COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – March 5, 2021, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**
   a. 2/5/2021

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review – 2/19/2021**

VIII. **Unfinished Business**

IX. **New Business**
   a. Certificate of Completion, Customer Service and Digital Literacy (non-credit) – 1ˢᵗ Read *(Action)*
   b. Certificate of Completion, Trade Technician (non-credit) – 1ˢᵗ Read *(Action)*
   c. Routine Peer Reviewer Update – Eduardo Vasquez
   d. DRAFT Program Review Handbook, Instructional Program Review and Non-Instructional Program Review Templates – Eduardo Vasquez
   e. Textbook Adoption Form – Eduardo Vasquez

X. **Announcements (2 minutes each)**

XI. **Future Agenda Items**

XII. **Next Regular Meeting**
   a. Friday, April 2, 2021, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Existing Programs (E):

1. Associate of Science Degree, Computer Business Information Systems
    Justification: Courses updated to align with degree requirements.

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

   a. 12/3/2020

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (12/3/2020)**

VIII. **Unfinished Business**
   a. AP 4232 (Pass/No Pass)-Eduardo Vasquez 2nd Read *(Action)*
   b. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez 2nd *(Action)*
   c. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*
   d. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*

IX. **New Business**

   a. Low Cost Textbooks-Eduardo Vasquez 1st Read *(Action)*

X. **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

XII. **Next Regular Meeting**

   a. Friday, February 5, 2021, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Course Inactivations (CI):

1. CSIS 3
2. CSIS 6
3. CSIS 33B

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – January 22, 2021, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*

II.   **Roll Call** *(1 minute)*

III.   **Approval of Agenda** *(1 minute)*

IV.   **Approval of Minutes**

   a. 12/3/2020

V.   **Opportunities to Address the Committee** *(2 minutes each)*

VI.   **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII.   **Consent Agenda from Tech Review (12/3/2020)**

VIII. **Unfinished Business**
   a. AP 4232 (Pass/No Pass)-Eduardo Vasquez 2nd Read *(Action)*
   b. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez 2nd *(Action)*
   c. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*
   d. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*

IX.   **New Business**

   a. Low Cost Textbooks-Eduardo Vasquez 1st Read *(Action)*

X.   **Announcements** *(2 minutes each)*

XI.   **Future Agenda Items**

XII.   **Next Regular Meeting**

   a. Friday, February 5, 2021, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Course Inactivations (CI):

1. CSIS 3
2. CSIS 6
3. CSIS 33B

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – February 5, 2021, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

    a. 1/22/2021

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review – No Agenda**

VIII. **Unfinished Business**
   a. Low Cost Textbooks - Eduardo Vasquez, 2nd Read *(Action)*
   b. AP 4021 (Program Discontinuance) – Eduardo Vasquez, 2nd Read *(Action)*
   c. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez, 2nd Read *(Action)*

IX. **New Business**

X. **Announcements** *(2 minutes each)*

Future Agenda Items
   a. Routine Peer Reviewer Update

XI. **Next Regular Meeting**
   a. Friday, March 5, 2021, 10:00 am, ConferZOOM

XII. **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – April 2, 2021, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**
   a. 3/5/2021

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (3/12/2021)**

VIII. **Unfinished Business**

IX. **New Business**
   a. Certificate of Completion, Customer Service and Digital Literacy (non-credit) – 2nd Read *(Action)*
   b. Certificate of Completion, Trade Technician (non-credit) – 2nd Read *(Action)*
   c. Associate of Science Degree, Kinesiology, Professional Preparation – 1st Read *(Action)*
   d. Textbook Adoption Form – Eduardo Vasquez – 1st Read *(Action)*

X. **Announcements (2 minutes each)**
XI. **Future Agenda Items**
XII. **Next Regular Meeting**
   a. April 16, 2021, 10:00 a.m. via ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

New Courses (N):

1. **KINL 2, Movement Anatomy**
   Justification: Required as part of the local KIN degree. This course serves as one of the six professional preparation courses required for the local degree.

2. **KINL 3, Principles of Movement**
   Justification: Required as part of the local KIN degree. This course serves as one of the six professional preparation courses required for the local degree.

3. **KINL 4, Physical Fitness and Wellness**
   Justification: Required as part of the local KIN degree. This course serves as one of the six professional preparation courses required for the local degree.

4. **KINL 5, Principles of Athletic Training**
   Justification: Required as part of the local KIN degree. This course serves as one of the six professional preparation courses required for the local degree.

5. **KINL 6, Foundations of Sports Psychology**
   Justification: Required as part of the local KIN degree. This course serves as one of the six professional preparation courses required for the local degree.

6. **MATH 4D, Business Calculus**
   Justification: This course is created for Business Degree students as it offers a calculus class that is geared for Business Majors.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – August 21, 2020, 10:00 am – 12:00 pm

ConferZoom

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Curriculum Committee Training**
IV. **Next Regular Meeting**
   a. Friday, September 4th, 10:00 am, ConferZOOM
V.   **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – September 4, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Approval of Agenda** *(1 minute)*
IV. **Approval of Minutes** – None
V. **Opportunities to Address the Committee** *(2 minutes each)*
VI. **Reports** *(2 minutes each)*
    a. Curriculum Committee Chair – Eduardo Vasquez
    b. Vice President, Academic Affairs – Tim Botengan
    c. Vice President, Student Services – Herbert English
    d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
    e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
    f. Articulation Officer – Jaime Rodriguez
    g. OAC Chairs – Joseph Williams and Penny Shreve
VII. **Consent Agenda from Tech Review**
VIII. **Unfinished Business**
IX. **New Business**
    a. Routine Peer Review *(15 minutes)* – Eduardo Vasquez
    b. Curriculum Handbook – Discussion *(5 minutes)* – Eduardo Vasquez
    c. Curriculum Committee Membership – Eduardo Vasquez
X. **Announcements** *(2 minutes each)*
XI. **Future Agenda Items**
    a. Textbook OER Process/Timeline – Jennifer Rodden
    b. Credit for Prior Learning – Eduardo Vasquez
    c. AP 4240 (Academic Renewal) – Eduardo Vasquez
XII. **Next Regular Meeting**
    a. Friday, September 18th, 10:00 am, ConferZOOM
XIII. **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – September 18, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
II. **Roll Call** *(1 minute)*
III. **Approval of Agenda** *(1 minute)*
IV. **Approval of Minutes**
   a. 5/1/2020
   b. 9/4/2020
V. **Opportunities to Address the Committee** *(2 minutes each)*
VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve
VII. **Consent Agenda from Tech Review**
   a. None.
VIII. **Unfinished Business**
   a. 6-Year Cycle of Routine Course Review – Eduardo Vasquez (Action)
   b. Curriculum Committee Membership – Eduardo Vasquez (Action)
IX. **New Business**
   a. Curriculum Handbook – 1st Read (Action)
   b. AP 4240 (Academic Renewal) – Eduardo Vasquez (Discussion)
X. **Announcements** *(2 minutes each)*
XI. **Future Agenda Items**
   a. Textbook OER Process/Timeline – Jennifer Rodden
   b. Credit for Prior Learning – Eduardo Vasquez
XII. **Next Regular Meeting**
   a. Friday, October 1st, 10:00 am, ConferZOOM
XIII. **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – October 2, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

