THIRD BREAKOUTS**

☆Curriculum "Owner's Manuals": The PCAH and the Curriculum Handbook

Carolyn Holcroft, Foothill College, Facilitator
Aimee Myers, Sierra College
Salon H

Geared primarily toward faculty who are new to the curriculum committee, this session will introduce you to the two documents that are perhaps the most essential for any faculty member writing curriculum: the Program and Course Approval Handbook (PCAH) and the COR Curriculum Reference Guide. These helpful resources from the Academic Senate and the Chancellor's Office bring together both requirements and best practices that local curriculum committees can use as a solid foundation for building effective curriculum processes on their own campus.

Resources:
COR: www.asccc.org/node/175016
PCAH: www.cccco.edu/Portals/4/pcah_032009.pdf

Course Identification Numbering System (C-ID): Common Course Numbering, Articulation, Transfer Degrees, and Beyond

Michelle Pilati, Rio Hondo College, Facilitator
Duane Short, San Diego Miramar College
Salon F-G

C-ID has developed from being a response to the call for "common course numbering" to a centralized means for articulating to a method of ensuring the quality of courses in newly developed "transfer degrees." What's next for C-ID and how might C-ID be used as a tool for facilitating curriculum development at the local level? This session will explore C-ID's past—and its future.

Resources:
www.c-id.net

** Chancellor's Office breakout
☆ Suggested for new curriculum chairs

When Does Size Really Matter? Class Maximums and Student Learning

Nancy Persons, Santa Rosa Junior College, Facilitator
Julie Bruno, Sierra College
Dennis Gervin, Columbia College
Sierra 5-6

Many pressures come to bear when class maximums on student enrollments are up for consideration. These pressures come from different groups on campus including students, administrators and unions, all with different interests. Factors that often enter into the class cap discussion include workload, articulation, facilities, and fire safety. Unfortunately, these factors may sometimes supersede the most important consideration—pedagogy. Some professional associations have established recommended enrollment numbers for specific courses. In response to Resolution 13.04 F09, an Academic Senate paper is being written to assist faculty in determining class caps. Bring your experience, knowledge and expertise in student learning to this session and provide input on this important issue.

Program Review: What is a Program? What is the Goal? Who is Responsible?

Dianna Chiabotti, Napa Valley College, Facilitator
Randy Lawson, Santa Monica College
Salon A-B

Most everyone is familiar with the idea of program review but there is some confusion about the definition of a "program" and the real goal of program review. Is distance education a program? What about honors? This breakout will explore the definition of a program, the role of faculty, resource allocation, and getting the most from your process.

**Noncredit Courses: An Important Part of the Curriculum

David Morse, Long Beach City College, Facilitator
Joanne Vorhies, Chancellor's Office
Patti Doris, Chancellor's Office
Salon C

All things related to noncredit will be discussed in this breakout, including new regulation changes, how to create or change noncredit courses and programs, and the differences between a certificate of competency and a certificate of completion. The noncredit staff from the Chancellor's Office will answer all your questions about noncredit curriculum requirements.

11:45 AM   **LUNCH**

Salon D-E

1:00 PM   **GENERAL SESSION: REPEATABILITY**

Beth Smith, Co-Chair of the System Advisory Committee on Curriculum (SACC), Facilitator
Randy Lawson, Co-Chair of the System Advisory Committee on Curriculum (SACC)

Salon D-E

Repeatable courses have been a hot topic for years, but recently, the heat has been turned up. Curriculum committees are frequently asked to approve courses as repeatable, and now that task will become more challenging. The regulations for repeatability are under discussion and will likely change in the near future. It is imperative that curriculum committees completely understand what can be repeatable and what cannot, and how changes to repeatability will affect courses already in the catalog as well as new courses under development.

2:30 PM   **FOURTH BREAKOUTS**

✯10+1 for Curriculum Chairs

Beth Smith, Grossmont College, Facilitator
Erik Shearer, Napa Valley College

Salon H

The Senate has its 10+1 areas of purview, and for new curriculum chairs, there are at least 10+1 important resources for you. This list includes the PCAH, Chancellor's Office website, Title 5 §55002, Academic Senate Curriculum Website, and more. Join us to learn about the most valuable items for new (and returning) curriculum chairs that will help make you more successful.

