Closing Curriculum Committee Documents
April 2019

The following documents are posted on our committee page as:
Closing out Curriculum documents for 2018-2019

- GE subteam charge and process
- DE subteam charge and process
- GE task force report
- Amended curriculum handbook item: approval process
- CB Re-coding notes
- Legislation update
- Title 5 changes to align with AB705

The following spreadsheets are posted on the Committee page:

- ITV spreadsheet
- 6 yr. review cycle

NAME OF COMMITTEE	General Education (GE) Taskforce [January 14, 2019-May 15, 2019]
COMMITTEE CHARGE	The primary purpose of this taskforce is to review the current curriculum process for reviewing and recommending courses requesting consideration for CSU breadth or IGETC GE areas. The taskforce will engage in a review of the current process as well as review the process for interdisciplinary consultation. **Tasks** • Review the current procedure for requesting GE consideration • Review the procedure for interdisciplinary discussion during course development **Deliverable** Provide recommendation(s) regarding the current procedure for requesting GE as well as the procedure for interdisciplinary discussions regarding the potential impact on other disciplines.
SCOPE OF AUTHORITY	
REPORTS TO	Vice President of Instruction, Academic Senate Executive Board and Academic Senate
MEMBERSHIP	The Task Force will be co-chaired by the Vice President of Instruction (or designee) and one of the Faculty Curriculum Co-Chairs. 2nd Faculty Curriculum Co-Chair Administrative Curriculum Co-Chair Faculty Enrollment Management Co-Chair Administrative Enrollment Management Co-Chair Articulation Officer (Faculty) Faculty member from Curriculum Committee's General Education sub committee 2 Faculty Representatives Classified Representative Student Representative

Approved by Academic Senate Executive Board, November 28, 2018

NAME OF COMMITTEE	*CURRICULUM COMMITTEE* *SUB TEAM: General Education (GE)*
TEAM CHARGE	The members of the GE team will perform a focused review of courses requesting GE consideration utilizing the BC GE criteria or CSU Breadth/IGETC guiding notes.
SCOPE OF AUTHORITY	The GE team will provide a document to the Curriculum Committee indicating their recommendation to approve or not approve or not approve to forward a course for BC GE, CSU General Education Breadth and/or IGETC consideration. If the team cannot agree on a recommendation, "unable to agree" will be listed.
REPORTS TO	The GE Team will report their recommendations to the curriculum committee at each meeting. The recommendations from this team will be voted on by the larger curriculum committee.
COMMUNICATES WITH	The Curriculum Committee, Curriculum Committee Chairs, and the course originator
MEMBERSHIP	As a sub team of the Curriculum Committee, membership is open to any member of the Curriculum Committee except where designated by a title. GE team membership will be established at the beginning of the academic year lasting for one year. Committee chairs will make the request for members interested in serving on the GE team. If there are more member volunteers than openings, the Committee will vote to determine the final team make up. The GE Team will consist of • Articulation Officer(lead) or Transfer Officer, • One (1) Member at Large and • One to two (1-2) current Curriculum Committee members for a total of 3-4 members. At the request of the GE team or if membership drops below 3 members at any time during the academic year, the committee chairs will consult with the team to determine if it is necessary to solicit a replacement member.

NAME OF COMMITTEE	CURRICULUM COMMITTEE SUB TEAM: *Distance Education (DE)*
TEAM CHARGE	The members of the DE team will perform a focused review of courses requesting DE modality of online, hybrid, and/or ITV. The Open Education Initiative (OEI) standards for online education will inform the team decisions.
SCOPE OF AUTHORITY	The DE team will provide a document to the Curriculum Committee indicating their recommendation for DE designation of online, hybrid, and/or ITV. If the team cannot agree on a recommendation, "unable to agree" will be listed.
REPORTS TO	The DE team will report their recommendations to the curriculum committee at each meeting. The recommendations from this team will be voted on by the larger curriculum committee.
COMMUNICATES WITH	The Curriculum Committee, Curriculum Committee chairs, and the course originator
MEMBERSHIP	As a sub team of the curriculum committee, membership is open to any member of the Curriculum Committee except where designated by a title. DE team membership will be established at the beginning of the academic year lasting for one year. Committee chairs will make the request for members interested in serving on the DE team. If there are more member volunteers than openings, the Committee will vote to determine the final team make up. The DE team consists of • the faculty co-chair (lead) and • 2 additional curriculum committee members At the request of the GE team or if membership drops below 3 members at any time during the academic year, the Committee chairs will consult with the team to determine if it is necessary to solicit a replacement member.

