



Starlings Murmuration

Training Curriculum Committees Efficiency and Standards

2014 Curriculum Institute

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Overview

- Purview of the Curriculum Committee
- Roles and Responsibilities
- Composition
- Roles and Responsibilities of Chair and Members
- Technical Review
- Curriculum Handout
- Brown Act
- Meeting Facilitation

Purview of the Curriculum Committee

- Relationship to Academic Senate
- Local Board Policy or Administrative Procedure outlining the roles and responsibilities of the curriculum committee which are based on Title 5 §55002:

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

Roles and Responsibilities of the Curriculum Committee (cont'd.)

What types of courses are Curriculum Committees responsible for approving?

- A. Degree Applicable
- B. Non-degree Applicable
- C. Noncredit
- D. Community Service courses
- E. All of the above

Roles and Responsibilities of the Curriculum Committee

Degree Applicable Courses

- Title 5 §55002 (a) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:
- Grading Policy
- Units
- Intensity
- Prerequisites & Corequisites
- Basic Skills Requirements
- Difficult
- Level

Roles and Responsibilities of the Curriculum Committee

Nondegree Applicable Courses

- Title 5 §55002 (b) A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.
- Types of nondegree-applicable courses §55002 (b) (1):
 - Basic skills
 - courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;
 - precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;
 - essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required
- Standards for Approval §55002 (b) (2)
 - Grading Policy
 - Units
 - Intensity
 - Prerequisites/Corerequisites

Roles and Responsibilities of the Curriculum Committee

Noncredit Courses

- Title 5 §55002 (c) A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.
- Standards of Approval §55002 c (1): The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

Composition of a Curriculum Committee

- The Curriculum Chair
- Discipline Faculty
- Classified Staff
- Counselors
- Articulation Officers
- Student Representatives
- Administrators



Roles & Responsibilities of the Curriculum Chair

- Leadership Role on your college campus
- Liaison
- Arbitrator
- Mediator
- Negotiator



Roles & Responsibilities of the Curriculum Chair

- Guide Curriculum Review process
- Meet with discipline faculty
- Assist in the development of new courses
- Facilitate technical review
- Build the agenda
- Prepare for the meeting
- Chair the meeting
- Follow up work
- Liaison to Academic Senate, CIO, Program Review, Accreditation, Board of Trustees, etc.



Conducting Curriculum Committee Meetings

Chair's Role as Meeting Facilitator:

- Prioritize
- Keep agenda moving
- Balance discussion & debate with decisions
- Ensure all voices are heard
- Control the turn taking
- Get comfortable with conflict



The Brown Act



- The Curriculum Committee is subject to the requirements of the Brown Act.
 - All meetings must be open to anyone who wishes to attend.
 - The public must be allowed to make comments.
 - All items being voted on must be included on an agenda that is posted at least 72 hours prior to the meeting.
 - Only a single reading is required but many colleges have two readings.
 - Action can only be taken on items listed for action.
 - Items listed for discussion or from public comments can only be acted on after a motion has passed to suspend the rules.

Roles & Responsibilities of Discipline Faculty

Discipline faculty are critical to Curriculum. Local responsibilities may include:

- Regularly attend Curriculum Committee meetings
- Engage in Curriculum Review
- Revise courses
- Write new courses
- Pay attention to other curriculum as a whole & ensure that discipline courses are a “good fit” for students



Roles & Responsibilities of Classified Staff

Strong support from classified staff is vital.

Curriculum classified staff have many responsibilities including (but not limited to):

- prepare submissions for the governing board;
- inputting changes into your student enrollment system;
- submitting changes to CCCCO; and
- production of your college catalog



Roles & Responsibilities of Counselors

Counselors play a crucial role – they bring professional expertise as well as a voice for the student to curriculum discussions.

Responsibilities of Counselors on the Curriculum Committee include:

- Articulate the counseling perspective
- Help clarify student need and pathways to educational goal



Roles & Responsibilities of Articulation Officers

Your Articulation Officer (AO) is an incredible resource of information for the curriculum chair and the curriculum committee.

