



1900 Pico Boulevard Santa Monica, CA 90405  
310.434.4611

# Curriculum Committee Minutes

## Wednesday, October 19, 2022, 3:00 p.m.

### Zoom Meeting

#### Members Present:

Sal Veas, <i>Chair</i>	Susan Caggiano	Maral Hyeler*	Brandon Reilly
Patricia Ramos, <i>Vice Chair</i>	Javier Cambron	Alex Ibaraki	Janet Robinson
Bren Antrim	Lisa Collins	Sharlene Joachim	Redelia Shaw
Mary Bober	Rachel Demski	Jacqueline Monge	Scott Silverman
Walter Butler	Christina Gabler	Matthew Musselman	Briana Simmons
Fariba Bolandhemat	Aileen Huang	Estela Narrie	Audra Wells

\*Maral Hyeler is sitting in for Jason Beardsley, Administrator

#### Members Absent:

Alyssa Arreola (A.S.)                      Lydia Strong

#### Others Present:

Luis Andrade                                  Sang Chi                                  Marisol Moreno                          Perviz Sawoski

*(Information items are listed numerically; action items are listed alphabetically)*

#### I. Call to Order and Approval of Agenda

The meeting was called to order at 3:03 pm. Motion to approve the agenda with no revisions.

**Motion made by:** Estela Narrie; **Seconded by:** Bren Antrim

The motion passed unanimously. *(Briana Simmons not present)*

#### II. Public Comments

None

#### III. Announcements

None

#### IV. Approval of Minutes

Motion to approve the minutes of September 21, 2022 with no revisions.

**Motion made by:** Scott Silverman; **Seconded by:** Susan Caggiano

The motion passed unanimously. Y: 19; N: 0; A: 1 (Maral Hyeler) *(Briana Simmons not present)*

#### V. Chair's Report

- The Chancellor's Office Annual Certification has been signed and sent, which grants us auto-approval for credit and noncredit courses, and local degrees and certificates.
- We'll be conducting the Curriculum Committee Training at the end of today's meeting

#### VI. Information Items

1. Curriculum Committee Training – Sal Veas *(see page 7)*
  - We conducted a META/technical training that was recorded in September
  - Overview of the Curriculum Committee responsibilities and 10+1

2. CalGETC Area E Removal; Addition of 1C update – Estela Narrie (*see page 4*)
  - There are changes being made to all three GE patterns – the merging of IGETC/CSUGE pattern to the new CalGETC, local GE patterns, and the community college Bachelors Degree GE pattern
  - Ethnic Studies requirement is being added to all three patterns
  - Area E/Lifelong Learning (originally part of the CSUGE pattern) has been removed
  - The new bachelors GE pattern allows more flexibility, only requiring 3 units in Arts/Humanities, and 3 units in Social/Behavioral Sciences, with an additional 6 units to be completed from any area
  - The adoption of all three patterns is anticipated to be in Fall 2024 – the local and bachelors degree patterns may be adopted sooner
  - It's our understanding that students will be able to maintain catalog rights for the "old" GE patterns, but an official ruling has not yet been made
3. Curricunet Clean-Up Reminder – Sal Veas
  - There has been a lot of great clean-up in Curricunet META – we're hoping to have old proposals resolved by the end of October
  - If you have any technical/META questions, contact Rachel Demski
  - If you have questions regarding content, contact Sal Veas

*(Non-Substantial Changes)*

4. COM ST 38/ETH ST 38 Introduction to Latina/o/x Communication Studies (*cross-listing*)
5. ECE 2 Principles and Practices of Teaching Young Children
6. ECE 17 Introduction to Curriculum
7. ECE 21 Observation and Assessment
8. ECE 22 Practicum in Early Childhood Education
9. MEDIA 10/ETH ST 10 Media, Gender, and Race (*cross-listing*)  
*MEDIA 10/ETH ST 10 cross-listing will be discussed between Academic Affairs and the Ethnic Studies Task Force before moving forward. It may return to Curriculum Committee if changes are made.*

## VII. Action Items

*(Consent Agenda: Program Maps)*

- a. Commercial Dance Certificate of Achievement Program Map
  - b. Data Science Certificate of Achievement Program Map
  - c. Geology AS-T Program Map
- Motion to approve the Consent Agenda: Program Maps (VII. a., VII. b., and VII. c.) with no revisions.  
**Motion made by:** Scott Silverman; **Seconded by:** Christina Gabler  
 The motion passed unanimously.

*(Courses: Distance Education)*

- d. TH ART 56 Advanced Audition Workshop  
 Motion to approve distance education for TH ART 56 with no revisions.  
**Motion made by:** Bren Antrim; **Seconded by:** Scott Silverman  
 The motion passed unanimously.

*(Programs: Revisions)*

- e. Ethnic Studies AA/Certificate of Achievement
  - Changed program description and Program Learning Outcomes
  - Changed major units from 21 units to 18 units
  - "Required Core"
    - Changed from Required Core: 9 units/1 group, to Required Core: 6 units, 2 groups
    - Added: ETH ST 1 (required), and ETH ST 6 or ETH ST 7 (select 1)
    - Moved: ENGL 10, HIST 10, POL SC 21, SOCIOL 34 to new elective group
    - Removed: POL SC 21
  - Added new group: "Required Elective – Select 1": ENGL 10, HIST 10, SOCIOL 34
  - Removed "Arts – Select 1" and courses AHIS 72, DANCE 2, MUSIC 33, MUSIC 37
  - "Inter-Ethnic Studies Elective – Select 1"

- Removed: COM ST 14, COM ST 37, GEOG 2, GEOG 14, NUTR 7, SOCIOL 1, SOCIOL 1S
- Added “Any course not used in Area C” (ENGL 10, HIST 10, SOCIOL 34), and COM ST 20
- “Intra-Ethnic Studies – Select 2 (6 units)” added new section Communication Studies – COM ST 38, and “Any course not used in Area B” (ETH ST 6, ETH ST 7)

Motion to approve changes to the Ethnic Studies AA/Certificate of Achievement with no additional revisions.

**Motion made by:** Susan Caggiano; **Seconded by:** Redelia Shaw

The motion passed unanimously.

