



# Academic Senate for California Community Colleges

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## Curriculum Committee

December 14, 2018

10:00 am – 3:00 pm

**ConferZoom**

PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/786097262>

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

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**Meeting ID:** 786 097 262

## MINUTES

**Members Present:** Ginni May (Chair), Nili Kirschner, Eric Wada, Jamar London, Aimee Tran, Karen Daar (CIO), Donna Necke

**Members Absent:** Carrie Roberson (2<sup>nd</sup>), Stephanie Curry—they attended the Chancellor’s Office Guided Pathways Advisor Committee meeting

**Guests:** none

1. Select note taker – Eric
2. Approval of Agenda – Approved by consent
3. Approval of minutes – done by email
4. Announcements – Committee member introductions.
5. Curriculum Regionals: Spring 2019
  - a. When – Fall regionals in north canceled; south regionals went well. Spring regionals are proposed for March 15<sup>th</sup> and 16<sup>th</sup>. The ASCCC Executive Committee will consider at January Exec meeting. Locations TBA.
  - b. Topics – MIS Code changes for AB705/CB21, Title 5 Regulations changes, TOP2CIP conversion, AB705 update (including FAQ and ESL guidance memos), curriculum hot topics (e.g. COCI, C-ID queue).
6. [Spring Plenary Session 2019](#) – April 11-13, Westin San Francisco Airport
  - a. Resolutions: Topics include Educational Functional Levels (EFLs), evaluate and update curricular innovations related to AB705 to continue to optimize student success, and work with CCCCO to determining funding for implementation.

- b. Presentations: EFLs and AB705 MIS re-coding, Title 5 regulations
7. **Curriculum Institute 2019** – July 10-13, Hyatt San Francisco Airport
- a. Program Planning – The committee reviewed the Check List. A preliminary program needs to be ready by March 22.
  - b. Theme: Plenary theme may be around 50<sup>th</sup> anniversary and equity, so the committee may try to model something after that.
  - c. Topics/Strands: Capacity is around 670 attendees, attendance may be lower in the north than in the south, reduce the number of strands, this would be 21<sup>st</sup> Curriculum Institute
  - d. Pre-session:
    - i. New/Newer Curriculum Chairs – make more interactive. Nili, Eric, someone else with curriculum experience.
    - ii. New/Newer Administrators – scenarios work. Karen, other administrators.
    - iii. New/Newer Specialists – changes with COCI are possible.
    - iv. Guided Pathways – included in strands, too.
  - e. Reviewed last year’s program, and made preliminary decisions on what to keep, and title changes. Program and program grid will be put in a Googledoc for committee member contributions.
8. Fall 2018 Resolutions assigned to Curriculum Committee
- a. F18 1.04 **Preventing Duplication of Programs by California Online Community College**  
Recommend that ASCCC Curriculum Committee and 5C serve as the COCCCC until there are sufficient faculty, administrators, staff, students in place to serve
  - b. F18 5.01 **Metrics and Coding Cleanup**  
March *Rostrum* article advising colleges on codes that are reported to the state for funding – Wada, May, Kirschner
  - c. F18 9.01 **Degree and Certificate Awards in Response to the New Funding Formula**  
March *Rostrum* article possible and Curriculum Institute breakouts.
  - d. F18 9.02 **Equalize Noncredit Curriculum Processes to Align with Local Approval of Credit Curriculum Processes** (with Noncredit Committee)  
5C is drafting Title 5 language. ASCCC Curriculum Committee will provide input as needed. Some coverage of this topic at the Curriculum Institute.
  - e. F18 9.04 **Flexibility in Local Curriculum Submission Deadlines as Related to the Implementation of AB 705 (Irwin, 2017)**  
Breakout at curriculum institute on timelines. Some 5C work on catalog rights.
  - f. F18 15.02 **Approval and Backdating of CSU Area C2 and IGETC Area 3B Submissions of Advanced ESL Coursework for Fall 2018** (with Basic Skills Committee)  
Forwarding this to CSU-GE and IGETC committees.
9. Status of Previous Action Items – see below
10. Upcoming Events (<http://asccc.org/calendar/list/events>)
- SLO Symposium – January 25, 2019, Santa Ana College
  - Curriculum Institute – July 10-13, 2019, Hyatt San Francisco Airport – **Mark your calendars!!!**
11. Future Meetings – Spring 2019
- a. 2<sup>nd</sup>/4<sup>th</sup> Wednesdays at 4pm.

b. In-person meeting tentatively scheduled for 9 March 2019.