    a. 9/18/2020

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*

    a. Curriculum Committee Chair – Eduardo Vasquez

    b. Vice President, Academic Affairs – Tim Botengan

    c. Vice President, Student Services – Herbert English

    d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden

    e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio

    f. Articulation Officer – Jaime Rodriguez

    g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review**

VIII. **Unfinished Business**

    a. AP 4240 (Academic Renewal) – Eduardo Vasquez 1st Read (Action)

    b. Curriculum Handbook – 1st Read – Eduardo Vasquez (Action)

IX. **New Business**

    a. AP 4021 (Program Discontinuance)- Eduardo Vasquez (Discussion)

    b. AP 4025 (Philosophy and Criteria for Associate Degree and General Education (Discussion)

    c. AP 4100 (Graduation Requirement for Degrees and Certificates) (Discussion)

    d. New Program Modification Form (Discussion)

X. **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

    a. Textbook OER Process/Timeline – Jennifer Rodden

    b. AP 4235 (Credit for Prior Learning) – Eduardo Vasquez

XII. **Next Regular Meeting**

    a. Friday, October 16th, 10:00 am, ConferZOOM

XIII. **Adjournment**

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – October 16, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

   a. 10/2/2020

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*

   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (10/2/2020)**

VIII. **Unfinished Business**

   a. AP 4240 (Academic Renewal) - Eduardo Vasquez –2nd Read (Action)
   b. Curriculum Handbook – Eduardo Vasquez – 2nd Read (Action)
   c. AP 4021 (Program Discontinuance)- Eduardo Vasquez - 1st Read (Action)
   d. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez - 1st Read (Action)
   e. AP 4100 (Graduation Requirement for Degrees and Certificates) – Eduardo Vasquez – 1st Read (Action)
   f. New Program Modification Form – Eduardo Vasquez – 1st Read (Action)

IX. **New Business**

   a. Annual Curriculum Approval Certification

   b. AP 4235 (Credit for Prior Learning) – Eduardo Vasquez (Discussion)

X. **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

XII. **Next Regular Meeting**

   a. Friday, October 30th, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Modified Courses (M):

1. **FROM** MUSI 7, Beginning Jazz Ensemble (1.0 unit)
    TO MUSI 7A, Beginning Jazz Ensemble (1.0 unit)
    Course title updated to fit within sequence.

New Courses (N):

1. CBIS 101, Digital Literacy (Non-Credit)
    Justification: This course is developed to equip students and further strengthen their ability to function in a world that requires the use of technological skills.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – October 30, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

   a. 10/23/2020

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*

   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (10/23/2020)**

VIII. **Unfinished Business**

   a. AP 4021 (Program Discontinuance)- Eduardo Vasquez – 2nd Read (Action)
   b. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez – 2nd Read (Action)
   c. AP 4100 (Graduation Requirement for Degrees and Certificates) – Eduardo Vasquez – 2nd Read (Action)
   d. New Program Modification Form – Eduardo Vasquez – 2nd Read (Action)

IX. **New Business**

   a. AS-T Mathematics – 1st Read *(Action)*

   b. AP 4022 (Course Approval) -Eduardo Vasquez *(Discussion)*

   c. AP 4236 (Advanced Placement) -Eduardo Vasquez *(Discussion)*

   d. AP 4232 (Pass/No Pass)-Eduardo Vasquez *(Discussion)*

X. **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

XII. **Next Regular Meeting**

   a. Friday, November 13th, 10:00 am, ConferZOOM

XIII. **Adjournment**

Modified Courses (M):

1. **FROM** SPAN 1A, Beginning Spanish (4.0 units)
   TO SPAN 1A, Beginning Spanish (4.0 units)
   Distance Education mode of delivery added to course.

2. **FROM** SPAN 1B, Beginning Spanish II (4.0 units)
   TO SPAN 1B, Beginning Spanish II (4.0 units)
   Distance Education mode of delivery added to course.

New Courses (N):

1. MATH 7, Contemporary Mathematics for Technical Fields (3.0 units)
   Justification: CTE Programs prepare students for workforce demands, which include technical STEM skills, which drive the global economy. In order to prepare students to meet these demands, this course was developed to equip students and further strengthen their technical problem solving and critical thinking skills.

2. MATH 197, Bridge to MATH 7 – Contemporary Mathematics for Technical Fields (Non-Credit)
   Justification: CTE Programs prepare students for workforce demands, which include technical STEM skills, which drive the global economy. In order to prepare students to meet these demands, this course was developed to equip students and further strengthen their technical problem solving and critical thinking skills.

Existing Programs (E):

1. Associate of Arts Degree for Transfer, Art History
   Justification: Courses updated to align with degree requirements.

Course Inactivations (C):

1. MATH 194

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – November 13, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**

   a. 10/30/2020

V.   **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*

   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (11/6/2020)**

VIII. **Unfinished Business**

   a. AS-T Mathematics – 2nd Read *(Action)*

IX. **New Business**

   a. AP 4022 (Course Approval) -Eduardo Vasquez 1st Read *(Action)*
   b. AP 4236 (Advanced Placement) -Eduardo Vasquez 1st Read *(Action)*
   c. AP 4232 (Pass/No Pass)-Eduardo Vasquez *(Discussion)*
   d. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez *(Discussion)*
   e. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio *(Discussion)*
   f. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio *(Discussion)*
   g. Low Cost Textbooks-Eduardo Vasquez *(Discussion)*

X.   **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

XII. **Next Regular Meeting**

   a. Friday, December 4th, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Modified Courses (M):

1. **FROM** AHLT 51, First Aid and Personal Safety (0.5 units)
    TO AHLT 51, First Aid and Personal Safety (0.5 units)
    Distance Education mode of delivery added to course; materials fee updated.

2. **FROM** AHLT 55A, Emergency Medical Technician – Basic (9 units)
    TO AHLT 55A, Emergency Medical Technician – Basic (9 units)
    Distance Education mode of delivery added to course.