- f. Changes to degrees, certificates, and program maps as a result of courses considered on this agenda  
 Motion to approve changes to degrees, certificates, and program maps as a result of courses considered on this agenda.

**Motion made by:** Audra Wells; **Seconded by:** Alex Ibaraki

The motion passed unanimously.

### **VIII. New Business**

None

### **IX. Old Business**

- DEI in Curriculum Framework: Diversity, Equity, and Inclusion in Curriculum: Model Principles and Practices

### **X. Adjournment**

Motion to adjourn the meeting at 4:30 pm.

**Motion made by:** Estela Narrie; **Seconded by:** Lisa Collins

The motion passed unanimously.

### Three Pathways Side by Side

Area	Proposed CalGETC Pathway	Proposed CCC Associate Degree GE Pathway	Proposed CCC Baccalaureate Degree GE Pathway (Lower Division)
<b>1</b>	English Composition (3/4) Critical Thinking and Composition (3/4) Oral Communication (3/4)	English Composition (3/4) Oral Communication and Critical Thinking (3/4)	English Composition (3/4) Oral Communication and Critical Thinking (3/4)
<b>2</b>	Mathematical Concepts and Quantitative Reasoning (3/4)	Mathematical Concepts and Quantitative Reasoning (3/4)	Mathematical Concepts and Quantitative Reasoning (3/4)
<b>3</b>	Arts (3/4) Humanities (3/4)	Arts and Humanities (3/4)	Arts and Humanities (3/4)
<b>4</b>	Social and Behavioral Sciences (6/8)	Social and Behavioral Sciences (3/4)	Social and Behavioral Sciences (3/4)
<b>5</b>	Physical Science (3/4) Biological Science (3/4) Laboratory (for Phys/Bio Science) (1/1)	Natural Sciences (3/4)	Natural Sciences (3/4)
	Lifelong Learning and Self-Development <i>Not required (CSU Upper Division GE)</i>	Lifelong Learning and Self-Development <i>Not required in current title 5 regulations</i>	Lifelong Learning and Self-Development <i>Not required in current title 5 regulations</i>
<b>6</b>	Language other than English (LOTE) <i>(Currently UC only, carries no units)</i>	Language other than English (LOTE) <i>Not required in current title 5 regulations</i>	Language other than English (LOTE) <i>Not required in current title 5 regulations</i>
<b>7</b>	Ethnic Studies (3/4)	Ethnic Studies (3/4)	Ethnic Studies (3/4)
	-	-	Additional units from above areas (6/8)
<b>Total</b>	<b>11 courses (34 semester/45 quarter units)</b>	<b>21 semester/28 quarter units</b>	<b>27 semester/36 quarter units</b>

**To view the individual proposed pathways, click on the links below.**

**Proposed (Local) Associate Degree General Education Pathway**

**Proposed CalGETC (Associate Degree for Transfer General Education Pathway)**

**Proposed CCC Lower Division Baccalaureate Degree General Education Pathway**

# General Education Pathways for Consideration

October 6, 2022

## Proposed CalGETC (Associate Degree for Transfer General Education Pathway)

CalGETC Area	Subject	Courses/Units
1 – English Communication	English Composition Critical Thinking and Composition Oral Communication	1 course (3 units) 1 course (3 units) 1 course (3 units)
2	Mathematical Concepts and Quantitative Reasoning	1 course (3 units)
3 – Arts and Humanities	Arts Humanities	1 course (3 units) 1 course (3 units)
4	Social and Behavioral Sciences	2 courses (6 units)
5	Physical Science Biological Science Laboratory (for Phys/Bio course)	1 course (3 units) 1 course (3 units) (1 unit)
N/A	Life Long Learning and Self-Development ( <i>CSU upper division GE</i> )	-
6	Language other than English (LOTE) ( <i>Currently UC only, carries no units</i> )	-
7	Ethnic Studies	1 course (3 units)
<b>Total Courses (units)</b>	-	<b>11 courses (34 units)</b>

## Proposed (Local) Associate Degree General Education Pathway

Area	Subject	Units	Current Title 5
1	English Composition Oral Communication and Critical Thinking	3 semester/4 quarter units* 3 semester/4 quarter units*	Title 5 §55063(c)(4)(A) and (d)(1) Title 5 §55063(c)(4)(B)
2	Mathematical Concepts and Quantitative Reasoning	3 semester/4 quarter units+	Title 5 §55063(c)(4)(B) and (d)(2)
3	Arts and Humanities	3 semester/4 quarter units*	Title 5 §55063(c)(3)
4	Social and Behavioral Sciences	3 semester/4 quarter units*	Title 5 §55063(c)(2)
5	Natural Sciences	3 semester/4 quarter units*	Title 5 §55063(c)(1)
	Lifelong Learning and Self-Development	optional	-
6	Language other than English (LOTE)	optional	-
7	Ethnic Studies	3 semester/4 quarter units*	Title 5 §55063(d)(3)
	<b>Total Units</b>	<b>21 semester/28 quarter</b>	

## Proposed CCC Lower Division Baccalaureate Degree General Education Pathway

Area	Subject	Units	Current Title 5
1	English Composition Oral Communication and Critical Thinking	3 semester/4 quarter units* 3 semester/4 quarter units*	Title 5 §55063(c)(4)(A) and (d)(1) Title 5 §55063(c)(4)(B)
2	Mathematical Concepts and Quantitative Reasoning	3 semester/4 quarter units+	Title 5 §55063(c)(4)(B) and (d)(2)
3	Arts and Humanities	3 semester/4 quarter units*	Title 5 §55063(c)(3)
4	Social and Behavioral Sciences	3 semester/4 quarter units*	Title 5 §55063(c)(2)
5	Natural Sciences	3 semester/4 quarter units*	Title 5 §55063(c)(1)
	<i>Lifelong Learning and Self-Development</i>	<i>optional</i>	
6	<i>Language other than English (LOTE)</i>	<i>optional</i>	
7	Ethnic Studies	3 semester/4 quarter units*	Title 5 §55063(d)(3)
	Additional units from any of the above areas	6 semester/8 quarter units	
	<b>Total Units</b>	<b>27 semester/36 quarter</b>	

\* indicates transfer-level course required

+ indicates transfer-level course expected with limited exceptions

Curriculum Committee  
2022-2023

Santa Monica College



# Welcome

SMC



*Thank you for volunteering your  
time and expertise!*

*We are so glad you are here!*



# The Team

SMC

*“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.”*

*- Maya Angelou*

*Our space welcomes everyone's thoughts, support and encourages each other, and always allows room for praise.*

## **Goals today and...**

*Identify topics impacting Curriculum this year. Understand our roles as members and representatives. Provide guidance on curriculum proposals to best support our students' needs.*

# Meetings

SMC

Curriculum meets every **1<sup>st</sup> and 3<sup>rd</sup> Wednesday** of the Month

The **5<sup>th</sup> Wednesday** is tentatively scheduled– we have some catching up to do!

