



## Executive Committee Agenda Item

|  |  |                                     |            |
|--|--|-------------------------------------|------------|
| SUBJECT: Curriculum Processes and Effective Practices White Paper Proposal and Outline |  | Month: September                    | Year: 2015 |
|  |  | Item No: IV. I.                     |            |
|  |  | Attachment: NO                      |            |
| DESIRED OUTCOME:   | The Board will consider for approval the proposal and draft outline for the proposed white paper | Urgent: YES                         |            |
|  |  | Time Requested: 20 minutes          |            |
| CATEGORY:  | Action Items   | <b>TYPE OF BOARD CONSIDERATION:</b> |            |
| REQUESTED BY:  | Freitas/May/Bruno  | Consent/Routine                     |            |
|  |  | First Reading                       | X          |
| STAFF REVIEW <sup>1</sup> :  | Julie Adams  | Action                              | X          |
|  |  | Information                         |            |

Please note: Staff will complete the grey areas.

### BACKGROUND:

At spring 2015 session, the body adopted Resolution 9.01 S15 – Curriculum Processes and Effective Practices:

*Whereas, Colleges and districts have a variety of local curriculum processes, including timelines indicating when courses and programs are submitted to technical review committees, curriculum committees, academic senates, and governing boards;*

*Whereas, Timely curriculum processes are required for all disciplines and programs; and*

*Whereas, Colleges would benefit from a paper outlining effective practices for local processes on curriculum approval;*

*Resolved, That the Academic Senate for California Community Colleges survey curriculum chairs on the timeliness of their local curriculum approval processes by Fall 2015 and develop a paper on effective practices for local curriculum approval and present it to the field for adoption at the Fall 2016 Plenary Session.*

Because the draft recommendations of the Task Force on Workforce include recommendations that address perceived inefficiencies in local curriculum processes, and because the Baccalaureate Degree Task Force is in the process of completing its recommendations for general education and upper division requirements for the baccalaureate degree, the paper on effective practices for curriculum has been deemed a high priority with the goal of completing the paper by spring of 2016 instead of fall 2016.

Given these major developments for the system and the immediate pressures they will put on colleges, it is proposed that the Curriculum Committee draft a white paper that outlines effective practices for ensuring

<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.

that local curriculum processes are effective and efficient. The goal is to have the white paper completed and approved by the Executive Committee in time for distribution to the field by Fall 2015 Plenary Session.

A work group of the Curriculum Committee has been created to draft the white paper, with the goal of distributing the first draft to the committee by September 14 for discussion at its September 16 meeting. The plan is then to finish the draft in time for submission to the Executive Committee for a first reading and possible action at the October meeting, but with action at the November meeting at the latest. A rough draft is in progress. The draft outline is provided below. The Executive Committee is asked to approve both the proposal to draft this white paper and approve its draft outline.

### **Effective and Efficient Curriculum Processes White Paper Outline**

#### I. Introduction

#### II. Optimizing Local Processes

A. Curriculum committee – review of role and authority

B. Local approval processes –

1. Review your process, identify unnecessary steps, make revisions
2. Recommendations for optimizing process
  - a. Initiation of new curriculum/revisions to existing curriculum
  - b. Streamlining technical review
  - c. Efficient curriculum committee meetings
  - d. Streamlining approval processes – who needs to approve

C. Training

1. Understanding curriculum process – discipline faculty, academic administrators, curriculum committee, technical review committee, department/division chairs, senate
2. Using the curriculum management system- discipline faculty, curriculum committee, technical review committee, academic administrators, chairs
3. Writing a COR for a new course
4. Proposing a new program
5. Understanding Chancellor's Office requirements

D. Resources and Staffing

1. Curriculum chair with adequate reassigned time
2. Technical review committee – members with specific and sufficient expertise to review CORs
3. Curriculum specialist

#### III. Conclusions and Recommendations

#### IV. Appendices

A. Local process examples

B. Resources