3. **FROM** AHLT 62A, EMT Basic Refresher-EMSA Cert. (2 units)
    TO AHLT 62A, EMT Basic Refresher-EMSA Cert. (2 units)
    Distance Education mode of delivery added to course.

4. **FROM** AHLT 63, Basic CPR (0.5 units)
    TO AHLT 63, Basic CPR (0.5 units)
    Distance Education mode of delivery added to course; materials fee updated.

5. **FROM** ASTR 1L, Observational Astronomy (1.0 units)
    TO ASTR 1L, Observational Astronomy (1.0 units)
    Distance Education mode of delivery added to course.

6. **FROM** HEAL 2, Nutrition (3.0 units)
    TO HEAL 2, Nutrition (3.0 units)
    Course content changed to meet CSUGE Area E.

7. **FROM** KINA 3A, Circuit Wt. Training-Machines Only (0.5-1.0 units)
    TO KINA 3A, Circuit Wt. Training-Machines Only (0.5-1.0 units)
    Distance Education mode of delivery added to course.

8. **FROM** KINA 4A, Basic Weight Training & Conditioning (0.5-1.0 units)
    TO KINA 4A, Basic Weight Training & Conditioning (0.5-1.0 units)
    Distance Education mode of delivery added to course.

9. **FROM** KINA 5A, Cardiovascular Lab (0.5-1.0 units)
    TO KINA 5A, Cardiovascular Lab (0.5-1.0 units)
    Distance Education mode of delivery added to course.

10. **FROM** KINA 6A, Fitness-Walking, Jogging, Running (0.5-1.0 units)
    TO KINA 6A, Fitness-Walking, Jogging, Running (0.5-1.0 units)
    Distance Education mode of delivery added to course.

11. **FROM** KINA 7A, Tai Ji Quan (1.0 units)
    TO KINA 7A, Tai Ji Quan (1.0 units)
    Distance Education mode of delivery added to course.

12. **FROM** KINA 8A, Breathing, Meditation, Relaxation (1.0 units)
    TO KINA 8A, Breathing, Meditation, Relaxation (1.0 units)
    Distance Education mode of delivery added to course.

13. **FROM** KINA 9A, Fitness and Wellness (1.0 units)
    TO KINA 9A, Fitness and Wellness (1.0 units)
    Distance Education mode of delivery added to course.

14. **FROM** KINA 10A, Fitness and Wellness (2.0 units)
    TO KINA 10A, Fitness and Wellness (2.0 units)
    Distance Education mode of delivery added to course.

15. **FROM** KINA 16A, Beginning Volleyball (0.5-1.0 units)
    TO KINA 16A, Beginning Volleyball (0.5-1.0 units)
    Distance Education mode of delivery added to course.

16. **FROM** KINA 17A, Beginning Basketball (0.5-1.0 units)
    TO KINA 17A, Beginning Basketball (0.5-1.0 units)
    Distance Education mode of delivery added to course.

17. **FROM** KINA 18A, Beginning Softball (0.5-1.0 units)
    TO KINA 18A, Beginning Softball (0.5-1.0 units)
    Distance Education mode of delivery added to course.

18. **FROM** KINA 21A, Beginning Tennis (0.5-1.0 units)
    TO KINA 21A, Beginning Tennis (0.5-1.0 units)
    Distance Education mode of delivery added to course.

19. **FROM** KINA 22A, Beginning Badminton (0.5-1.0 units)
    TO KINA 22A, Beginning Badminton (0.5-1.0 units)
    Distance Education mode of delivery added to course.

20. **FROM** KINA 23A, Beginning Golf (0.5-1.0 units)
    TO KINA 23A, Beginning Golf (0.5-1.0 units)
    Distance Education mode of delivery added to course.

21. **FROM** KINA 30A, Beginning Self-Defense & Karate (0.5-1.0 units)
    TO KINA 30A, Beginning Self-Defense & Karate (0.5-1.0 units)
    Distance Education mode of delivery added to course.

22. **FROM** KINA 31A, Beginning Cardio Kickboxing (0.5-1.0 units)
    TO KINA 31A, Beginning Cardio Kickboxing (0.5-1.0 units)
    Distance Education mode of delivery added to course.

23. **FROM** KINA 150, Fitness and Wellness Laboratory (Non-Credit)
    TO KINA 150, Fitness and Wellness Laboratory (Non-Credit)
    Distance Education mode of delivery added to course.

24. **FROM** KINL 23, First Aid and Safety (3.0 units)
    TO KINL 23, First Aid and Safety (3.0 units)
    Distance Education mode of delivery added to course.

25. **FROM** OCEA 1, Introduction to the Marine Environment (3.0 units)
    TO OCEA 1, Introduction to the Marine Environment (3.0 units)
    Distance Education mode of delivery added to course.

26. **FROM** PHYS 2B, General Physics II: Electricity and Magnetism (4.0 units)
    TO PHYS 2B, General Physics II: Electricity and Magnetism (4.0 units)
    Distance Education mode of delivery added to course.

New Courses (N):

1. IMMT 100, Trades Technician (Non-Credit)
   Justification: Students completing the Trades Technician course will be competent for entry level skilled trades employment opportunities.

Existing Programs (E):

1. Associate of Arts Degree for Transfer, Social Justice
   Justification: New courses updated to align with degree requirements.

COMMITTEE ON CURRICULUM & INSTRUCTION

Agenda – December 3, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

II. **Roll Call** *(1 minute)*

III. **Approval of Agenda** *(1 minute)*

IV. **Approval of Minutes**
   a. 11/13/2020

V. **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
   a. Curriculum Committee Chair – Eduardo Vasquez
   b. Vice President, Academic Affairs – Tim Botengan
   c. Vice President, Student Services – Herbert English
   d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
   e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
   f. Articulation Officer – Jaime Rodriguez
   g. OAC Chairs – Joseph Williams and Penny Shreve

VII. **Consent Agenda from Tech Review (11/20/2020)**

VIII. **Unfinished Business**
   a. AP 4022 (Course Approval) -Eduardo Vasquez 2nd Read *(Action)*
   b. AP 4236 (Advanced Placement) -Eduardo Vasquez 2nd Read *(Action)*

IX. **New Business**

   a. AP 4232 (Pass/No Pass)-Eduardo Vasquez 1st Read *(Action)*
   b. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez 1st Read *(Action)*
   c. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio 1st Read *(Action)*
   d. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio 1st Read *(Action)*
   e. Low Cost Textbooks-Eduardo Vasquez 1st Read *(Action)*

X. **Announcements** *(2 minutes each)*

XI. **Future Agenda Items**

XII. **Next Regular Meeting**
   a. Friday, January 22, 2021, 10:00 am, ConferZOOM

XIII. **Adjournment**

Curriculum Consent Agenda

Modified Courses (M):

1. **FROM** SOCI 30, Introduction to Social Work (3.0 units)
    TO SOCI 25, Introduction to Social Work (3.0 units)
    Changed from SOCI 30 to SOCI 25.