*See updated schedule on next page...*

# Timeline for Proposals



## Curriculum Timelines 2021-2022

Please refer to the timeline/meeting dates when submitting courses/programs. All courses and programs (including changes) must be approved by the Curriculum Committee, Academic Senate, Board of Trustees, and Chancellor's Office to be offered.

*The timeline will be updated with specific Spring 2022 dates for the Board of Trustees in late Fall.*

Curriculum Committee	Academic Senate	Board of Trustees	Estimated Effective/Start Date*
September 1, 2021	September 14, 2021	October 5, 2021	<b>Items approved in Fall 2021 are effective:</b> <ul style="list-style-type: none"> <li>Winter or Spring 2022                             <ul style="list-style-type: none"> <li>Non-Substantial Changes, Distance Education, and Global Citizenship</li> </ul> </li> </ul>
September 15, 2021	September 28, 2021		
September 29, 2021 (tentative)	October 12, 2021	November 2, 2021	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2022                             <ul style="list-style-type: none"> <li>New Courses, New Programs, and Substantial Course/Program Changes</li> </ul> </li> </ul>
October 6, 2021			
October 20, 2021	October 26, 2021	December 7, 2021	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2022                             <ul style="list-style-type: none"> <li>Non-Substantial Changes, Distance Education, and Global Citizenship</li> </ul> </li> </ul>
November 3, 2021	November 9, 2021		
November 17, 2021	November 23, 2021	January 2022	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2022                             <ul style="list-style-type: none"> <li>Non-Substantial Changes, Distance Education, and Global Citizenship</li> </ul> </li> </ul>
December 1, 2021	December 7, 2021		
February 16, 2022	March 8, 2022	April 2022	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2022                             <ul style="list-style-type: none"> <li>Non-Substantial Changes, Distance Education, and Global Citizenship</li> </ul> </li> </ul>
March 2, 2022			
March 16, 2022	March 29, 2022	May 2022	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2022                             <ul style="list-style-type: none"> <li>Non-Substantial Changes, Distance Education, and Global Citizenship</li> </ul> </li> </ul>
March 30, 2022 (tentative)	April 26, 2022	June 2022	
April 6, 2022			
April 20, 2022	May 10, 2022	July 2022	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2023                             <ul style="list-style-type: none"> <li>New Courses, New Programs, and Substantial Course/Program Changes</li> </ul> </li> </ul>
May 4, 2022			
May 18, 2022	May 24, 2022	July 2022	<b>Items approved in Spring 2022 are effective:</b> <ul style="list-style-type: none"> <li>Summer or Fall 2023                             <ul style="list-style-type: none"> <li>New Courses, New Programs, and Substantial Course/Program Changes</li> </ul> </li> </ul>
June 1, 2022	June 7, 2022		

**\*Please note additional time for courses submitted for UC, IGETC, CSUGE:**

- UC transfer courses are submitted June 2022; if approved, they're effective Fall 2022.
  - If a course is denied UC transfer, there usually is an appeal process in October 2022.
  - If the approved UC course is to be submitted for IGETC/CSUGE, the course cannot be offered until Fall 2023.
- IGETC/CSUGE courses are submitted December 2022; if approved they're effective Fall 2023.

**Timeline example:** A new program is approved at the May 4 Curriculum Committee meeting. It will then go to the Academic Senate in May. If approved by Senate, it will appear on the Board of Trustees agenda in June. If approved by the Board, the program will be uploaded to the Chancellor's Office. The Chancellor's Office can take up to 60 days to review, so approval will likely happen in August. The catalog for 22-23 academic year is finalized in July, so the program will be offered the following academic year, Summer/Fall 2023.

Rachel – our amazing Curriculum Specialist – created a timeline. It shows course submission and effective start dates.

Curriculum Committee  
2021-2022

Santa Monica College

Training

SANTA MONICA COLLEGE



# Ed Code, Title V

SMC

AB 1725 Landmark Legislation 1988

Title 5 § 53200 (b): Academic Senate addresses "Academic and professional matters" meaning the following policy development and implementation matters

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Board Policy 2511

SMC

## SMC BP 2511 PARTICIPATORY GOVERNANCE: ACADEMIC SENATE

### Rely Primarily or Mutually Agree

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Administrative Regulations

**SMC**

**AR 4020** CURRICULUM COMMITTEE STRUCTURE, FUNCTIONS, RESPONSIBILITY, AND CURRICULUM APPROVAL PROCESS

**AR 4100** GRADUATION REQUIREMENTS FOR DEGREES

<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>



<http://www.academicssenate.com/>

## **Academic Senate By-laws**

<https://www.smc.edu/administration/governance/academic-senate/documents/senate-bylaws.pdf>

# The "Packet"

- Useful things to have on hand during meetings
- Information to help review curriculum courses and programs
- Information you might need to help your department build curriculum

## The "Packet"

### *Things you might need while in a Curriculum Meeting:*

- [META](#) website
- [College Catalog 2020-2021](#)
- [College Catalog 2021-2022](#)
- [Approved DE courses](#)

### *Things you might need while reviewing Curriculum proposals:*

- Any of the above plus...
- [META Handbook](#)
- [Blooms Taxonomy](#)

### *Things you might need as you help your Department create, design, and innovate curriculum:*

- Any of the above plus...
- [META Workflow Types](#)
- [Deadlines](#)
- [Pre-requisites, corequisites, and Advisories](#) forms and information
- [TOP Codes](#) (Taxonomy of Programs)
- [Career Education](#) (CE) course and program requirements
- [Regional Program Approval](#) - LMI Form
- [Minimum Qualifications](#) for Faculty and Admin
- CSU General Education Requirements
- [Prior to Fall 2021](#) College Catalog Page 46
- [Beginning Fall 2021](#) College Catalog Page 49

### *Miscellaneous Information:*

- Roles and Responsibilities: [META Quick Guide for Curriculum Representative](#)
- [Curriculum Resources](#) Page
- [The Course Outline of Record: A Curriculum Reference Guide](#)
- [PCAH 7th Edition](#)

# Representative vs Member?

SMC

Representatives start at the beginning of a proposal. You are the connection between your department and the committee. You will help answer questions about the curriculum process.