Defining General Education: What Belongs and What Does Not?

Aimee Myers, Sierra College, Facilitator
Bernie Day, Foothill College
David Morse, Long Beach City College

Salon A-B

This breakout will offer a discussion of general education on both philosophical and practical levels. We will discuss the purposes and value of general education in order to help curriculum committees define what courses should be included. In addition, we will consider the impact of factors such as double counting, CSU policies, and other issues that curriculum committees should consider in making decisions regarding general education.

** Chancellor's Office breakout

✯ Suggested for new curriculum chairs

Curriculum Management Systems Users Groups

Nancy Persons, Santa Rosa College, Facilitator

Salon C

This breakout gives a time and space for users of different curriculum management systems to share ideas and problem solve. If you happen to meet someone at the institute using your same CMS, please invite them to participate in this breakout too.

The Value of ASSIST

Cynthia Rico Bravo, San Diego Mesa College, Facilitator
Libby Andersen, San Diego City College

Salon F-G

ASSIST is a website that is useful for counseling faculty, articulation officers, and students. It is also a very useful website for discipline faculty and curriculum committees. Learn about this tremendous resource and how to apply it to your work. If you use ASSIST in some ingenious ways, please come and share them during this breakout.

Resources:
www.assist.org

**TOP Codes and Data Elements

Julie Bruno, Sierra College, Facilitator
Stephanie Low, Chancellor's Office
Joanne Vorhies, Chancellor's Office

Sierra 5-6

Coding courses is a very technical aspect of the curricular process, but it is an especially important part of making sure that the course and students taking the course are correctly tracked and reported. Learn about clarifications to the CB codes made in the last year, any newly proposed codes, and best practices with regard to TOP codes. As a reference, all the CB codes and revisions are available in the Data Element Dictionary (DED) on the Chancellor's Office website.

Resources:
www.ccccc.edu/ChancellorsOffice/Divisions/TechResearchInfo/MIS/tabid/1275/Default.aspx

4:30 PM   NO HOST RECEPTION

          DINNER ON YOUR OWN

** Chancellor's Office breakout

⭐ Suggested for new curriculum chairs

Saturday, July 16, 2011

7:30 AM   BREAKFAST BUFFET

Ballroom Foyer/Salon D-E

8:30 AM   FIFTH BREAKOUTS

☆ Whose Course Is This, Anyway?! (Or, Peaceful Coexistence Between Compliance and Academic Freedom)

Nancy Persons, Santa Rosa Junior College, Facilitator
Carolyn Holcroft, Foothill College
Salon H

Title 5 §55002 requires instructors to adhere to the official Course Outline of Record across all sections taught. Compliance with this mandate is imperative, as it provides the basis for trust between institutions when we negotiate articulation agreements, transfer agreements and C-ID numbers. However, institutions must also allow leeway for instructors to teach their courses with individuality and creativity. In this breakout, we will discuss ways to write a COR so that there is balance between academic freedom and structured standards for course quality and content. We will also discuss challenges to ensuring that all faculty are following the COR in their individual classrooms.

Resources:
www.asccc.org/sites/default/files/Curriculum-paper.pdf
www.cccco.edu/Portals/4/pcah_032009.pdf

Using Data to Inform Curricular Decisions

Aimee Myers, Sierra College, Facilitator
Dennis Gervin, Columbia College
Salon C

With data all around us, it is important to identify what information can be useful to inform curricular decisions. While content review offers new opportunities for developing prerequisites, data should remain an important part of the decisions. Partnerships with Research enrich and strengthen our understanding of student learning and the role of faculty-driven curriculum development. While data can feel overwhelming, we can own this!

Resources:
www.rpgroup.org/BRIC/InquiryGuide/DataToAction
www.asccc.org/papers/data-101-guiding-principles-faculty

** Chancellor's Office breakout

☆ Suggested for new curriculum chairs

Change to Repeatability in CTE

Beth Smith, Grossmont College, Facilitator
Dianna Chiabotti, Napa Valley College
Salon F-G

The elimination of repeatability in CTE is probably in our future. This impending change will drastically alter the way we develop and offer programs. What are some potential curricular solutions? What processes should be in place to prepare for this change? This breakout will explore the change, the role of faculty, and the role of local curriculum committees.