2. **FROM** ETHN 1, Introduction to Ethnic Studies (3.0 units)
    TO ETHN 1, Introduction to Ethnic Studies (3.0 units)
    Per CSU addition of CSUGE Area F, content, objectives, SLOs and the course
    description have been updated to meet CSU core competencies.

Program Inactivations (P):

1. Associate of Science Degree, Physical Education
2. Certificate of Achievement, Blueprint Reading
3. Certificate of Achievement, Business Information Systems-Administrative Assistant
4. Certificate of Achievement, Computer Information Systems
5. Certificate of Achievement, Culinary Arts
6. Certificate of Achievement, Electronics Technology
7. Certificate of Achievement, Emergency Management
8. Certificate of Achievement, Esthetician
9. Certificate of Achievement, Manicuring
10. Certificate of Achievement, Medical Assistant
11. Certificate of Achievement, Network Administrator
12. Certificate of Achievement, Residential Carpentry-Rough
13. Certificate of Achievement, Residential Electrical
14. Certificate of Achievement, Web Master

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – November 13, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
The meeting was called to order by Curriculum Committee Chairperson E. Vasquez at 10:03 a.m.

II. **Roll Call** *(1 minute)*
Members Present – Eduardo Vasquez, Lilia Franco, Bret Sage, Jaime Rodriguez, Rodolfo Duque, Joseph Williams, Kyri Freeman, Andrew Rehfeld, Jennafer Worland, Apineru Lealofi, Elsa Greenlee (joined the meeting at 10:25 a.m.).
Guests – Jessica Tainatongo, Heather Brang, Christa Banton, Jennifer Rodden, Nelson Ramos, David Doss, Tanesha Young, Tannessa Tinley, Karen Kane, Crystal Nasio, Herbert English

III. **Approval of Agenda** *(1 minute)*
A motion was made and then seconded to approve the agenda. 1ˢᵗ – J. Worland / 2ⁿᵈ – L. Franco (9, 0, 1) B. Sage was absent for the vote.

IV. **Approval of Minutes**
A motion was made and then seconded to approve the minutes from 10/30/2020. 1ˢᵗ – L. Franco / 2ⁿᵈ – J. Rodriguez (10, 0, 0)

V. **Opportunities to Address the Committee** *(2 minutes each)*
None.

VI. **Reports** *(2 minutes each)*

a. **Curriculum Committee Chair – Eduardo Vasquez**
E. Vasquez thanked the group for all their hard work on the AP's.

b. **Vice President, Academic Affairs – Tim Botengan**
Absent.

c. **Vice President, Student Services – Herbert English**
No report.

d. **Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden**
Dean Rodden reported to the group that work is being done to clarify and streamline the textbook adoption process in the Follett Discover system and to send out clear communications, provide resources and support to faculty in collaboration with Dr. Nasio, Eduardo Vasquez, Kyri Freeman, Nancy Olson and Bookstore Manager Ashlee Ortez. Nancy Olson and her team are available to meet with faculty via Zoom to walk them through the process. Eduardo Vasquez and Kyri Freeman are available to assist faculty with OER – researching, locating, and adopting materials. Ashlee Ortez is also available to address technical and other bookstore-related questions. Dean Rodden also reminded the group to submit their course materials in Follett Discover by Friday, November 20ᵗʰ.

e. **Dean of Instruction, Economic & Workforce Development – Crystal Nasio**
No report.

f. **Articulation Officer – Jaime Rodriguez**
J. Rodriguez reported out to the group that CHEM 1A was C-ID approved for CHEM 101.

There are 5 courses in the ART area that have been approved for course to course articulation with CSULB.

g. OAC Chairs – Joseph Williams and Penny Shreve
No report.

VII. Consent Agenda from Tech Review (11/6/2020)
A motion was made and then seconded to approve the consent agenda. 1st – L. Franco / 2nd – A. Lealofi (10, 0, 0). Consent Agenda items will be submitted to the BOT.

VIII. Unfinished Business
a. AS-T Mathematics – 2nd Read *(Action)* A motion was made and then seconded to approve the AS-T Mathematics 1st – J. Rodriguez / 2nd – L. Franco (10, 0, 0). The AS-T will be submitted to the BOT.

IX. New Business
a. AP 4022 (Course Approval) -Eduardo Vasquez 1st Read *(Action)*
A motion was made and then seconded to approve the 1st Read of AP 4022 1st – J. Worland / 2nd – L. Franco (11, 0, 0). Item will move forward for a second read at the 12/4/2020 Curriculum Committee meeting.

b. AP 4236 (Advanced Placement) -Eduardo Vasquez 1st Read *(Action)*
A motion was made and then seconded to approve the 1st Read of AP 4236 1st – J. Worland / 2nd – L. Franco (11, 0, 0). Item will move forward for a second read at the 12/4/2020 Curriculum Committee meeting.

c. AP 4232 (Pass/No Pass)-Eduardo Vasquez *(Discussion)*
E. Vasquez discussed AP 4232 and AP 4230 together so that the language from AP 4232 goes into AP 4230 so that pass/no pass is correctly identified.

d. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez *(Discussion)*
Discussed with item c.

e. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio *(Discussion)*
E. Vasquez is going to work with Crystal Nasio to ensure the Title 5 language is documented correctly.

f. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio *(Discussion)*
E. Vasquez is going to work with Crystal Nasio to ensure the Title 5 language is documented correctly.

g. Low Cost Textbooks-Eduardo Vasquez *(Discussion)*
E. Vasquez would like to clarify what BCC is qualifying as low cost as it hasn't been consistent in the past. This will be identified in the schedule and is different than a zero cost textbook. K. Freeman suggested that $40 or less would be a good qualifier. For the students at BCC, more than $40 does not necessarily mean low cost and we might want to look at other rural colleges to stay in line with them. K. Kane reported that throughout the system, $40 is the threshold for low cost textbook. Science faculty had a difficult time finding materials to fit the $40 threshold and discussion ensued regarding raising the low cost textbook threshold to $50. K. Kane suggested that at the next Curriculum meeting when both Tim Botengan and Heather Minehart are present this discussion could happen again. After the discussion has been had, if the college agrees that $40 is not going to be used as the threshold, then a vote should take place.

X. Announcements *(2 minutes each)*
None.

XI. Future Agenda Items

   None.