Members review all curriculum proposals and provide feedback. In this role, you will check that requirements are met and help proposals to best serve our students.

You are not expected to know everything – we are all learning about each department and program. If you have questions, reach out to us.  
Sal Veas and Patricia Ramos.

## Representatives

## Members

## The Team

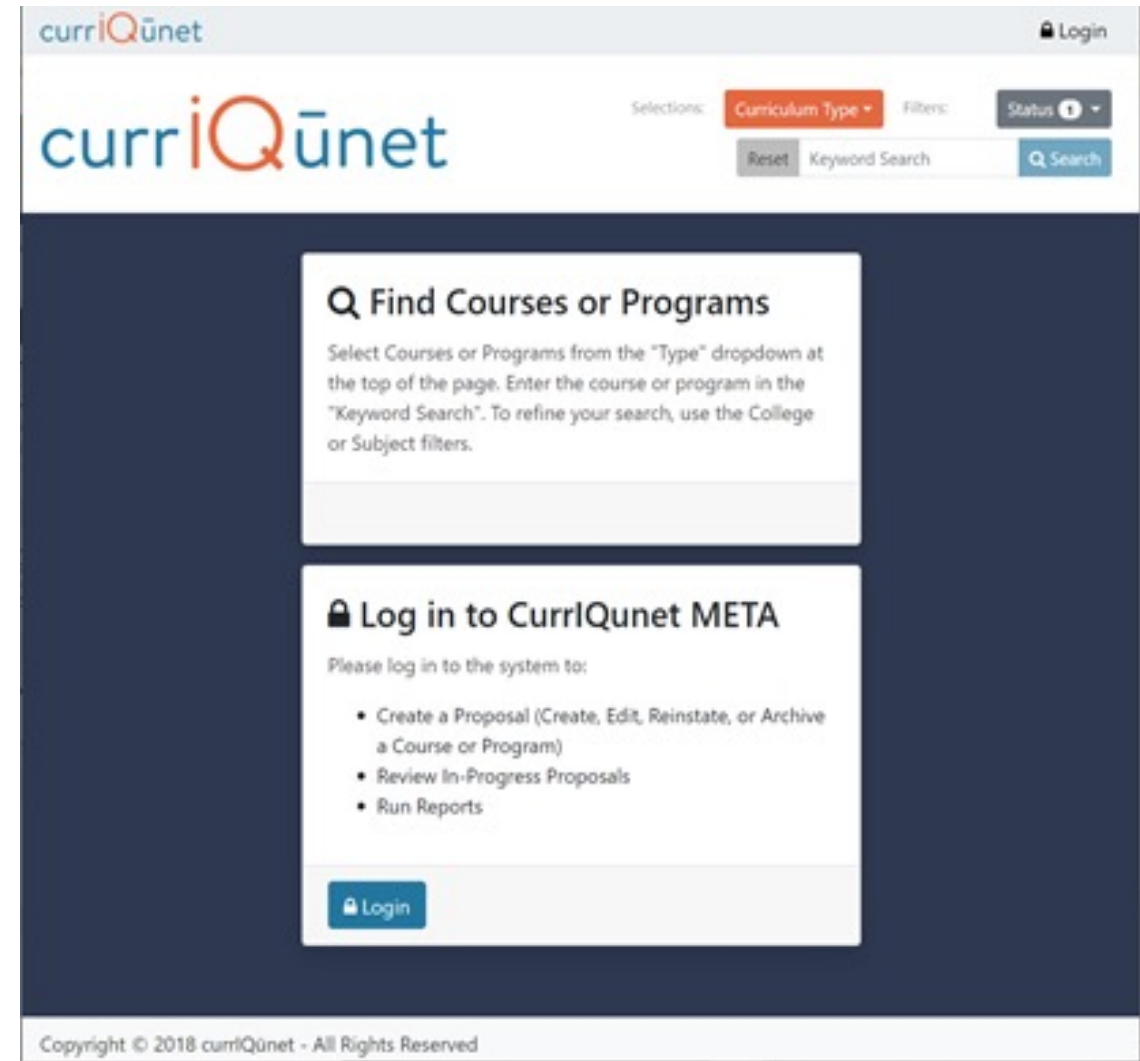
Roles and Responsibilities

# Login curriQunet META

SMC

## curriQunet META Login

If this is your **first time** and you need an account, please contact Rachel. [demski\\_rachel@smc.edu](mailto:demski_rachel@smc.edu)



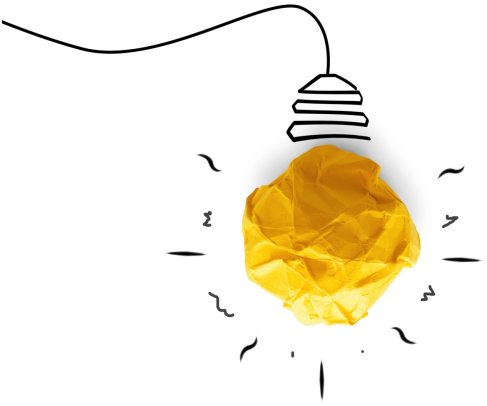
The screenshot shows the curriQunet META login page. At the top, there is a navigation bar with the curriQunet logo and a 'Login' button. Below the logo, there are search and filter options: 'Selections: Curriculum Type' (a dropdown menu), 'Filters: Status' (a dropdown menu), a 'Reset' button, a 'Keyword Search' input field, and a 'Search' button. The main content area is dark blue and contains two white boxes. The first box is titled 'Find Courses or Programs' and contains instructions: 'Select Courses or Programs from the "Type" dropdown at the top of the page. Enter the course or program in the "Keyword Search". To refine your search, use the College or Subject filters.' The second box is titled 'Log in to CurriQunet META' and contains the text 'Please log in to the system to:' followed by a bulleted list of actions: 'Create a Proposal (Create, Edit, Reinstate, or Archive a Course or Program)', 'Review In-Progress Proposals', and 'Run Reports'. At the bottom of this box is a 'Login' button. The footer of the page reads 'Copyright © 2018 curriQunet - All Rights Reserved'.