If they aren't already a member of your committee, they probably should be.

Roles of the AO:

- Liaison to the CO, C-ID, CSU, UC, etc.
- Balances existing articulation agreements with plans for course modifications
- Assists in discussion of local CSU-GE & IGETC patterns
- Establishes articulation agreements for new courses
- Consult your A.O!!!!!!



Roles & Responsibilities of Students

The student perspective is essential to a Curriculum Committee.

Students should:

- Provide the students' perspective on new and existing curriculum
- Ask questions to ensure clarity from the students' perspective
- Question authority 😊



Roles & Responsibilities of Administrators

Administrators often see issues such as resources or departmental conflicts that should be taken into consideration when discussing curriculum.

Administrators role includes:

- Review curriculum for possible conflicts
- Identify resources and other issues that may affect offering curriculum



Importance of Technical Review

- Establish a strong technical review process for effectiveness.
- This committee can deal with looking at some of the things that tend to make CC meetings drag on (grammar, wording, codes, etc.)
- Chaired by the Curriculum Chair or Vice-chair.
- Membership may include Curriculum Committee members.



Importance of Having a Local Curriculum Handbook

- Provides evidence of local adherence to state code and regulation
- Provides a record of local policies and procedures
- Can be used to provide local historical perspective/philosophies regarding curriculum matters
- Provides an invaluable resource for new curriculum committee members



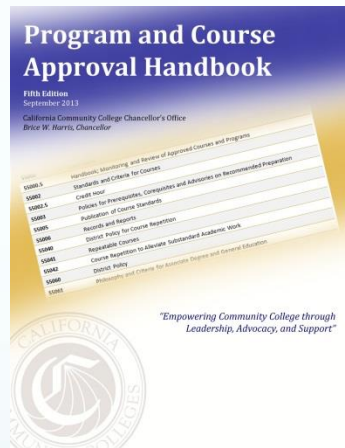
Be Prepared

- Learn as much as you can about regulations and current issues at the state level.
- Review:
 - Program and Course Approval Handbook (PCAH);
 - COR: Curriculum Reference Guide; and
 - Title 5.
- Adopt the phrase: “Let me get back to you on that.”

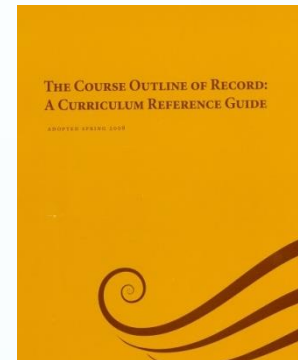


Important Resources to Consult

ASCCC. (2008) Course Outline of Record:
A Curriculum Reference Guide;



Program and Course Approval
Handbook (PCAH)



AND

Title 5

Where do I go for help?

- <http://www.ccccurriculum.info> : FAQs, links to ASCCC papers and rostrum articles.
- <http://www.cccco.edu> : Chancellor's Office website with many resources.
- Join the ASCCC Curriculum listserv.
- Join the Curriculum Chairs Yahoo Group. If you are not a member of this informal group, contact Joni Jordan at joni.jordan@ccc.edu to join.
- Contact the current (or a former) ASCCC Curriculum Chair.
- Past curriculum chairs at your college or district.





Question or Comments?



Thank You!

Roles and Responsibilities of the Curriculum Committee (cont'd.)

- Stand Alone Courses
 - Local approval legislation sunset Jan 1st 2014
 - Some still received course control numbers until March 15th 2014
 - CO Memo:
 - Colleges that submitted courses during the January to March period with limited approval to offer these stand-alone courses during the 2014-2015 academic year (July 1, 2014 to June 30, 2015).
 - Courses are currently being reviewed by curriculum analysts at the Chancellor's Office, and colleges will be notified if revisions are required in order for the courses to remain approved after June 30, 2015.
 - If the college does not receive a revision request by December 31, 2014, then stand-alone courses submitted during January to March 2014 have been reviewed and approved.