XII. Next Regular Meeting

   a. Friday, December 4th, 10:00 am, ConferZOOM

XIII. Adjournment

   A motion was made and then seconded to adjourn the meeting at 10:55 a.m. 1st – J. Worland / 2nd – L. Franco

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
   The meeting was called to order at 3:05 p.m. by committee chairperson E. Vasquez.

II. **Roll Call** *(1 minute)*
   Members Present – Eduardo Vasquez, Jaime Rodriguez, Jennafer Worland, Kyri Freeman, Lilia Franco, Apineru Lealofi, Joseph Williams (3:08 p.m.), Bret Sage (3:11 p.m.)

   Members Absent – Rudy Duque, Elsa Greenlee, Andrew Rehfeld

   Guests – Jessica Tainatongo, David Doss, Jennifer Rodden, Heather Brang, Heather Minehart, Crystal Nasio, Herbert English, Tim Botengan, Tanesha Young

III. **Approval of Agenda** *(1 minute)*

   A motion was made and then seconded to approve the agenda for the 12/3/2020 meeting. 1st – L. Franco / 2nd – J. Worland (6, 0, 0)

IV. **Approval of Minutes**
   A motion was made and then seconded to approve the minutes from the 11/13/2020 Curriculum meeting. 1st – L. Franco / 2nd – J. Worland (7, 0, 0)

V. **Opportunities to Address the Committee** *(2 minutes each)*
   None.

VI. **Reports** *(2 minutes each)*
   a. **Curriculum Committee Chair** – Eduardo Vasquez
      E. Vasquez thanked the group for making themselves available on the meeting time and date change.

   b. **Vice President, Academic Affairs** – Tim Botengan
      No formal report.

   c. **Vice President, Student Services** – Herbert English
      No formal report.

   d. **Dean of Instruction, Academic Support & Online Learning** – Jennifer Rodden
      No formal report.

   e. **Dean of Instruction, Economic & Workforce Development** – Crystal Nasio
      C. Nasio reported that CTE will be receiving a new grant on January 1 for $385k for 18 months and with that comes a barrage of outcomes that are required; CTE is working hard to be present and listening to the economy to fulfill their needs.

   f. **Articulation Officer** – Jaime Rodriguez
      J. Rodriguez reported to the group that CHEM 1B and the 3A/B series was approved by C-ID; have also started the GE submission for Fall 21 for CSUGE and IGETC.

   g. **OAC Chairs** – Joseph Williams and Penny Shreve
      No formal report.

VII. **Consent Agenda from Tech Review (11/20/2020)**
   A motion was made and then seconded to amend the consent agenda to include ETHN 1; 1st – K. Freeman / 2nd – L. Franco (8, 0, 0)

A motion was made and then seconded to approve the consent agenda. 1st – J. Rodriguez / 2nd – L. Franco (8, 0, 0)

VIII. Unfinished Business

a. AP 4022 (Course Approval) - Eduardo Vasquez 2nd Read *(Action)*
A motion was made and then seconded to approve AP 4022 for a second read. 1st - A. Lealofi / 2nd – L. Franco (8, 0, 0). Move to Academic Senate for 1st read.

b. AP 4236 (Advanced Placement) - Eduardo Vasquez 2nd Read *(Action)*
A motion was made and then seconded to approve AP 4236 for a second read. 1st – J. Worland / 2nd – L. Franco (8, 0, 0). Move to Academic Senate for 1st read.

IX. New Business

a. AP 4232 (Pass/No Pass) - Eduardo Vasquez 1st Read *(Action)*
A motion was made and then seconded to approve AP 4232 for a first read. 1st – J. Worland / 2nd – L. Franco (7, 0, 0). Move to second read at 1/22/2021 Curriculum Committee meeting.

b. AP 4230 (Grading and Academic Records Symbols) - Eduardo Vasquez 1st Read *(Action)*
A motion was made and then seconded to approve AP 4230 for a first read. 1st – A. Lealofi / 2nd – J. Rodriguez (7, 0, 0). Move to second read at 1/22/2021 Curriculum Committee meeting.

c. AP 4102 (Career and Technical Programs) - Eduardo Vasquez/Crystal Nasio 1st Read *(Action)*
A motion was made and then seconded to approve AP 4102 for a first read. 1st – A. Lealofi / 2nd – J. Worland (7, 0, 0). Move to second read at 1/22/2021 Curriculum Committee meeting.

d. AP 4104 (Contract Education) - Eduardo Vasquez/Crystal Nasio 1st Read *(Action)*
A motion was made and then seconded to approve AP 4104 for a first read. 1st – L. Franco / 2nd – A. Lealofi (7, 0, 0). Move to second read at 1/22/2021 Curriculum Committee meeting.

e. Low Cost Textbooks Statement - Eduardo Vasquez 1st Read *(Action)*
A motion was made and then seconded to table this item as E. Vasquez was unable to prepare a statement. 1st – J. Rodriguez / 2nd – J. Worland (8, 0, 0)
B. Sage reported to the group that it is difficult to find low cost text books (less than $50) for the STEM courses.

X. Announcements *(2 minutes each)*
No announcements.

XI. Future Agenda Items
a. Low Cost Textbook Statement

XII. Next Regular Meeting
a. Friday, January 22, 2021, 10:00 am, ConferZOOM

XIII. Adjournment

A motion was made and then seconded to adjourn the meeting. 1st – L. Franco / 2nd – J. Rodriguez.
The meeting was adjourned at 3:53 p.m. by Curriculum Committee Chairperson E. Vasquez.

COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – February 5, 2021, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
   The meeting was called to order at 10:02 a.m. by Curriculum Committee chairperson E. Vasquez.

II. **Roll Call** *(1 minute)*

   Members Present – Eduardo Vasquez, Rudy Duque, Jennafer Worland, Lilia Franco, Jaime Rodriguez, Kyri Freeman, Andrew Rehfeld, Apineru Lealofi, Joseph Williams
   Members Absent – Bret Sage, Elsa Greenlee
   Guests – Jessica Tainatongo, Jennifer Rodden, Heather Brang, Tannessa Tinley, Tanesha Young, Crystal Nasio, Tim Botengan, Herbert English, Heather Minehart

III. **Approval of Agenda** *(1 minute)*

   A motion was made and then seconded to approve the agenda 1st - J. Rodriguez / 2nd – J. Worland (9, 0, 0). Agenda updated to remove date on Consent Agenda (item VII).

IV. **Approval of Minutes**

   A motion was made and then seconded to approve the minutes from the 1/22/2021 Curriculum Committee meeting. 1st – J. Worland / 2nd – L. Franco (9, 0, 0)

V. **Opportunities to Address the Committee** *(2 minutes each)*

   None.