as a **Representative...**

# Before curriQunet META

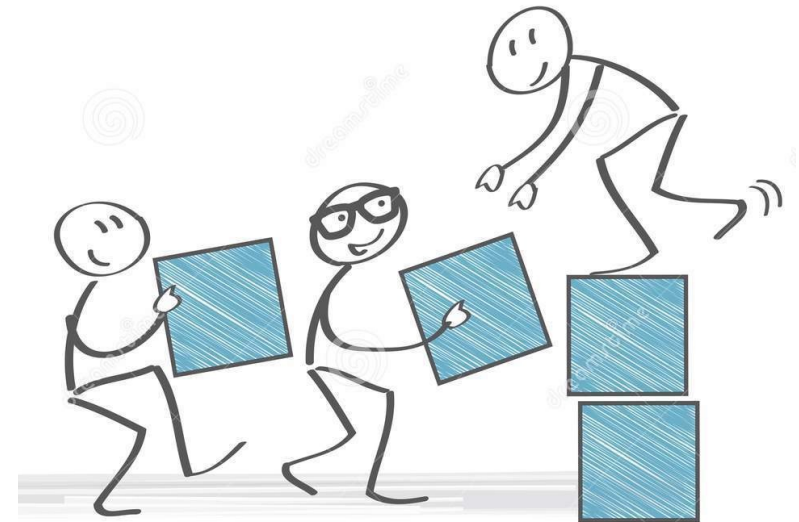
SMC



Faculty has an **idea** for a course or program (new or change)



Faculty talks to **Department Chair** to decide how the idea fits into the program and **benefits our students**

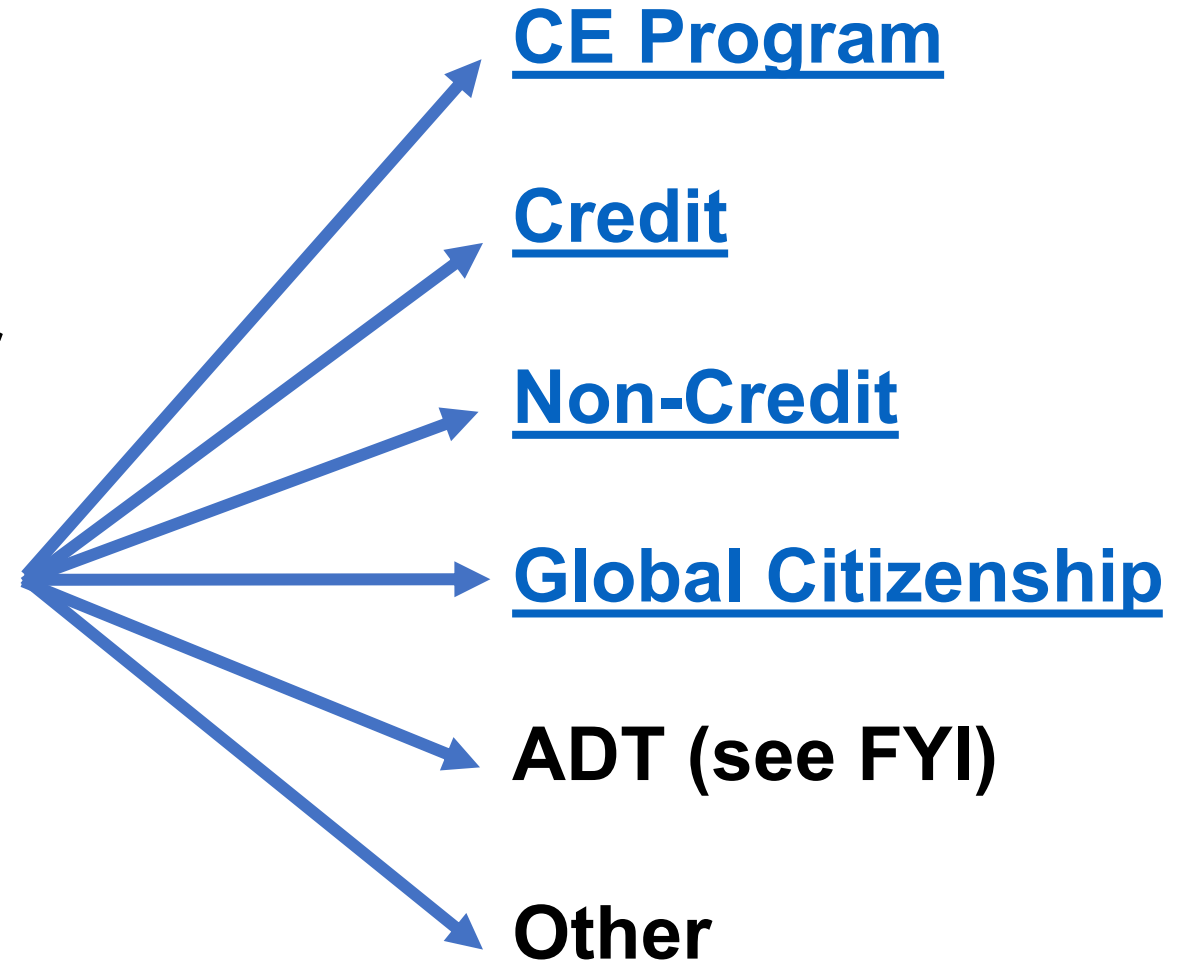


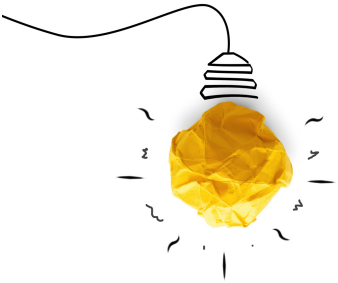
# Before curriQunet META

SMC



Faculty  
+  
Department Chair  
  
confer with  
**Department  
Representative**  
(that's you!)





