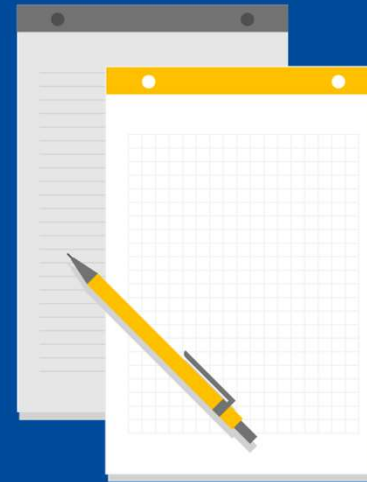# Curriculum Committee Training

THE LOGISTICS

Meetings, Timelines, Approvals, Actions

Meetings 📅

Fall and Spring semesters

- Curriculum does not meet over the summer and winter sessions

1st and 3rd Wednesday of the month

- 5th Wednesday is tentatively scheduled

3:00pm-5:00pm

- Members meet in the Loft; guests and members of the public can join via Zoom

Actions

New/reinstated courses and programs	Changes to existing courses and programs	Deactivation of existing courses and programs
Requests for courses to be included/deleted from IGETC/CSUGE/SMCGE	Requests for changes to, or inclusion on, the Disciplines List	Determination of repeatability of courses according to Title 5 standards

Approvals 👍

Pre-Curriculum Committee

Curriculum Rep
Department Vote
Librarian
Articulation
Tech Review

Local Approval

Curriculum Committee
Academic Senate
Board of Trustees

Post-Curriculum Committee

UC/IGETC/CSUGE
Chancellor's Office
Catalog publishing

Timelines

Proposals Approved in Fall Semester

- Active the following Fall
- Ex: a new degree approved at Curriculum Fall 2021 is active Fall 2022, and appears in the annual catalog
- New courses*/new programs, and substantial changes to existing courses and programs
- *New courses being submitted for UC/IGETC/CSUGE may have an extended timeline*

Proposals Approved in Spring Semester

- Active the following Spring
- Ex: a new degree approved at Curriculum Spring 2021 is active Spring 2022, and appear in the addendum
- New courses*/new programs, and substantial changes to existing courses and programs
- *New courses being submitted for UC/IGETC/CSUGE may have an extended timeline*

The Exceptions

- Distance Ed, Global Citizenship, and Non-Substantial Changes will be activated the semester following their approval. (Ex: a course submitted for DE in Fall 2021, can be offered online in Spring 2022)

Proposal Types

|	
New	• New or reactivated course or program
Change	• Any change to an existing course or program
Deactivation	• Deactivation of an active course or program
Distance Education (DE)	• Propose a course for online/hybrid or convert EDE to online/hybrid
Global Citizenship (GC)	• Propose course to fulfill SMC Global Citizenship requirement

THE WORK

Responsibilities, Proposals, META
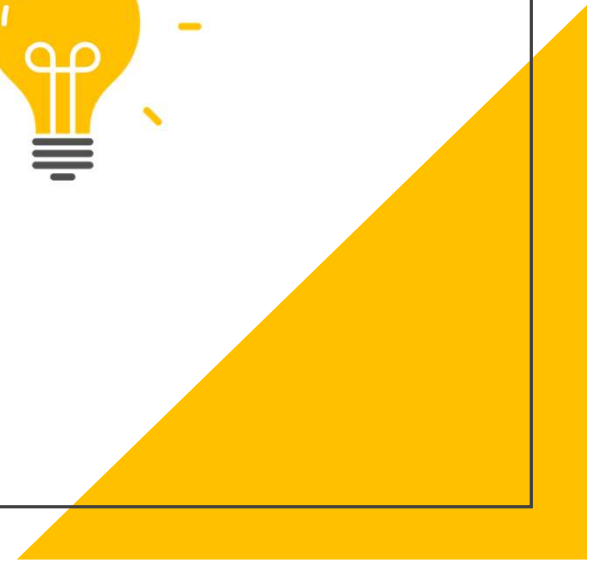
Your Responsibilities

