



ACADEMIC SENATE
for California Community Colleges
LEADERSHIP • EMPOWERMENT • VOICE

Curriculum Committee Meeting
Monday, January 29, 2024

The Curriculum Committee is charged to make recommendations to the Executive Committee on issues related to the development, review, implementation, and assessment of all aspects of curriculum both at the college and state level. The committee distributes information through institutes and other forms of professional development, the website, and listservs, as well as senate publications. Under the direction of the president, the chair and/or members of the Curriculum Committee provide technical assistance to local college curriculum committees, academic senates, and the faculty in general. Note: Resolution 15.03 S94 charged the Senate with appointing a library science member and noted past recommendations to the Senate to appoint a counselor, articulation officer, vocational education and basic skills faculty. Membership of this committee includes a Chief Instructional Officer (CIO) appointed by the California Community Colleges Chief Instructional Officers organization

1:00 p.m.—3:00 p.m.

Zoom Info:

Join Zoom Meeting

<https://laccd.zoom.us/j/89691482654?pwd=RE5UenBKVFRkZGkyTEhVUkYzRHZvQT09>

Meeting ID: 896 9148 2654

Passcode: 099788

One tap mobile

+16694449171,,89691482654# US

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Find your local number: <https://laccd.zoom.us/j/89691482654?pwd=RE5UenBKVFRkZGkyTEhVUkYzRHZvQT09>

MEETING SUMMARY

I. Call to Order and Roll Call: * Denotes present

Robert L Stewart Jr – 1 st Chair*	Manuel Vélez – 2nd*	Iolani Sodhy-Gereben*
Julie Clark*	Meridith Selden*	Nicholis J. Zappia
Benjamin Mudgett	Jamar S. London	Billie Jo Rice - CCCCIO*
Nikki Grose*	Claudia Moreno Parsons*	Angeli Francois*

- II. Land Acknowledgement - We gratefully acknowledge that we operate on the **traditional lands of the Tongva, Tataviam, and Chumash peoples** – including the Gabrieleño, Fernandeño, and Ventureño; members of the Takic and Chumashan language families; and other Indigenous peoples who made their homes in and around the area we now call Los Angeles.
- Robert welcomed everyone to the January 2024 meeting of the ASCCC Curriculum Committee. He announced the addition of three new members to the committee: Dr. Nikki Grose, Angeli Francois, and Claudia Moreno Parsons and had everyone introduce themselves to the new members of the committee. Robert led a land acknowledgement recognizing the traditional lands of several indigenous peoples in and around the Los**

Angeles area.

- III. Adoption of Agenda & Minutes - **The agenda and last meeting's minutes were adopted by consensus.**
- IV. ASCCC 2023-2024 Curriculum Committee Meeting Dates:

Fall 2023

Monday August 28, 2023; 1:30pm-2:30pm - Zoom
Monday September 18, 2023; 1:00pm-3:00pm - Zoom
Monday October 23, 2023; 1:00pm-3:00pm - Zoom
Monday November 13, 2023; 1:00pm-3:00pm - Zoom
Monday December 4, 2023; 1:00pm-3:00pm - Zoom

Spring 2024 – Committee will schedule dates for Spring 2024 term - The committee discussed and deliberated on the schedule for upcoming meetings, taking into account everyone's availability. The Spring 2024 regular monthly committee meetings were scheduled as follows:

Monday January 29, 2024; 1:00pm-3:00pm – Zoom
Tuesday February 27, 2024; 3:00pm-5:00pm - Zoom
Friday March 29, 2024; 9:00pm-11:00am - Zoom
Tuesday April 23, 2024; 2:30pm-4:30pm - Zoom
Monday May 20, 2024; 3:00pm-5:00pm - Zoom
Monday June 24, 2024; 8:30am-10:30am - Zoom
Wednesday July 24, 2024; TBA in-person (morning) (Pasadena, CA at Curriculum Institute)

- V. Minutes Volunteer - **Robert volunteered to take minutes**
- VI. [ASCCC 2023-2024 Curriculum Committee Shared Folder](#)
- VII. [ASCCC 2023-2024 Curriculum Committee Contact Information Sheet](#)
- VIII. 2023-2024 Curriculum Committee Goals and Priorities - **Robert continued to encourage committee members to look through this item to see the goals and priorities and also continued to empower the members of the committee to engage in any area of the goals and priorities, as there is not shortage of work to be considered for completion. He also reminded the committee that everyone does not have to engage in committee work in an identical fashion, for example, a committee member may choose to engage in writing a rostrum article, writing a resolution, present at a regional, plenary, etc.**

Robert reminded the committee that the final Rostrum Article deadline is March 3, 2024 and encouraged members to submit articles. Robert also offered to co-write articles with committee members.