**What type of proposal is being created?**



## Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

### Proposal Type

Select a proposal type

#### Courses

1. Course - New
2. Course - Reinstate
3. Course - Change
4. Course - Distance Education (DE)
5. Course - Global Citizenship



# Course Proposals in META

SMC



## 1. Course: New

Proposing a new course

New  
Course

## 2. Course: Reinstate

Proposing the reactivation of a  
previously deactivated course

Reinstate  
Course



## 3. Course: Change

Proposing a change to an existing course.  
May be a substantial or non-substantial change.

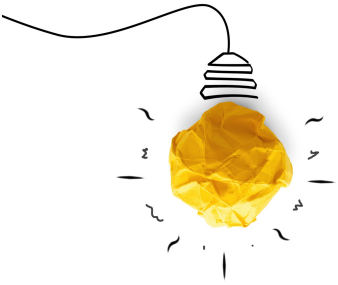
Change  
Course

## 4. Course: Distance Education \*

- Propose new DE, change existing DE (including Emergency DE)

Distance  
Education

*\* NOTE: the course must also be updated as part of this procedure if it has been more than two years since the last update.*



## 5. Course: Global Citizenship \*

- Proposing an existing course to fulfill the SMC Global Citizenship Graduation Requirement

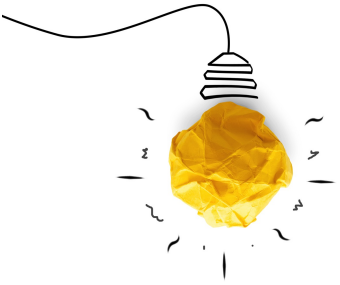
Global  
Citizenship

*\* NOTE: the course must also be updated as part of this procedure if it has been more than two years since the last update.*

## 6. Course: Deactivation

Deactivating an unused course

Deactivation  
Course



## Course: Substantial Change

- Changes that do alter the essence of the course; *or*
- Changes in units or hours; *or*
- Changes in pre/co-requisite(s)/skills advisories; *or*
- Substantial changes in objectives or outcomes (alters essence of the course); *or*
- Significant changes in content, presentation, evaluation (alters essence of the course)

Substantial  
Change to  
Course



Non-Substantial  
Change  
to Course

## Course: Non-substantial Change

- No changes that alter the essence of the course; *and*
- No change in units or hours; *and*
- No change in pre/co-requisite(s)/skills advisories; *and*
- No substantial change in objectives or outcomes (essence remains the same); *and*
- No significant change in content, presentation or evaluation

# Program Proposals in META

SMC



## 1. Program: New Degree/Certificate

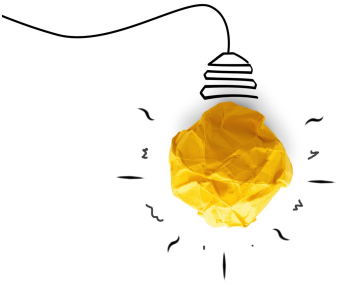
- Proposing a new degree of certificate

New  
Degree or  
Certificate

## 2. Program: Change

- Proposing a substantial or non-substantial change to a program.

Change to  
Program



## Substantial Change

- Changes that alter the essence of the program (including significant title change); *or*
- Change in total units; *or*
- Change in required courses; *or*
- Additions or deletions of “concentration options”

Substantial  
Change to  
Program

## Program: Non-Substantial Change



- No changes that alter the essence of the program; *and*
- No change in total units; *and*
- No change in required courses; *and*
- No substantial change in program learning outcomes (essence remains the same).

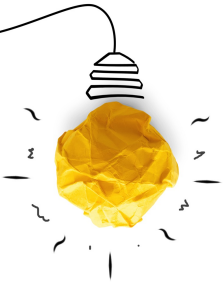
Non-Substantial Change to Program





Faculty Originator develops and discusses the proposal with their department. Then it is entered into META and submitted

***Official review by you...***



## Let's look at META

*On a scale of 1-10, how comfortable are you with META?*

*1 = I'm scared to open it!*

*10 = I got this!*



Have faculty make you, the Representative,  
a ***co-contributor*** so you can make minor  
updates (spelling, grammar, etc.) as needed



as a **Member...**

The screenshot shows the curriQunet META interface. At the top, there is a navigation bar with the curriQunet logo on the left, two tabs labeled 'Curriculum' and 'Approvals' in the center, and a 'Create Proposal' button on the right. The 'Approvals' tab is highlighted with a red circle and has a small orange badge with the number '70' next to it. Below the navigation bar, the main content area is titled 'Approvals' in orange. It features two radio buttons: 'My Approvals' (unselected) and 'All Approvals' (selected). To the right of these are three dropdown menus: 'Proposal Type:All', 'Position:All', and 'Subject:All'. Below these are two more dropdown menus: 'Organizations:All' and a 'Title' input field, followed by a 'Search' button. The main content area contains a table with the following data:

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
4. Course: SUBSTANTIAL Change		COSM	COSM 41B - Hair Styling 4	Curriculum Chair/Vice Chair	No	
1. Program: New Degree/Certificate	FRENCH		European Studies	Curriculum Chair/Vice Chair	No	