Educate faculty on effective curriculum practice

Be available to answer questions from the departments you represent

Get familiar with META – you'll be the first point of contact

Clean up proposals before department review/vote

Familiarize yourself with the information in your Curriculum Notebook

META

Co-Contributor

- Ask faculty to make you co-contributor on all proposals
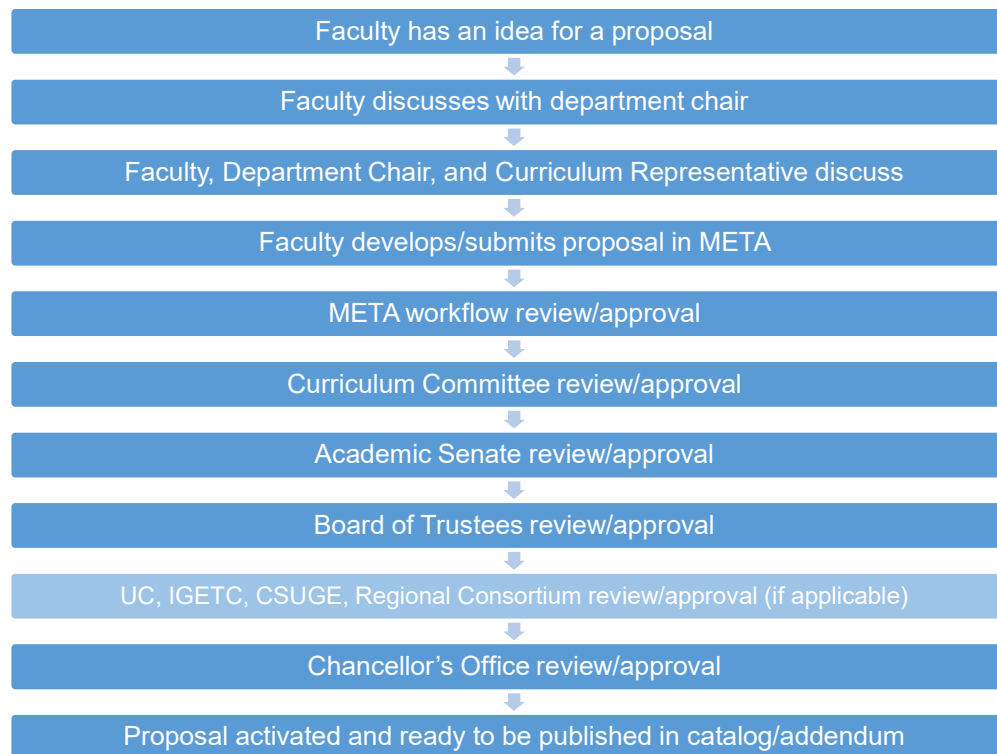- This will allow you to make minor updates (spelling, grammar, etc.) as needed

Curriculum Rep Queue

- First to check and approve proposals for your department(s) in META
- Check that proposals are in the correct workflow and are complete

Curriculum Member Queue

- Review all agenda proposals in META prior to committee meetings
- Check for typos, corrections, or suggested revisions, and make comments
- Reviewing items before the meeting saves time as comments can be addressed

Workflow

»»

Faculty has an idea for a proposal

Faculty discusses with department chair

Faculty, Department Chair, and Curriculum Representative discuss

Faculty develops/submits proposal in META

META workflow review/approval

Curriculum Committee review/approval

Academic Senate review/approval

Board of Trustees review/approval

UC, IGETC, CSUGE, Regional Consortium review/approval (if applicable)

Chancellor's Office review/approval

Proposal activated and ready to be published in catalog/addendum

Courses

Credit

- Degree/non-degree applicable
- Generates apportionment
- Enrollment fees apply
- Unit granting
- Typically not repeatable
- Grades (A-F or P/NP)
- Transcripted
- Approval
  - Curriculum Committee
  - Academic Senate
  - Board of Trustees
  - Chancellor's Office
  - UC/IGETC/CSUGE, if applicable

Noncredit

- Limited to 10 categories
- Generates apportionment
- No enrollment fees ($0/unit)
- Hour bearing; no units
- Repeatable
- Grades dependent on district
- Transcripted
- Approval:
  - Curriculum Committee
  - Academic Senate
  - Board of Trustees
  - Chancellor's Office

Not for Credit & Contract Education

- Not for Credit
  - Not to be confused with Noncredit
  - Does not earn apportionment
  - Cannot be supported by general funds (i.e. must be self-supporting)
  - Subject to local approval process

- Contract Education
  - Does not earn apportionment
  - Education/training paid for by a business/organization and restricted in enrollment.
  - Credit and Not-for-credit may be offered through Contract Education

Programs

Associate Degrees

- **Associate Degree (AA/AS)**
  - Minimum 60 units total
  - Minimum 18 units in major
  - Appears on transcript
  - Financial aid eligible
  - Local GE pattern can be used
  - COCI approved

- **Associate Degree for Transfer (ADT / AA-T / AS-T)**
  - Minimum/maximum 60 units total
  - Minimum 18 units in major
  - Appears on transcript
  - Financial aid eligible
  - Must follow the TMC
  - IGETC/CSUGE only
 - COCI approved

Certificates

- **Certificate of Achievement**
  - Minimum 16 units
  - 8 - 15.5 units may be COCI approved *(not required, highly recommended)*
  - Transcript certificates must be approved by the Chancellor's Office