Academic Senate - GE Task Force Report

Meetings:
Tuesday, March 5, 2019 - 3pm – 4pm
Tuesday, March 19, 2019 - 3pm – 4pm

Members in attendance:
Billie Jo (as herself and Liz), Jennifer Johnson, Erica Menchaca, Krista Moreland, Mark Osea, Nick Strobel, Michael Korcok, Jonathan Shultz

Tasks:
1. Review the current procedure for requesting GE consideration.
2. Review the procedure for interdisciplinary discussion during course development.

Review of the current procedures:
- Articulation Officer reviews courses before they are placed on 1st agenda and tries to get clarification beforehand.
- Curriculum Committee GE subteam reviews all courses on 1st agenda that are requesting BC GE, CSU GE, and/or IGETC using BC criteria from 2010 and most recent CSU/IGETC guiding notes. Then, the subteam makes recommendations to the Curriculum Committee during 2nd agenda. Local BC GE is approved by BOT, CSU GE and IGETC still need to be reviewed by external reviewers.
- Articulation Officer maintains the records about courses retaining/requesting, which GE areas, recommendations, and notes.
- Sustainability of expertise of the GE subcommittee is ensured through annual training of Articulation Officer(s) and Curriculum Co-Chairs.
  - Articulation Officer and Admin Co-Chair yearly training
  - Curriculum Institute for all Co-Chairs and Articulation Officer(s)
- Interdisciplinary consultation should occur when a course may overlap disciplines, not necessarily GE areas. The consultation process does not preclude a course from being voted on by committee.
- If concerns arise regarding curriculum appearing on 2nd agenda, the involved parties are invited to the curriculum meeting to address the committee.

Conclusion:
- Committee will continue the current practice of an annual handbook review process which includes the GE subteam descriptions and the interdisciplinary consultation process.
- Mark Osea volunteered to do the following:
  - Create a checklist for each Area of GE based on current guiding notes and present to Curriculum Committee for review. This could be used by the sub team during the review process.
  - Training on GE criteria for all Curriculum Committee members and possibly a flex workshop for all faculty.

Amended Curriculum Handbook item
Curriculum Approval Process

To ensure timely processing of curriculum, the Curriculum Committee will implement the following process:

- Person/Committee responsible for each stage of the review process will have two (2) weeks upon notification the curriculum entered the queue to submit comments, express concerns, and/or request changes. All comment(s) should be recorded in the comment section of the curriculum management system.

- At the end of the two weeks, if the submission has not moved out of the review stage for any reason, the course's faculty author(s) or department chair may submit an email request for the Curriculum Co-Chairs that the course be advanced. The Curriculum Co-Chairs will send a courtesy email to the person/committee indicating that the Curriculum faculty co-chair(s) will advance the course to the next stage in three (3) days with or without review/comments.

- During the committee vote, the Curriculum co-chairs will note that the curriculum was advanced beyond said stage via faculty request and or department chair request.

CB Re-coding

Helpful terms

- MIS – Chancellor's Office Management Information System.
- CB – Course Basic: signifies the domain of the data element (course title, credit status, transfer status, etc.) . These codes are assigned to courses for tracking and analyses.
- TOP code- Taxonomy of Programs: codes used to collect information on programs and courses

Background information

When a college submits the MIS data, it is reported to both federal and state agencies. MIS data is also tied to the Student Centered Funding Formula (SCFF).

The Course Basics (CB) codes are tied to most of the curriculum components (course name, transfer status, top code, units, etc.). In revising documents to comply with AB 705, the work group realized that some of these codes needed to be updated and new codes would need to be developed.

