**Present**

Dolores Davison (chair), Randy Beach, Darryl Isaac, Karen Daar, Michael Wyly, Bernard McFadden, Michael Bowen, Dorothy Hendrix, Michelle Sampat

**Call to Order—4:36pm**

**Welcome and Introductions + Notetaker**

Committee members present introduced themselves. Dolores gave the overall responsibilities of the committee including expectations for Curriculum Institute and Regionals. Randy agreed to take notes.

**Logistics:**

In person meetings will be held in the South due to the majority of committee members being in Southern California. Links to travel forms (requests, reimbursements) on the agenda. Unless travel is significant, ASCCC does not offer hotel stays. Continental breakfast and lunch provided for in person meetings.

Travel form at: <http://www.asccc.org/content/flight-and-travel-request>

Reimbursement forms at: <http://www.asccc.org/sites/default/files/SenateReimbursementForm2016_1.pdf>

Discussion items, with action as needed

**Curriculum Regionals – 21 and 22 October**

Two months to plan. Info already on ASCCC website. We do one in North (Fri) one in South (Sat.). Typically morning session consists of updates on initiatives. Second part (afternoon) usually breakout sessions around specific topics.

Topics

Potentially lots of interest in Curriculum Inventory, Dual Enrollment, new PCAH, HS Articulation agreements, prior learning assessment, developing curriculum for distance education courses.

ACTION: Committee members should send additional ideas for breakout topic to Dolores by the end of the week.

Attendance

Attendees predominantly curriculum chairs and technical support. Sometimes deans and other administrators attend.

Locations:

Waiting on locations for the North, three possibles: Merritt in Oakland, Alameda, or San Mateo. Dolores, Michael Wyly, and Randy are confirmed for the northern regional.

South: Mt. San Antonio College (tentative) – all members of the committee appear to be able to attend with the exception of Bernard.

**Plenary Session**

Dolores submitted breakouts on PCAH, Dual Enrollment, Hot Topics in Curriculum, others. Likely have two or three breakouts on Curriculum. Good to have committee members in the audience to capture ideas for the paper.

<http://www.asccc.org/events/2016-11-03-150000-2016-11-06-000000/2016-fall-plenary-session>

**Plenary Resolutions on Curriculum**

Resolutions are many on topics such as papers, statements and positions, etc. Currently over 40 resolutions assigned to curriculum committee, but many are out-of-date and have been completed but not updated.

ACTION: Dolores will update list and send out for next meeting.

<http://www.asccc.org/events/2016-11-03-150000-2016-11-06-000000/2016-fall-plenary-session>

**Curriculum Paper on Course Outlines of Record (attached)**

Based on past resolution. Outline approved at Exec last spring. No action during summer. Goal is to bring paper to spring plenary session. Must be approved at March 2017 Exec Meeting, First reading at February Exec meeting. Divided into six meaty sections. See Below for Assignments

**Curriculum Institute – 12-15 July 2017 in Riverside**

Details of CI will be discussed at the face-to-face meeting. CI will be based largely on last year’s institute. Certain elements are always present. Boot camp for new chairs, specialists, and CIOs. Lot of interest in doing something on SLOs and curriculum. PCAH Update and Curriculum Inventory will not be the focus as much as they will be completed by that time. Exec members will be involved in doing breakouts as will CCCCO staff and administrators from colleges.

**Meeting Schedule**

Face-to-Face meeting on September 24 at Los Angeles Valley, or potentially Glendale or Orange Coast.

ACTION: Karen will confirm ASAP.

Phone meetings on Tuesday, October 18 at 8:30-9:30 and Tuesday, November 15 at 8:30-10am. Remaining phone meetings will be scheduled at face-to-face meeting.