VI. **Reports** *(2 minutes each)*
   a. **Curriculum Committee Chair – Eduardo Vasquez**
      E. Vasquez reported that work is being done on review of existing A.P.s and is also researching opportunities to strengthen relationships with UCR and CSUSB.

   b. **Vice President, Academic Affairs – Tim Botengan**
      VP Botengan reported to the group that the next Best Practice meeting will be on Tuesday, February 9. At this meeting, faculty will be sharing tips and strategies to better engage students. Also, faculty will share what was learned at the recently concluded SLO Symposium. If you have any Best Practice tips you want to share, please reach out to your Dean.

      We are moving towards focusing our attention again on Guided Pathways. At Tuesday's All College, VP English and Ms. Johnson, provided an overview of Guided Pathways. At next month's All College, we will continue the Guided Pathways discussion by reviewing the Four Pillars of Guided Pathways and where we see ourselves in those pillars. The work of Guided Pathways is really nothing new. It is the framework for how we will continue to do much of the work we are already doing – instruction, curriculum development, student learning outcomes, academic support, student services, advising students, student engagement, etc.

      And finally… As you know, we continue to offer primarily remote classes, with very limited exceptions. This will continue into the Summer term. At this time, while we are eager to return to campus in greater numbers, the safest choice for students, faculty, staff, and the community is to limit a much as much in-person gathering as possible.

c. **Vice President, Student Services – Herbert English**
VP English reported to the group an overview of the Black History month events. Partnered with Susan Nylander to present an overview of music and literature which will be presented February 17th during college hour (12:30 – 1:30 p.m.).

d. **Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden**
Dean Rodden reported that the bookstore is available for curbside textbook pick up. Students who participate in programs like EOPS receive vouchers for their textbooks, which can only be used at the BCC Bookstore. Students will receive an email when their bookstore order has been received, when it's ready for pick up, if a book is not available and if the order is ready for pick up or if it was shipped to their home.

e. **Dean of Instruction, Economic & Workforce Development – Crystal Nasio**
Dean Nasio reported to the group that the CTE area has a Canvas shell that includes all of their videos for resume building, etc. that also includes job openings from their employment partners. Received reimbursement for strong workforce due to the quick and efficient work of the CTE team. Moving into the next round of Strong Workforce funding that will go through June 2022. Invested in job development, veteran's, business and entrepreneurship.

f. **Articulation Officer – Jaime Rodriguez**
J. Rodriguez reported to the group that the courses that were submitted in December are all under review. The only one that hasn't started is the Ethnic Studies which was just submitted last week and the due date is today (2/5). Insight was received on SPAN 1A receiving approval for Area 6 – LOTE (Language Other Than English); this isn't official yet but it is promising news. Currently working with Dr. Rodden and Bobby Seals regarding possible courses to fit the new (CSUGE) Area F. J. Rodriguez also told the group that she listened to a webinar last week on C-ID; they've upgraded to version 3.6, new functions to make it easier for AOs to access information and presented new functions.

g. **OAC Chairs – Joseph Williams and Penny Shreve**
J. Williams reported to the group that several members of the OAC went to the SLO Symposium last week. J. Worland added that the Symposium will be reported out more next week but let the group know that it was a great opportunity and that the group learned how to make SLOs meaningful for their students.

VII. Consent Agenda from Tech Review – No Agenda

VIII. Unfinished Business
a. **Low Cost Textbooks - Eduardo Vasquez, 2nd Read** *(Action)*
A motion was made and then seconded to approve the Low Cost Textbooks statement as updated 1st – L. Franco / 2nd – J. Worland (9, 0, 0). The Low Cost Textbooks statement will move forward to the Academic Senate.
E. Vasquez reported to the group that not every class will be able to find a low cost textbook; the $40 would include the cost of the total cost of the course so if more than one book is needed, the cost of *all* textbooks would need to remain at $40 or less. H. Minehart questioned how this would affect a course that has a zero cost textbook but that also has a lab fee or a fee for an app that is needed to complete the course. Verbiage can be added to a course (in the schedule) to let students know that while a course doesn't have a cost for the textbook, there will still be a fee for Stat Crunch (for example). A formalized process (creation of a form) is needed for faculty to alert the scheduler for what each of their courses will require so that students can be notified when deciding on

their courses. H. Minehart would like to establish a deadline as there are times the scheduler isn't told about the zero cost/cost of materials until one day prior to the start of class. T. Botengan inquired about a report being produced from Follett Discover; J. Rodden felt that this was doable.

b. AP 4021 (Program Discontinuance) – Eduardo Vasquez, 2nd Read *(Action)*
A motion was made and then seconded for the second read of AP 4021 1st – J. Williams / 2nd – L. Franco (9, 0, 0). AP 4021 will move forward to Academic Senate.
Returned to Curriculum Committee after being seen at CGC. Needed to include the distinction between CTE Programs being reviewed every two years and non-CTE Programs being reviewed every three years.

c. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez, 2nd Read *(Action)*
A motion was made and then seconded for the second read of AP 4025 1st – J. Williams / 2nd – J. Rodriguez (9, 0, 0). AP 4025 will move forward to Academic Senate.
Returned to Curriculum Committee after being seen at CGC. Clarification was needed in the philosophy and criteria regarding general education; E. Vasquez took notes from the comments made at the CGC to update.

IX. New Business
None.

X. Announcements *(2 minutes each)*
J. Williams questioned the process when faculty submit a new program; want to ensure that the SLOs have been mapped to the PLOs. Would like a checkbox added to the form so that the group can see that the mapping has been completed.

XI. Future Agenda Items
a. Routine Peer Reviewer Update
b. Collaboration between OAC and Curriculum

XII. Next Regular Meeting
a. Friday, March 5, 2021, 10:00 am, ConferZOOM

XIII. Adjournment
A motion was made and then seconded to adjourn the meeting 1st – J. Rodriguez / 2nd – J. Williams. The meeting was adjourned at 11:03 a.m. by E. Vasquez.

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*

The meeting was called to order at 10:02 a.m. by Curriculum Chairperson E. Vasquez.

II.   **Roll Call** *(1 minute)*

Members Present – Eduardo Vasquez, Apineru Lealofi, Jennafer Worland, Rodolfo Duque, Jaime Rodriguez, Kyri Freeman, Andrew Rehfeld, Bret Sage, Elsa Greenlee, Lilia Franco
Members Absent – Joseph Williams
Guests – Jessica Tainatongo, Heather Brang, Heather Minehart, Herbert English, Tanesha Young, Tannessa Tinley, Jennifer Rodden

III. **Approval of Agenda** *(1 minute)*

A motion was made and then seconded to approve the meeting agenda as submitted. 1st – J. Worland / 2nd – J. Rodriguez (10, 0, 0)

IV.   **Approval of Minutes**

A motion was made and then seconded to approve the meeting minutes from the 12/3/2020 Curriculum Committee Meeting. 1st – J. Rodriguez / 2nd – L. Franco (7, 0, 3) R. Duque, B. Sage and E. Greenlee abstained from the vote as they were absent from the 12/3/2020 meeting.