12. Future Agenda Items:

13. Adjourn – 3:07 pm

### Resources and Reminders:

1. Travel Reimbursement – [asccc.org](https://asccc.org/sites/default/files/ASCCC%20Reimbursement%20TEST5%20km-ah.pdf) → resources → forms → Expense Reimbursement  
<https://asccc.org/sites/default/files/ASCCC%20Reimbursement%20TEST5%20km-ah.pdf>
2. Curriculum Institute
  - a. July 10-13, 2019, Hyatt San Francisco Airport – **Mark your calendars!!!**
  - b. Travel – Ginni will announce when to make travel requests and arrangements
  - c. Dinner Wednesday night

### Status of Previous Action Items

**A. In Progress** (include details about pending items such as resolutions, papers, *Rostrums*, etc.)

#### ASCCC Resolutions

- S18 17.03 [Reduce Course Enrollment Maximums as Needed to Satisfy New State Directives](#)  
Covered at South Curriculum Regional Fall 2018. Continued discussions may occur at the 2019 Curriculum Institute. COMPLETED
- F17 17.03 [Local Senate Purview Over Placement of Apprenticeship Courses Within Disciplines](#)  
Article was written. Inquiry sent to Stanskas and Rutan. COMPLETED
- F17 9.04 [Inclusion of Information Competency in College Institutional Learning Outcomes](#)  
This will be addressed in the SLO paper 9.06 S16 that has been reassigned to Educational Policies. REMOVE FROM CURRICULUM COMMITTEE LIST
- F17 7.05 [Student Accountability Model Codes - CB09 Revision](#)  
A task force may be needed to address this resolution. Specific knowledge of how CB codes are used is needed to address these requirements and the 2018-19 curriculum committee may not have this level of expertise. Inquiry sent to CTE LC Chair and ASCCC Officers
- S16 9.10 [Review and Reform of Curriculum and Instruction Regulations](#)  
Title 5 changes are being handled at 5C. 2017 - 18: The Committee chair will provide an update on the progress of this resolution to inform the field. 5C proposed revisions to regulations on credit certificates and cooperative work experience and those were approved by the BoG by July 2018. In progress and ongoing...COMPLETED
- S16 9.12 [Prioritize Data Integrity](#)

The CO is undertaking a review of MIS and data tracking mechanisms. 2017 - 18: The ASCCC will explore how to participate in the discussion through possible appointments to groups. **Groups are being pulled together during September 2018 to address CB21 Coding. In progress...**

- *AB 705 Data Revision Work Group: With the implementation of AB705, MIS needs to be revised to reflect the transition from a model with a sequence of pre-collegiate courses to a model where most students will be placed into transfer-level courses with appropriate supports.*
- *TOP Codes Work Group of 5C: Establish procedures for creation of new TOP Codes, how they are created and who would approve them; how to identify CIP code for TOP-CIP crosswalk, and how to communicate new TOP and CIP codes to the field between updates to the manual.*

F15 9.12 Support Local Development of Curricular Pathways

2017 - 18: Regional workshops will address variety of curricular pathways for local curriculum committees. Possible follow up via Rostrum article. Presentations at the 2018 Curriculum Regionals and the 2018 Curriculum Institute took place. **With the Academic Academy in September 2018 and the work of the GP Task Force this resolution has been completed. COMPLETED**

F10 9.01 Developing a Reference Document for Curriculum

2017 - 18: Curriculum Website can be updated using the modules in the PDC. In addition, the module will be reviewed by Curriculum Committee members to ensure it is in line with the streamlining curriculum changes. The Curriculum Committee members are reviewing the ASCCC Curriculum website and the Curriculum 101 PDC Modules. The hope is to have both updated to reflect the current PCAH and Title 5 regulations by the 2018 Curriculum Institute. **ASCCC Website is being updated by the last three ASCCC Curriculum Chairs.**

| Strong Workforce Recommendations |  |                   |         |                             |      |  |
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| Timeline                         | Goal   | Current Positions | Action  | ASCCC Committee Involvement |      | Comments   |
| TBD                              | 3. g. Enable and encourage faculty to develop applied English and math courses that meet both CTE and associate degree requirements. |                   | Develop | Curriculum and Basic Skills | High | Numerous presentations at the Spring 16 Plenary and the 2016 Curriculum Institute focused on applied basic skills through the graduation requirements. <b>2017 - 18: The Curriculum committee chair to work with the</b> |

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|     |  |                                       |            |                     |      | <p>president to determine if this is enough to satisfy this recommendation. The committee might work with English and math faculty to seek if there are other more tangible ways to implement this recommendation.</p> <p>2018-19: This encouragement is underway with Guided Pathways and AB 705 implementation.</p>  |
| TBD | 7. a. Create consistent mechanisms for improved regional engagement of business and industry in the curriculum development process | 9.10 F11 Responding to Industry Needs | Develop    | Curriculum CTE LC   | High | <p>2017 - 18: The committee chair to work with the CTELC committee chair and select SNs to identify how to address this recommendation and a timeline for implementation.</p>  |
| TBD | 7. c. Create a process for the development of collaborative programs between colleges.   | 9.02 S13 Regional Conjoint Programs   | Co-develop | Curriculum and SACC | High | <p>2017 - 18: Curriculum to advise 5C as they develop guidelines. C-ID descriptors in CTE areas will also facilitate portability. The Curriculum chair will provide an update from 5C to advise the field of the progress made in this area.</p> <p>2018-19: C-ID Descriptors for CTE have been developed and are continuing to be developed. In addition, at the August 2018 5C meeting a workgroup was formed to develop a process for collaborative programs. In addition, 5C has a</p> |

