

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central white area.

# Curriculum Committee Overview 2023-2024

Presented by Jennafer Worland and Patricia Kelley

# What will be covered...

- ▶ Introduction
- ▶ Process of Curriculum
- ▶ Routine Peer Review

# Who We Are

Jennafer Worland  
Curriculum Chair

Patricia Kelley  
Curriculum Specialist



# Who we are continued...

- ▶ Curriculum Committee

- ▶ Who:

- ▶ Curriculum Committee is a sub-committee of Academic Senate who oversees all things curriculum in accordance with the 10+1, legislation, and our local policies and procedures

- ▶ What:

- ▶ We build curriculum for our community's need and we also adjust according to new laws that affect curriculum.

- ▶ Why:

- ▶ For our students!

# Where We're At!

## ▶ Past

### ▶ Curriculum Update (2018-2019)

- ▶ Put all of our curriculum through an expedited version of the curriculum process

### ▶ COVID (2020-2022)

- ▶ Similar to the curriculum update, but with Distance Education forms.

## ▶ Present

### ▶ Current Goal: Give curriculum the time and rigor it needs to best serve our students.

- ▶ Refine our process
- ▶ Make things transparent
- ▶ Get into eLumen

# General Overview of Process of Curriculum

- ▶ Step 1: Talk to Your People
- ▶ Step 2: Local Curriculum Process
- ▶ Step 3: External Curriculum Process
- ▶ Step 4: Offering the New/Revised Curriculum

# Step 1: Talk to Your People

## ▶ Pitching your “Thesis”

### ▶ Area Dean

- ▶ Instructional - Emily Garrison

- ▶ Career Technical Education (CTE) - Crystal Nasio or James Lee

### ▶ Peer Faculty

- ▶ The Curriculum Chair can be a great resource to connect you to various faculty

### ▶ Curriculum Specialist

- ▶ Patricia Kelley

### ▶ Articulation Officer

- ▶ Jaime Rodriguez

# Step 2: Local Curriculum Process

- ▶ Submitting Curriculum Through Local Approval Process
  - ▶ How to submit...
    - ▶ eLumen!
      - ▶ We are no longer using our out of system forms.
      - ▶ Please meet with your Curriculum Specialist to receive training on how to submit curriculum to eLumen



# General eLumen Workflow

## Submitting Your “First Draft”

- ▶ **Curriculum Specialist**
  - ▶ Patricia Kelley
- ▶ **Peer Faculty**
- ▶ **Area Dean**
  - ▶ Emily Garrison  
(Instructional)
  - ▶ Crystal Nasio or James Lee  
(CTE)
- ▶ **Articulation Officer**
  - ▶ Jaime Rodriguez
- ▶ **Catalog Coordinator**
  - ▶ Patricia Kelley &  
Heather Minehart
- ▶ **Scheduling Specialist**
  - ▶ Heather Brang
- ▶ **OAC Coordinator**
  - ▶ Either the Committee or  
Coordinator

# Shared Governance Committees

- ▶ **Outcomes Assessment Committee (OAC)**
  - ▶ Makes sure SLOs and PLOs meet the 3 Ms (manageable, meaningful, measureable)
- ▶ **Tech Review**
  - ▶ Reviews curriculum through a fine tooth comb
- ▶ **Curriculum Committee**
  - ▶ Final review before submitting to Board of Trustees
  - ▶ *\*Does not directly go to Academic Senate for approval, but all curriculum gets reported to Academic Senate for the sake of transparency*
- ▶ **Board of Trustees**

# Local Calendar Example

September			Approved Items Submit to October BOT
Complete eLumen Workflow Deadline	19th @ 3:00 PM PST	Tuesday	
Tech	22nd	Friday	
Curriculum	29th	Friday	
October			Approved Items Submit to November BOT
Complete eLumen Workflow Deadline	17th @ 3:00 PM PST	Tuesday	
Tech	20th	Friday	
Curriculum	27th	Friday	

# Step 3: External Curriculum Process

- ▶ **Chancellor's Officer of Curriculum Inventory (COCI)**
  - ▶ There are only SIX reviewers for ALL of California.
    - ▶ 60 days maximum for reviewal but the cycle resets with every revision.
- ▶ **ACCJC**
  - ▶ For New Programs or Substantive Changes to Programs.
  - ▶ Ensures accreditation compliance and is done by the Accreditation Liaison Officer (Lisa Holmes) and the Curriculum Specialist.
- ▶ **Transfer Approval Groups**
  - ▶ C-ID

# Step 4: Offer the New/Revised Curriculum (Final Step)

## ▶ **Publish to Catalog**

- ▶ Area Dean or Curriculum Specialist will communicate when courses/programs are ready to publish

## ▶ **Offering Courses**

- ▶ Collaborate with Area Dean, Scheduling Specialist, and Counselors

## ▶ **Advertising Programs**

- ▶ Collaborate with Dean, Public Information Office (PIO), and our college outreach programs to get the word out to the public that a new degree/certificate is available.

# Routine Peer Review

- ▶ The Process
  - ▶ Picking the Routine Peer Reviewers
  - ▶ Training of Routine Peer Reviewers
  - ▶ Stage 1: Review in Fall
  - ▶ Stage 2: Closing the loop in Spring
    - ▶ Reaching out to faculty authors

# Resources:

- ▶ [Curriculum and Instruction Unit](#)
  - ▶ Program Course Approval Handbook (PCAH)
  - ▶ California Community Colleges Curriculum Submission and Approval Technical Manual
- ▶ Routine Peer Review 6 Year Calendar
- ▶ [Routine Peer Review Application](#)

# Got Questions? We Got You!

- ▶ Patricia Kelley (Curriculum Specialist)
  - ▶ Email: [pkelley@barstow.edu](mailto:pkelley@barstow.edu)
  - ▶ Phone: (760) 252-2411 ext. 6923
  - ▶ Teams Chat or Teams Call
- ▶ Jennafer Worland (Curriculum Chair)
  - ▶ Email: [jworland@Barstow.edu](mailto:jworland@Barstow.edu)
- ▶ Melissa Matteson (Academic Senate President)
  - ▶ Email: [mmatteson@Barstow.edu](mailto:mmatteson@Barstow.edu)



Thank you!