- **Department Certificate**
  - Less than 16 units
  - Not Chancellor's Office approved
  - Not on student transcript
  - Not eligible for financial aid
  - Not included in CCC funding formula

Noncredit Certificates

- **Competency**
  - a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution

- **Completion**
  - certificate leading to improved employability or job opportunities

THE RESOURCES

Handbooks, Legislation, Policies
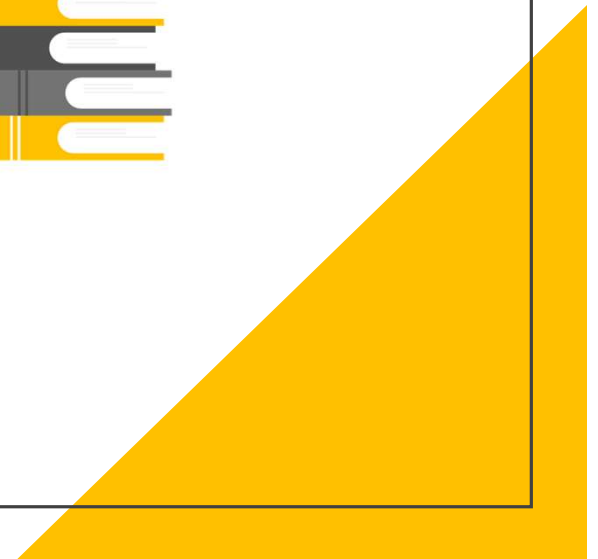
Policies/Guidelines

CA Education Code ("Ed Code")

Title 5

Program and Course Approval Handbook (PCAH)

Chancellor's Office Guidelines

ASCCC papers and reference guides

SMC Mission, District Policy and Regulations

C-ID Course Outlines

Articulation agreements

Community Business advisory agreements

Regional Consortium

California State Universities and how they structure their courses/degrees

University of California campuses and how *they* structure their courses/degrees

Handbooks and Resources

META Handbook

Program and Course Approval Handbook (PCAH)

Cooperative Work Experience Education Handbook

The Course Outline of Record: A Curriculum Reference Guide Revisited

Noncredit at Glance

Prerequisites and Corequisites Guidelines

Repetition Guidelines

IGETC (Intersegmental General Education Transfer Curriculum)

CSU General Education Breadth Requirements

Distance Education Unit

Title 5 (searchable) via Westlaw

Noncredit Instruction

Basic Skills and ESL Unit

Bloom's Taxonomy

Links to handbooks and resources available on the SMC Curriculum website under "Resources"

Acronyms

- **AA:** Associate in Arts degree
- **AACC:** American Association of Community Colleges
- **AAM:** Articulation Agreement by Major
- **AA-T:** Associate in Arts for Transfer
- **ADA:** Americans with Disabilities Act
- **ADT:** Associate Degree for Transfer (AA-T/AS-T)
- **AO:** Articulation Officer
- **AODECO:** Approved Online During Emergency Only
- **AP:** Advanced Placement
- **AR:** Administrative Regulation
- **AS:** Associate in Science degree
- **ASCCC:** Academic Senate for CA Community Colleges
- **AS-T:** Associate in Science for Transfer
- **BCT:** CSU Baccalaureate Level Course List
- **BoG:** Board of Governors (entire CCC system)

- **BOT:** Board of Trustees
- **BP:** Board Policy
- **C-ID:** Course Identification Numbering System
- **CC:** Curriculum Committee
- **CCC:** California Community College(s)
- **CCCCO:** CA Community College Chancellors Office
- **CDCP:** Career Development College Preparation
- **CE:** Career Education
- **CLEP:** College Level Examination Program
- **CMS:** Curriculum Management System
- **COR:** Course Outline of Record
- **COCI:** Chancellor's Office Curriculum Inventory
- **CPL:** Credit for Prior Learning
- **CTE:** Career and Technical Education
- **CWE:** Cooperative Work Experience

- **DA:** Degree Audit
- **DE:** Distance Education
- **GC:** Global Citizenship
- **GE:** General Education
- **GECC:** CSU GE Certification Course List by Area
- **IEPI:** Institutional Effectiveness Partnership Initiative
- **ILO:** Institutional Student Learning Outcome
- **OEI:** Online Education Initiative
- **PCAH:** Program and Course Approval Handbook
- **PLO:** Program Student Learning Outcome
- **SEAP:** Student Equity and Achievement Plan
- **SLO:** Student Learning Outcome
- **TMC:** Transfer Model Curriculum
- **TOP:** Taxonomy of Programs
- **ZTC:** Zero Textbook Cost