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|     |  |  |            |                              |      | workgroup creating a process and guidelines for collaborative programs.  |
| TBD | 7.d. Support faculty and colleges in developing and expanding the use of contract education to meet the dynamic needs of business and industry in an expedited manner.           | 11.02 F91 Contract Education<br>21.06 F99 Contract Education<br>6.01 S94 COIN/Economic Development Centers | Co-develop | Curriculum Ed Policies       | High | 2017 - 18: Ed Pol can touch on some of this in the paper on Educational Program Development. Curriculum and Ed. Pol to consult with the president to determine if this is the best solution to addressing this recommendation.   |
| TBD | 8. c. Identify and disseminate effective practices in local curricula adoption and revision processes and provide technical assistance for faculty and colleges. <b>PRIORITY</b> | 9.08 F15 Evaluation of the Effectiveness of Local Curriculum Processes                                     | Develop    | Curriculum                   | High | The ASCCC has already began work in this area: paper developed, curriculum TA created jointly with the CIOs, and regional meetings held in fall 2017; 5C workgroup is working on the white paper. 2017 - 18: The Curriculum committee chair will provide an update from 5C to advise the field of the progress in this area. 2018-19: Curriculum Streamlining has begun and is expanding to include noncredit. 5C will begin drafts for Title 5 changes. |
| TBD | 9. a . Engage employers, workforce boards, economic development entities, and other workforce organizations with faculty in the program  | 7.05 S14 Research Tools for Program Review<br>13.02 F12 Redefinition of Student Success                    | Co-develop | CTE LC AAC Curriculum (EDAC) | High | 2017 - 18: Committees chairs to recommend to the president how to implement this recommendation. Resolution 21.02 S12 should be part of this conversation.   |

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|     | development and review process   | 21.02 S12 CTE Program Review |         |                               |      | The Program Development Paper by Ed Pol approve in 2017-18 addressed the recommendation.  |
| TBD | 9. b . Promote effective practices for program improvement (retooling) and program discontinuance based upon labor market data, student outcomes and input from students, faculty, college staff, employers, and workforce partners. |                              | Develop | Ed Pol, AAC, and Curriculum   | High | 2017 - 18: Ed. Policies to lead the conversation. Committee chairs to recommend to the president how to implement this recommendation. Chairs might consider exploring the development of a PDC Module using the ASCCC paper on program discontinuance. The Ed Pol might also be able to touch on some of recommendation in the upcoming on Educational Program Development. The Program Development Paper by Ed Pol approve in 2017-18 addressed the recommendation. |
| TBD | 10. b . Disseminate effective practices for streamlining and improving processes for recognizing prior learning and work experience and awarding credits or advanced placement toward CTE pathways.                                  |                              | Develop | Noncredit, curriculum, and 5C | High | CO circulated a July 16, 2016, letter to CEOs, CIOs, CSSOs, and SP providing an advisory on Awarding College Credit for prior Military Experience. The RP Group also developed a brief on "Using Prior Learning Assessment to Advance Student   |

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|     |  |  |            |                   |      | <p>Success". 2017 - 18: The committees should review these documents to determine if these two documents are sufficient. If they are, how should they be disseminated. If they are not, what other information is needed.</p> <p>Additionally, the chairs should lead this work. Processes are being written for awarding Credit for Prior Learning. Credit for Prior Learning for military will be focus of 2018-19. Title 5 Regs should be addressed by 5C this year. 2018-19: There is a CPL work group addressing this.</p> |
| TBD | 11. B. Develop an interactive system where regional industry stakeholders can provide feedback to both validate and enhance the quality of CTE programs. |  | Co-develop | CTE LC Curriculum | High | <p>2017 - 18: The committees chairs should discuss how/if this would/should this happen and make a recommendation to the president. September 2018: Inquiry sent to Cheryl and Rebecca.</p>   |
| TBD | 14d. Develop guidelines and training for CTE industry professionals who serve as on-site supervisors for work experience and internships.                |  | Develop    | Curriculum, S&P   | High | <p>2017 - 18: A task force will be created to develop the guidelines. September 2018: Inquiry sent to Cheryl and Rebecca.</p>   |



## **Papers/Rostrums**

**B. Completed** (include a list of those items that have been completed as a way to build the end of year report).