## Go to Approvals

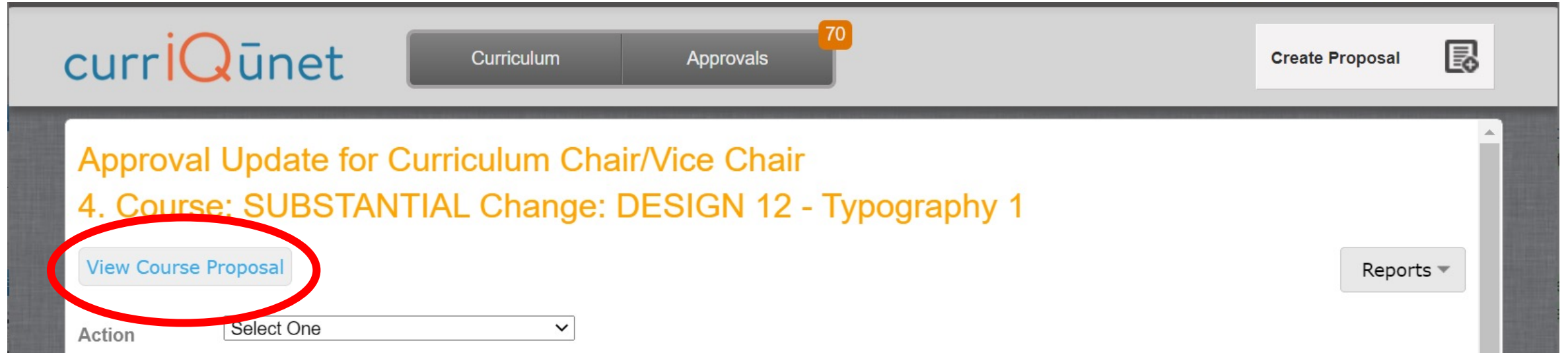
“My Approvals” are your Representative Approvals

The screenshot shows the curriQunet META interface. At the top, there is a navigation bar with 'Curriculum' and 'Approvals' tabs. The 'Approvals' tab is active and has a notification badge with the number '70'. To the right of the navigation bar is a 'Create Proposal' button with a document icon. Below the navigation bar, there is a search and filter section. It includes a 'My Approvals' radio button and an 'All Approvals' radio button. There are three dropdown menus for 'Proposal Type:All', 'Position:All', and 'Subject:All'. Below these are two more dropdown menus for 'Organizations:All' and a 'Title' search field with a 'Search' button. The main content area is a table with the following columns: Proposal Type, Organization, Subject, Title, Position, Pending Changes, and Reports. The 'Reports' column is circled in red. The table contains two rows of data.

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
4. Course: SUBSTANTIAL Change		COSM	COSM 41B - Hair Styling 4	Curriculum Chair/Vice Chair	No	
1. Program: New Degree/Certificate	FRENCH		European Studies	Curriculum Chair/Vice Chair	No	

**To see differences in a Program or Course...**

Choose "Reports" , then Comparison  
Compare with the Active Course/Program



The screenshot shows the curriQunet META interface. At the top left is the logo "curriQūnet". In the center, there are two tabs: "Curriculum" and "Approvals", with a notification badge showing "70" on the "Approvals" tab. On the top right, there is a "Create Proposal" button with a document icon. The main content area displays the text "Approval Update for Curriculum Chair/Vice Chair" in orange, followed by "4. Course: SUBSTANTIAL Change: DESIGN 12 - Typography 1" also in orange. Below this text, a button labeled "View Course Proposal" is circled in red. To the right of this button is a "Reports" dropdown menu. At the bottom left, there is an "Action" label and a dropdown menu currently set to "Select One".

**To see in detail or to make minor edits...**

From the Previous page – click on the course  
Choose "View Course Proposal"



Once complete,  
Faculty submits  
proposal.

Proposal goes to you  
– the Representative –  
for review.

If there are no changes or only minor changes (spelling, grammar, etc.) you can make those minor changes and then choose: "Approve and forward to Department Chair" in the Action drop-down menu.

If significant changes are needed, add change requests in the Comments area. Then choose "Request Changes" in Action drop-down menu. Faculty makes changes and re-submits.





## Department Chair

Reviews and adds department vote  
Once approved, it is forwarded...

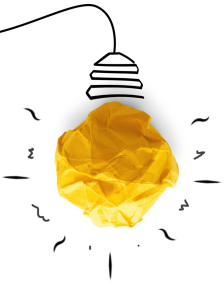


to the **Articulation Officer**, then the  
**Librarian**, and...



the **Tech Team** who review to place on  
the **Curriculum Agenda**

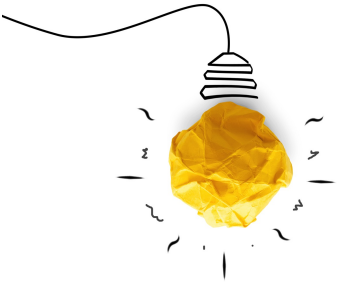




**Curriculum Members pre-review proposals prior to meeting.**

Comments and questions are added in META so the Faculty creator can respond prior to meeting.





Faculty Creator and Department Chair present  
to **Curriculum Committee**

We review the proposal and either **approve**, approve with minor revisions, or return to originator for changes.

Final Approval: Academic Senate, Board of Trustees,  
and then the Chancellors Office!



## **Discussion and Voting Norms for Zoom Meetings**

- Proposal introduced and entered into Chat for record (Thank you, Rachel!)
- If you have a minor item to note (such as spelling errors, Canvas vs LMS, etc.)  
Type them into the Chat so Rachel has a record.
- If you have an item to discuss, raise your hand (Zoom - Reactions)
- Once the discussion is complete, the Motion and Second are placed in Chat.
- Votes will be entered into Chat. This gives us a record of who voted and how.

*Note: We can revisit these Norms as needed.*

Curriculum Committee  
2021-2022

Santa Monica College

# Additional Information (FYI)

SANTA MONICA COLLEGE



# Associate Degrees

SMC

- Minimum of 60 units
- At least 18 units in a major or area of emphasis
- Can use local GE pattern
- Chancellor's Office approved



# Associate Degrees for Transfer-ADT **SMC**

- Minimum of 60 units; no more than 60 units may be required
- At least 18 units in a major
- Must follow Transfer Model Curriculum (TMC); designated courses must have C-ID approval
- General education limited to a CSU or IGETC pattern
- Chancellor's Office approved



# Certificate of Achievement



- 16 or more related units **must** be Chancellor's Office approved, noted on transcript (used to be 18)
- 8–15.5 units **may** be Chancellor's Office approved, but it is not required (although recommended)\* (used to be 12 min)
- Changes in funding formula will impel the majority of certificates to be Chancellor approved; if department (local) certificates are not being awarded (students are not earning them) decisions must be made on retaining them.

•\*Certificates noted on students' transcript must be approved by the Chancellor's Office.



- Fewer than 16 related units (or noncredit)
- Not Chancellor's Office approved
- Not noted on student transcript
- Not eligible for financial aid
- Not included in CCC funding formula

So why offer these?