V.   **Opportunities to Address the Committee** *(2 minutes each)*

None.

VI.   **Reports** *(2 minutes each)*
      a. Curriculum Committee Chair – Eduardo Vasquez
         No formal report.

      b. Vice President, Academic Affairs – Tim Botengan
         Absent.

      c. Vice President, Student Services – Herbert English
         Student Services has been very busy this week with the start of the semester. Week of WOW, the mentorship program, Mindful Space, Grad Ready, Choose Your Path and a few others. Tanesha Young and Aleah Goodvich-Jameson have worked really hard on the mentorship program. Fifty-nine students were provided with winter apparel from the Winter Clothing Drive led by Melissa Meadows. Held a forum this week and it was lightly attended but wanted to give African American students a forum to speak out on their feelings and current issues. Spoke about Black Lives Matter and how to get more male African American students involved on campus.

      d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
         Dean Rodden reported out that an email that was sent out from the Deans to all faculty that highlighted the tutorials that we have for students (see attached).

    e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
      Absent.

    f. Articulation Officer – Jaime Rodriguez
      J. Rodriguez reported out that the revised Ethnic Studies course will be submitted to the new CSUGE Area F once the informational meeting takes place. Physics 2B was C-ID approved.

    g. OAC Chairs – Joseph Williams and Penny Shreve
      Absent.

VII. Consent Agenda from Tech Review (12/3/2020)

A motion was made and then seconded to approve the Consent Agenda. 1st – J. Worland / 2nd – L. Franco (10, 0, 0)

VIII. Unfinished Business

    a. AP 4232 (Pass/No Pass)-Eduardo Vasquez 2nd Read *(Action)*
    A motion was made and then seconded to move AP 4232 forward for a 2nd read. 1st – J. Worland / 2nd – L. Franco (9, 0, 1). A. Lealofi was not present for the vote. AP 4232 will move forward to Academic Senate.

    b. AP 4230 (Grading and Academic Records Symbols)-Eduardo Vasquez 2nd *(Action)*
    A motion was made and then seconded to move AP 4230 forward for a 2nd Read. 1st – J. Rodriguez / 2nd – L. Franco (9, 0, 1). A. Lealofi was not present for the vote. AP 4230 will move forward to Academic Senate.

    c. AP 4102 (Career and Technical Programs)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*
    A motion was made and then seconded to move AP 4102 forward for a 2nd Read. 1st – L. Franco / 2nd – J. Worland (9, 0, 1). A. Lealofi was not present for the vote. AP 4102 will move forward to Academic Senate.

    d. AP 4104 (Contract Education)-Eduardo Vasquez/Crystal Nasio 2nd Read *(Action)*
    A motion was made and then seconded to move AP 4102 forward for a 2nd Read. 1st – J. Rodriguez / 2nd – L. Franco (10, 0, 0) AP 4104 will move forward to Academic Senate.

IX. New Business

    a. Low Cost Textbooks-Eduardo Vasquez 1st Read *(Action)*
    A motion was made and then seconded to have a 1st read on the Low Cost Textbook statement. 1st – R. Duque / 2nd – L. Franco (10, 0, 0). The Low Cost Textbooks statement will move forward for a 2nd Read at the next Curriculum meeting.
    Current statement reads that low cost textbooks are $50 and under. K. Freeman does not feel that $50 should be considered low cost. The $50 threshold was established because the science faculty could not find a suitable textbook for less than $50. E. Vasquez proposed changing the cost to $40 and reminded the group that this will then have to go to Academic Senate for approval as well. H. Brang asked if there was a statement for zero cost textbooks; E. Vasquez responded that this was based on legislature.
    H. Minehart would like to have a statement for courses that are zero cost textbook but will then include another item that will need to be purchased (a novel or an app for instance).
    R. Duque asked if Stat Crunch could be considered as a Materials Fee as it is not an actual textbook and it is not currently listed on the COR.
    H. Brang would like something that is clear and consistent to be used in the schedule. E. Vasquez will bring forward in a future meeting.

X.   **Announcements** *(2 minutes each)*

None.

XI. **Future Agenda Items**

None.

XII. **Next Regular Meeting**

a. Friday, February 5, 2021, 10:00 am, ConferZOOM

XIII. Adjournment

A motion was made and then seconded to adjourn the meeting. 1st – J. Rodriguez / 2nd – J. Worland. The meeting was adjourned at 10:38 am by Curriculum Chairperson E. Vasquez.

Curriculum Report for Jan. 22, 2021
Dr. Jennifer Rodden
Dean of Instruction: Academic Support & Online Learning

Informational Item

Tutorials for Students
Since this is the start of a new semester, you may have students asking a variety of questions—everything from using an add code to checking their financial aid. As you know, having a clear understanding of how our processes work can help alleviate student frustration and confusion, so we wanted to share a link to our BCC Student Tutorials Playlist on YouTube. If you are already sharing these tutorials—thank you so much!

[BCC Student Tutorials Playlist](#)

Registration
Please also remind students that even an incorrect CRN or minor typo can often disrupt the system, which can impact their ability to register for a class—even with an add code. In addition, a student may receive a separate "error" message, which is often related to needing to complete a prerequisite, repeating a course, or going over the maximum units. In this case, referring the student to a counselor would be most helpful.

General Waitlist Process
1. The waitlist process occurs prior to the start of the class.
2. When a student is on a waitlist and space becomes available, the student is notified by email (sent to their college email address).
3. The email message states that the student may register for the class by a specified deadline.
4. If the student does not enroll by this deadline, the student is removed from the waitlist and the next student is notified.
5. After the class starts, the waitlist stops processing. At this point, the instructor must issue an add code to a student.

Technical Support
When a student needs technical support for add codes not working because the website says, "Loading" and never progresses beyond loading, please send them to Admissions and Records admissions@barstow.edu (760) 252-2411 ext. 7236. If Admissions and Records staff are unable to resolve the issue, a helpdesk ticket will be put it

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
    The meeting was called to order at 10:02 a.m. by chairperson E. Vasquez.