- A. [ASCCC Strategic Plan Website](#); consider the [ASCCC 2023-2026 Strategic Plan Directions](#)
- B. Align all work to areas in the strategic plan directions
- C. Curriculum Committee Work Plan (Goals & Priorities)
 - 1. ASCCC Fall 2023 and Spring 2024 Curriculum Regionals

2. ASCCC Fall 2023 and Spring 2024 Pre-Recorded Curriculum Regionals Follow Up Webinars; we do not need to submit an agenda item as these are pre-recorded
 3. ASCCC Fall 2023 and Spring 2024 Plenary Sessions (**Breakouts; General Sessions; Resolutions**) – Any ideas for Spring 2024 Plenary?
 4. ASCCC 2024 Curriculum Institute Planning and Implementation
 5. Rostrum Article Ideas and workgroups – Rostrum Deadlines **October 1, 2023; January 14, 2024**; March 3, 2024; [ASCCC Publication Guidelines](#)
- D. Review Charge for any possible updates in regards to IDEAA
 - E. Review any outstanding Resolutions that need to be addressed by the committee
 - F. Review and potential update of the ASCCC Curriculum Resources Website: <https://www.ccccurriculum.net/>
 - G. Review and potential update of the ASCCC Professional Development College Curriculum Course found at: [ASCCC-OERI Professional Development College](#)
- IX. Spring 2024 ASCCC Curriculum Regionals - **The committee engaged in a final debrief of the Fall Regionals and then opened discussion on the upcoming spring regional meetings at Santa Ana College, College of Sequoias, and DeAnza College. Robert encouraged committee members to attend whichever regional meeting(s) they could, with travel expenses being reimbursed, as long as they are in some way assisting with the regional. The final preparations for an upcoming program were discussed, with adjustments made to the chancellor's office's session, with Dean Erin Larson representing the CCCC rather than Vice-Chancellor John Stankas. The program was designed to have a check-in and breakfast from 9 to 10, followed by four general sessions. The chancellor's office's focus for this curriculum regional will be on credit for prior learning and the Baccalaureate Degree Program. Robert also discussed the organization of upcoming committee work, assigning lolani and Erin to lead the creation of a presentation for the CPL/BDP session. Julie will take the lead on the CalGETC session. Manuel will take the lead on the IDEAA Strategies for Curriculum and Robert will take the lead in organizing the MQ/Equivalency/Cross-listing session. Robert emphasized to the members who are participating in the upcoming spring regionals the need for attendees to make their own travel and accommodation arrangements and follow the ASCCC Travel and Reimbursement policy and use the form. The committee finalized the Spring Curriculum Regional and are ready to implement.**
- A. [ASCCC Specifications for Regional Meetings](#)
 - B. Spring 2024 Regionals Discussion (Final Planning): South – February 24, 2024 Santa Ana College in Santa Ana, CA; Central Valley March 1, 2024 at College of the Sequoias in Visalia, CA; North – March 2, 2024 DeAnza College in Cupertino, CA: The Spring regionals are set and ready to finalize.
 1. Discussion on Final Preparations
 2. Non-committee presenters: We will be joined by Stephanie Curry, Eric Wada and Erik Reese and Karen Chow; others may join as well
 3. <https://www.asccc.org/calendar/list/regional-meetings>
- X. Spring 2024 Plenary Session – April 18-20, 2024; San Jose, CA - **Robert announced that the planning for the Spring 2024 Plenary has begun. The ASCCC Executive Committee will review a first draft of the plenary program and work out a theme. Once Robert gets the assigned sessions, the committee will discuss the potential for our committee member to**

join Plenary presentations. Robert will discuss this with the committee at the February 2024 meeting. Robert reminded the committee that committee members can submit resolutions concerning curricular matters to be submitted for consideration by the Executive Committee at their March 2024 meeting.

- A. Breakout Suggestions?
- B. Presenters?
- C. Resolutions?

- XI. ASCCC 2024 Curriculum Institute Planning - The committee engaged in discussion about the 2024 Curriculum Institute. Specifically on which general topics should be carried over from previous years, including pre-pandemic, which Billie Jo suggested there may be areas that we moved away from due to the pandemic that may need to be revisited. The committee also finalized the recommended timing scheme for the institute, and discussed what the committee wanted to see in the Pre-sessions. The committee felt it was important to make sure that the pre-sessions for new/newer/aspiring was truly that, and designed for those with little to no experience with curriculum in the various areas. The committee also felt that since we have the logistical room, that we should also design a pre-session event for those with experience. Robert reminded the committee that he would be working offline to finalize a first draft based on feedback from the committee, the Fall Regional events, feedback from the field, and feedback from the executive committee as it comes in. A first draft and agenda item request is due on February 21, 2024 and it is the responsibility of the chair to make sure that deadline is met. Robert emphasized to the committee that when the committee meets in February 2024, we will discuss temporary titles for the sessions, as well as begin making suggestions for who we want to recommend as leads/presenters. Robert also reminded committee members that the Curriculum Institute is put on by this committee and thus the committee members are all expected to attend in person and participate fully in various aspects of the event. Because it is in July, the support structure is a little different than other ASCCC events, in that the committee assumes much of the “hosting” responsibilities as well as some of the logistics. Committee members are expected to participate in the presentations as well.