Why is this an issue? you might ask. There are several reasons but simply put, there are courses that are not being counted because they are not coded correctly. For example, a course in a non Math discipline may meet the quantitative reasoning criteria. However, the course does not have a Math Top code so it is not being counted for the SCFF metric of students completing Math and English in the first year. Because of the funding implications, it becomes very important that courses be coded correctly.

The goal of the AB 705 Data revision project is to ensure that accurate and meaningful data collection is provided for the SCFF. While the project teams have come up with several recommendations, the first one is to revise the CB21 rubric. The new rubrics have been vetted throughout the state and will be presented at the ASCC plenary session on April 11-12, 2019.

The next steps for BC will be to complete a thorough assessment of how our course are coded and to begin discussion as to the need to update/ change CB codes. More to come on this BC project!

Additional information and resources can be found through the following links.

- The English/reading CB 21 rubric:

https://asccc.org/sites/default/files/CB 21 Rubric EnglishReading 3-21-2019.pdf

- Quantitative Reasoning/mathematics CB 21 rubric:

https://asccc.org/sites/default/files/CB 21 Rubric MathQuantitative Reasoning 3-21-2019.pdf

4/4/19:JJ

<u>**Legislation Update**</u>

March 12, 2019 was ASCCC Legislation day. The ASCCC Legislative group focused on 3 talking points.

1) Increase diversity of faculty by allocating significant additional funding. The specific request is for $15M in one time funding to establish a pilot program to 'grow –our-own' future faculty from the ranks of our current students.
2) Since last year's budget included a grant to ASCCC for the creation of an Open Education Resources Initiative (OERI), the current ask is to provide additional funding to support professional development focused on making online courses and materials accessible. It is suggested that since this would include courses in the Online Educational Initiative California Virtual Campus (OEI-CVC), perhaps some of their unspent $100M could be used for this purpose.
3) The following changes to the Student Centered Funding Formula were recommended.
   a. Level the point system for associate degree awards so that all educational goals and achievements of comparable unit value are counted equally
   b. Award colleges only one per year per student for the highest award achieved
   c. Keep the performance metrics portion set at 10% of the total allocation

Lastly, Legislators were thanked for supporting last year's budget which provided permanent funding for C-ID, funding around OER, and monies to increase the ASCC budget.

Bills to note:

- Financial Aid: SB296, SB 291 (ASCCC supports)
- Cal grants: AB244, AB151 (ASCCC supports)
- Office of Higher Education Coordination, Accountability, and Performance (CPEC): SB2/SB3- a hot topic (ASCCC supports if amended)
- AB 1786: Credit for prior learning: CCCCO is required to establish an initiative by 3/31/19)
- SB 1071 (Roth) California Community Colleges: credit for prior military education policy must be in effect by 9/1/19

4/3/19:JJ

Title 5 changes to align with AB 705

Most notably, the Board of Governors approved the changes to Title 5 on 3/18/19. These changes aligned the language from AB705 with Title 5. The group is also working on changes to the Course Basics (CB) codes and additional Title 5 changes to reflect the most recent legislation for credit for prior learning.

Key Title 5 changes to note:

- Added 'noncredit' in addition to credit to several areas
- Removed references to *assessment* and replaced with *demonstrating competency specific to Math and English*
- Clarified the use of noncredit *"... noncredit course may serve as a pre-requisite or corequisite for a credit course as established, reviewed and applied in accordance with this article'*
- The GE requirement section was clarified to explicitly state that English composition, may be taught in disciplines not limited to English and communication and analytical thinking can be fulfilled not only by oral communication, mathematics. Quantitative reasoning was added with examples of logic, statistics, computer languages, and programming and related disciplines.

The entire text of the modifications can be found on this site:

http://extranet.cccco.edu/Portals/1/Legal/Regs/RegArchive/15-Day%20mod%20of%20text%20AB%20705%20Regs%202-26-2019.pdf

4/3/19:JJ