Announcements

No announcements

**Upcoming Events:**

Executive Committee Meeting, San Bernadino Valley College, Friday 9 September 2016

Executive Committee Meeting, American River College (Sacramento), Friday 30 September 2016

Academic Academy, Westin South Coast Plaza, Friday and Saturday, 7-8 October 2016

Area Meetings, 14-15 October 2016 (locations vary)

Curriculum Regionals, 21-22 October 2016

Executive Committee Meeting, Wednesday 2 November 2016, Westin South Coast Plaza

ASCCC Fall Plenary Session, Thursday – Saturday, 3-5 November 2016, Westin South Coast Plaza

Other announcements?

Adjournment

Paper Assignments

[Planning the Course Outline of Record](#planningCOR)

* [Initial Considerations](#considerations)
* [Writing an Integrated Course Outline](#integrated)

* [Resources for the Developer](#tools)

[Components of a Course Outline of Record](#components)

* [Elements that Apply to all Credit and Noncredit Courses](#all_courses_required) 
  + [Needs justification](#a1c_need)
  + [Chancellor’s Office data elements](#a1c_data)
  + [Title 5 – standards for approval](#a1c_cstandards)
  + [Discipline assignment](#a1c_discipline)

[Elements that Apply to Credit Courses](#credit_courses)

* [Unit value](#a1c_cunits) – Integrate the unit calculation method in the 6th edition PCAH/October 2015 memo, expand on unit calculation scenarios and effective practices, US Department of Education definition of the credit hour.
* [Contact hours](#a1c_ccontacthours)
* [Pre/co-requisites/advisories](#a1c_cprereq) and other limitations on enrollment
* [Catalog description](#a1c_ccatalog)
* [Objectives](#a1c_cobjectives)
  + Relation to Student Learning Outcomes as defined in 2010 Glossary, include reference to 2014 ACCJC standards
* [Content](#a1c_ccontent), including distinguishing between levels within families
* [Methods of Instruction](#a1c_cinstruction)
* [Methods of evaluation](#a1c_cevaluation) and course grading policies (letter grade vs. P/NP)
* [Assignments](#a1c_cwriting)
* [Required texts and other instructional materials](#a1c_crequired)
* Determining levels below graduation/transfer - CB 21 coding rubrics

[Elements that Apply to Noncredit Courses](#noncredit_courses)

* [Contact hours](#a1c_nccontact)
* [Catalog description](#a1c_nccatalog)
* [Objectives](#a1c_ncobjectives)
  + Relation to Student Learning Outcomes as defined in 2010 Glossary, include reference to 2014 ACCJC standards
* [Content](#a1c_nccontent)
  + CDCP vs. “regular” noncredit courses
* [Methods of Instruction](#a1c_ncinstruction)
* [Methods of evaluation](#a1c_ncevaluation) and course grading policies
* [Assignments and/or activities](#a1c_ncassignments)

[Relevant course outline elements](#all_courses_nonrequired)

* [Modality of instruction](#a1c_modality) - distance education, short-term classes
* [Course calendar and class size](#a1c_calendar)
* Course enrollment limits and class caps (i.e. “other limitations on enrollment”)
* [Other local elements](#a1c_other)

[General curriculum considerations](#general)

* [Local Processes and Autonomy](#local)
* Repeatability and Families (NEW)
* [Courses and Program Approval](#courses) (Chancellor’s Office), including substantial vs. non-substantial changes
* C-ID and relation to ADTs, Transfer Model Curriculum, Model Curriculum (NEW) M. BOWEN
* [Program Review and Revising the Course Outline](#programreview)
* [Changes Which Would Trigger a Course Review](#changes)
* [California Education Segments](#segments), Roles, and Students
* [CSU/GE Breadth and IGETC](#assist)
* Noncredit, including CDCP (NEW)
* [Contract Education, Not-for-Credit Courses and Community Service Offerings](#contracted), Co-enrollment of community service students in credit courses
* Experimental/special topics courses
* Cooperative work experience, directed clinical courses, clock hour programs, and other peculiarities DARRYL ISSAC.