Fewer than 8 units, experimental or short-term, quick response to industry or local need...

# Non-credit Certificates



Career Development and College Preparation Programs award two types of certificates which allow colleges to offer noncredit courses for higher apportionment levels:

- **Certificate of Competency** – a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
- **Certificate of Completion** – a certificate leading to improved employability or job opportunities

# Courses and Programs



Credit	Noncredit
<b>Courses</b>	<b>Courses</b>
<ul style="list-style-type: none"> <li>• Degree-applicable</li> <li>• Non degree-applicable</li> <li>• Refer to PCAH 7, <b>Part II</b>, credit curriculum standards and criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Noncredit: no credit awarded for courses in 10 categories, but approved by CO and receives apportionment</li> <li>• Refer to PCAH 7, <b>Part III</b>, noncredit curriculum standards and criteria</li> </ul>
<b>Programs</b>	<b>Programs</b>
<ul style="list-style-type: none"> <li>• Associate Degrees (AA, AS)</li> <li>• Associate Degrees for Transfer (AA-T, AS-T)</li> <li>• Certificates of Achievement               <ul style="list-style-type: none"> <li>8 to less than 16 units (semester)</li> <li>16 or more units (semester)</li> </ul> </li> <li>• Locally Approved Certificates               <ul style="list-style-type: none"> <li>&lt;16 units, CO approval optional but not required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Career Development and College Preparation (CDCP)               <ul style="list-style-type: none"> <li>○ Certificate of Completion</li> <li>○ Certificate of Competency</li> </ul> </li> <li>• Adult High School Diploma</li> <li>• Noncredit Apprenticeship Program</li> <li>• Locally Approved Certificates (not CO approved)</li> </ul>

# CCCCO Vision for Success



	Programs	Courses
<b>Goal 1:</b> <b>Increase number of students earning certificates and degrees.</b>	<ul style="list-style-type: none"> <li>● <b>Communicate</b> program requirements and program function (e.g. learning outcomes, connections to jobs/earning potential, connections to future education opportunities, transfer, etc.) to students.</li> <li>● Build <b>academic maps</b> to display recommended sequencing of courses, including general education (GE).</li> </ul>	<ul style="list-style-type: none"> <li>● Maximize diversity/flexibility of offerings-encourage <b>alternate deliveries</b> of courses (e.g. Distance Education, Dual Enrollment).</li> <li>● Identify <b>crossover</b> with other courses to avoid teaching same material in multiple courses, unless intentionally scaffolding advanced skills development.</li> </ul>
<b>Goal 2:</b> <b>Increase transfer to CSU and UC</b>	<ul style="list-style-type: none"> <li>● Research <b>comparable programs</b> at transfer institutions. Use Transfer Model Curriculum (TMC), ASSIST.org, UC Pathways, etc.</li> <li>● Consult Articulation Officer and counselors during program development to <b>maximize alignment</b> with transfer institutions.</li> </ul>	<ul style="list-style-type: none"> <li>● Research <b>comparable courses</b> at transfer institutions. <i>Note: our courses must align to lower division courses at transfer institutions.</i></li> <li>● Maximize general education (GE) and course-to-course <b>articulation</b>. Use statewide C-ID database, CSU GE and IGETC guidelines; consult with Articulation Officer.</li> </ul>
<b>Goal 3:</b> <b>Decrease units to complete</b>	<ul style="list-style-type: none"> <li>● Avoid extra program requirements. Use comparable programs, advisory committees, etc.</li> <li>● Avoid duplicate curriculum. Use courses from GE &amp; other disciplines, when possible, to maximize double counting and flexibility for students.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Remove unnecessary prerequisites</b> (<i>see Prerequisite Validation Administrative Procedure 4260</i>).</li> <li>● Establish appropriate units. Use C-ID, comparable courses, advisory committee minutes, etc. to avoid excessive units on courses.</li> </ul>

# CCCCO Vision for Success



	Programs	Courses
<p><b>Goal 4:</b>  <b>Increase employment in field of study and increase attainment of a livable wage</b></p>	<ul style="list-style-type: none"> <li>• Leverage Advisory Committees to evaluate regional employment outlook and <b>establish partnerships</b> with employers in the community.</li> <li>• Use Labor Market Information (LMI) from Center of Excellence, ONET &amp; Advisory Committee to <b>evaluate efficacy</b> of CTE Degrees and Certificates in your discipline.</li> <li>• Create scaffolded <b>stackable certificate(s) to degree pipelines</b> that build earning potential with additional education.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate <b>career exploration</b> and <b>experiential learning</b> into Course Outline of Records (CORs), especially in courses taken early in student pathway.</li> <li>• Integrate <b>21st Century Skills</b> (e.g. adaptability, collaboration, communication, digital fluency, empathy, resilience, self-awareness, social diversity awareness, analysis, etc.) into course curriculum.</li> </ul>
<p><b>Goal 5 &amp; 6:</b>  <b>Close equity gaps and reduce regional achievement gaps</b></p>	<ul style="list-style-type: none"> <li>• Evaluate Student Learning Outcome assessments, Programs and Services Review (PSR) data, and student feedback to meaningfully inform program modifications and <b>improve the student experience</b> both during and after earning their certificate and/or degree.</li> </ul>	<ul style="list-style-type: none"> <li>• Design/Evaluate CORs using an equity lens. Make updates to various course components (ie. content, methods of instruction/evaluation, resources).</li> <li>• Utilize <b>Zero Cost textbooks/resources</b>. Consult with Librarian.</li> <li>• Offer curriculum in <b>different modalities</b> (online, hybrid, California Institution for Women, dual enrollment, etc.) to maximize flexibility for students.</li> <li>• Maximize <b>credit for prior learning</b> (e.g. portfolios, work experience, military experience, industry certifications) and credit by exam opportunities (including Advanced Placement exams).</li> </ul>

# The reason we are here...

**SMC**



# What we may have coming..... **SMC**

- General Education and AB 928
- AB 1111 Common Course Numbering
- Competency Based Education (CBE)
- Credit for Prior Learning (CPL)
- DEI in Curriculum Practices
- Local General Education Requirements
  - >>Ethnic Studies
  - >>Global Citizenship