AA-T and AS-T Degrees - Considerations for Developing TMC-aligned Degrees

David Morse, Long Beach City College, Facilitator
Michelle Pilati, Academic Senate
Salon A-B

"TMCs" (Transfer Model Curricula) have been (and are being) developed to facilitate the development and approval of degrees in response to SB 1440. What factors should be considered as courses are selected for your TMC-aligned degrees? How do you address the potentially competing visions for these degrees that are both degrees in a discipline AND preparation for transfer?

Resources:
www.asccc.org/1440
www.cccco.edu/1440
www.c-id.net

**Certification Training for Local Approval of Credit Stand-alone Courses

Rob Schneiderman, Orange Coast College, Facilitator
Stephanie Low, Chancellor's Office
Sierra 5-6

There are some minor changes to the Stand Alone Course Training since last year, but they only relate to the Chancellor's Office approval and reporting processes. Only those curriculum chairs, chief instructional officers and curriculum technicians or specialists who have never been trained need to attend this breakout. Curriculum chairs are expected to train the college curriculum committee on approving stand-alone credit courses for certification that is required every fall. Plan to attend this breakout to learn about the status of stand-alone credit courses and prepare to train your colleagues on the curriculum committee.

9:50 AM	**HALF HOUR BREAK**

The time to check out of the hotel is 11:00 AM. Please use this time to check out and store your bags so you don't miss the final session!

10:20 AM	**GENERAL SESSION: PREREQUISITES AND CONTENT REVIEW**

Beth Smith, Curriculum Committee Chair, Facilitator
Curriculum Committee Members
Salon D-E

The Academic Senate Curriculum Committee will provide an update on prerequisites and the changes to Title 5 §55003. The new regulations require training by the Academic Senate, which will be accomplished through this general session. Resources on content review and the new district plans to establish prerequisites via content review alone will be provided. Your curriculum committee needs to know next steps in order to improve student success with the establishment of communication and computation prerequisites.

12:00 PM	**INSTITUTE ENDS**

Curriculum Institute Presenters

Libby Andersen, Articulation Officer, San Diego City College

Julie Bruno, Communications, Sierra College

Dianna Chiabotti, Child Development, Napa Valley College

Bernie Day, Articulation Officer, Foothill College

Patti Doris, Program Assistant II, Chancellor's Office

Michelle Grimes-Hillman, Assistant Curriculum Liasion, Mt. San Antonio College

Chris Hill, Interim Dean, Mathematics and Natural Science, Grossmont College

Randy Lawson, Co-Chair, System Advisory Committee on Curriculum (SACC)

Stephanie Low, Dean of Curriculum and Instruction, Chancellor's Office

Michelle Pilati, President, Academic Senate (Rio Hondo College)

Stephanie Ricks-Albert, Curriculum Program Assistant/Grant Manager, Chancellor's Office

Cynthia Rico Bravo, Counseling, San Diego Mesa College

Erik Shearer, Art, Napa Valley College

Duane Short, Articulation Officer, San Diego Miramar College

Joanne Vorhies, Specialist, Chancellor's Office

2010-11 Curriculum Committee

Beth Smith, Mathematics, Grossmont College, Chair

Dennis Gervin, CIO/CSSO, Columbia College

Carolyn Holcroft, Biology, Foothill College

David Morse, English, Long Beach City College

Aimee Myers, History, Sierra College

Nancy Persons, Library Science, Santa Rosa Junior College

Rob Schneiderman, Counseling, Orange Coast College

Danielle Coulter, Student Representative, San Diego City College

Meeting & Event Facilities

Marriott
SAN DIEGO
MISSION VALLEY

RIO VISTA PAVILION

SIERRA 6	SALON C	SALON D	SALON E	SALON H	SANTA FE 4
	SALON B			SALON G	SANTA FE 3
SIERRA 5	SALON A			SALON F	BALBOA 2
					BALBOA 1

RIO VISTA GRAND BALLROOM

POOL

FOUNTAIN TERRACE

CABRILLO SALON 1

CABRILLO SALON 2