Robert reminded the committee of the checklist for the institute and reminded them that we have a deadline on April 1, 2024 to submit a more complete draft for a second reading, then on May 21, we have to submit a final draft, and finally on April 10, we have to submit a final program. We will discuss next steps at our February 27, 2024 meeting. Robert reminded the committee to make sure they are making their travel arrangement now, and it was clarified that committee members will not have to do anything about the hotel, as they will be part of the rooming list along with Executive Committee members. However, airfare should be scheduled and a reimbursement form filled out after the event. If you are driving, reimbursed mileage will be done after the event. Robert also stressed the importance of letting him know if there will be a hardship to take care of airfare (for reimbursement), so that he can communicate with the ASCCC leadership to ask for a waiver of that policy. Registration will also be taken care of by the ASCCC office staff along with the hotel accommodations.

- A. [Curriculum Institute Checklist](#)
- B. Update on ASCCC 2024 Curriculum Institute – Draft Outline Due by February 21st which is the agenda item deadline for the March 2024 ASCCC Executive Committee meeting.

- C. [ASCCC Curriculum Institute Draft Outline Sample](#) – **Committee will complete its first draft outline**
 - D. Travel Arrangements: Committee members will need to make travel arrangements and be reimbursed, except for Hotel Room which will be booked by ASCCC staff. If there are any hardships, please let Chair know so that it can be communicated to ASCCC Executive Director on a case by case basis and be resolved. Committee members are expected to attend in person to assist with the event and to present (if desired). Flights seem to be sufficient for those coming from the North to and from Burbank Airport
 - E. Theme - Done
 - F. Programming – Committee will determine topics (to be completed with the draft), suggest presenters and draft session descriptions (some of this will be completed outside of the monthly meeting via the chair and subcommittee work). [Sample of a Working Draft of the CI](#)
 - G. Special Touches? Committee will finalize the pre-conference format
- XII. Announcements
- A. Check for upcoming events at [ASCCC Calendar of Events](#)
 - B. [Application for Statewide Service](#)
- XIII. Closing Comments
- A. In Progress Review
 - B. Any other final comments or suggestions?
- XIV. Adjournment - **Meeting was adjourned at 3:04pm**

In Progress

- **Spring 2024 Curriculum Regionals (Implementation)**
- **Spring 2024 Plenary Participation Planning (Breakout Session participation)**
- **ASCCC 2024 Curriculum Institute planning**
- **ASCCC 2024 Curriculum Institute First Draft for First Reading and Agenda Item by February 21**
- **ASCCC Curriculum Regional Follow Up Pre-recorded Webinars Implementation**
- **Rostrum Article(s) for the March 3, 2024 deadline**
- **Curriculum Resolution(s) for the ASCCC Spring Plenary Session**

Completed Tasks:

- **Fall 2023 Curriculum Committee Meeting Dates**
- **Submitted Agenda Item to ASCCC Executive Committee to approve proposed Fall 2023 and Spring 2024 ASCCC Curriculum Regional Events**
- **Rostrum Article for October 1, 2023 Deadline**
- **ASCCC Fall 2023 Curriculum Regional Dates and Locations Finalized**
- **ASCCC Fall 2023 Curriculum Regional (South) at Orange Coast College on October 21, 2023 – Jamar, Robert, and Manuel was present to assist with the event.**
- **2024 Curriculum Institute description**
- **2024 Curriculum Institute Theme**
- **2024 Curriculum Institute Checklist Review**
- **ASCCC Fall 2023 Curriculum Regional (North) at Woodland Community College on October 28, 2023 – Robert, Julie, Meredith, Manuel and lolani were present to assist with the event.**

- **ASCCC Fall 2023 Curriculum Regional (Central Valley) at Bakersfield College on November 4, 2023 – Julie, Manuel, Robert and Billie Jo were present to assist with the event.**
- **ASCCC Spring 2024 Curriculum Regional Dates and Locations Finalized**
- **ASCCC Fall Plenary Presentation on Curricular Updates**
- **Rostrum Article for January 14, 2024 Deadline**
- **Spring 2024 Curriculum Committee Meeting Dates**
- **Spring 2024 Curriculum Regional Final Planning**