II. **Roll Call** *(1 minute)*
    Members Present – Eduardo Vasquez, Jennafer Worland, Jaime Rodriguez, Rodolfo Duque, Apineru Lealofi, Kyri Freeman, Andrew Rehfeld, Elsa Greenlee

    Members Absent – Lilia Franco, Bret Sage, Joseph Williams

    Guests – Jessica Tainatongo, Herbert English, Tanesha Young, Jennifer Rodden, Crystal Nasio, Tannessa Tinley

III. **Approval of Agenda** *(1 minute)*
    A motion was made and then seconded to approve the agenda. 1st – J. Worland / 2nd – J. Rodriguez (7, 0, 0)

IV. **Approval of Minutes**
    A motion was made and then seconded to approve the minutes from the 3/5/2021 meeting. 1st – J. Worland / 2nd – J. Rodriguez (6, 0, 1) K. Freeman was not present for the vote.

V. **Opportunities to Address the Committee** *(2 minutes each)*
    None.

VI. **Reports** *(2 minutes each)*
    a. **Curriculum Committee Chair – Eduardo Vasquez**
        E. Vasquez reported to the group that the MATH ADT has been approved bringing the college's ADT count to an even 20. Students who want to apply to APU will only need to take CHEM 1B if they have previously taken CHEM 1 and that corrections to both the Social Justice ADT and the GEOG 3 course have been made and resubmitted to COCI.

    b. **Vice President, Academic Affairs – Tim Botengan**
        Absent.

    c. **Vice President, Student Services – Herbert English**
        VP English reported to the group that they are in the middle of commencement planning which will be virtual. Each graduate will be given a drive thru opportunity to receive a box which will include a lot of alumni items to celebrate our graduates safely. Volunteers are needed for May 14th from 9:00 am – 2:00 pm to help pass out boxes. Filming will begin in April so the virtual graduation can be aired May 21st. Black Student Success week is also coming up and each day during that week at noon there will be a discussion or workshop; VP English put a few links in the chat with more information.

    d. **Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden**
        Dean Rodden reminded the group that faculty members teaching summer courses have adopted their textbooks in the Follett Discover system even if you are using OER. There is a way to include the link for the OER text and the students will be able to see that when

they go to the bookstore to see what is needed for their courses. Ashley in the bookstore and Nancy Olson can help with this if it's needed.

    e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio
    No formal report.

    f. Articulation Officer – Jaime Rodriguez
    No formal report.

    g. OAC Chairs – Joseph Williams and Penny Shreve
    Absent.

VII. Consent Agenda from Tech Review (3/12/2021)
A motion was made and then seconded to approve the Consent Agenda. 1st – J. Rodriguez / 2nd – J. Worland (7, 0, 1) E. Greenlee was not present for the vote.

VIII. Unfinished Business

IX. New Business
    a. Certificate of Completion, Customer Service and Digital Literacy (non-credit) – 2nd Read *(Action)* A motion was made and then seconded to approve the Certificate for a 2nd Read. 1st – A. Lealofi / 2nd – J. Worland (7, 0, 1) K. Freeman was not present for the vote. Move to consent agenda on the 4/21/2021 Board of Trustees Agenda meeting.

    b. Certificate of Completion, Trade Technician (non-credit) – 2nd Read *(Action)*
    A motion was made and then seconded to approve the Certificate for a 2nd Read. 1st – A. Lealofi / 2nd – J. Rodriguez (8, 0, 0). Move to consent agenda on the 4/21/2021 Board of Trustees Agenda meeting.

    c. Associate of Science Degree, Kinesiology, Professional Preparation – 1st Read *(Action)* A motion was made and then seconded to approve the Degree for 2nd Read. 1st – J. Rodriguez / 2nd – A Lealofi (8, 0, 0). Move to 2nd Read at 4/16/2021 Curriculum Committee meeting.

    d. Textbook Adoption Form – Eduardo Vasquez – 1st Read *(Action)* A motion was made and then seconded to approve the Form for a 1st Read. 1st – A. Lealofi / 2nd – J. Rodriguez (8, 0, 0). Move to 2nd Read at 4/16/2021 Curriculum Committee meeting.

X. Announcements (2 minutes each)
XI. Future Agenda Items
    a. New Forms
    b. Concurrent Enrollment, High School Articulation and Dual Enrollment

XII. Next Regular Meeting
    a. April 16, 2021, 10:00 a.m. via ConferZOOM

XIII. Adjournment
A motion was made and then seconded to adjourn the meeting. 1st – J. Rodriguez / 2nd – J. Worland. The meeting was adjourned at 10:40 a.m. by chairperson E. Vasquez

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*
   a. Meeting called to order at 10:05 am

II.   **Roll Call** *(1 minute)*
   a. **Voting Members Present –** Kyri Freeman, Jaime Rodriguez, Eduardo Vasquez, Jennafer Worland, Lilia Franco, Rodolfo Duque, Apineru Lealofi, Joseph Williams, Bret Sage, Andrew Rehfeld, Elsa Greenlee
   b. **Non-Voting Members Present –** Jessica Tainatongo, Heather Brang, Jennifer Rodden, Crystal Nasio, Karen Kane, Herbert English, Lisa Holmes, Heather Minehart, Tim Botengan, David Doss
   c. **Guests –** James Lee, Ruby Germany, Nelson Ramos, Nance Nunes-Gill, Tanesha Young, Peter Esperanza, Carole Blake, Denise Pasley, Nanette Duarte

Curriculum Committee Training
   a. E. Vasquez went over the presentation (attached) with all participants.

Next Regular Meeting
   d. Friday, September 4th, 10:00 am, ConferZOOM

III.   **Adjournment**
   a. The meeting was adjourned at 12:30 pm by E. Vasquez.

2020-2021 Curriculum Committee Training

Eduardo Vásquez

Keeping the end in mind

Vision for Success: Systemwide Goals

- Increase the number of students who receive associate degrees by 20%.

- Increase the number of students who transfer to a UC and CSU by 35%.

- Decrease the amount of units accumulated by CCs from 87 to 79.

- Increase the percentage of employment within their field of study for CTE students from the statewide average of 60% to 76%.

- Reduce equity gaps and regional achievement gaps.

Description

- Title 5 §55100 and §55130 require that those involved in the curriculum review and approval process are trained. Committee membership and operating procedures may evolve, therefore there is a need for regular and ongoing training. Approved curriculum is reviewed by others who may not be affiliated with the Chancellor's Office, the idea of training can also extend beyond the requirements.

OVERVIEW

Local Approval Certification 2020-2021

Training Elements

Available Training Resources

Local Approval Certification

- First local approval certification was due December 2016 and included local approval for credit courses, including new courses for approved programs, modified courses, and stand-alone courses.

- 2019-2020 Local Approval Certification (Memo AA 19-35) included all credit and noncredit course proposals, modified credit programs, local credit programs, CTE C-ID aligned credit programs, and noncredit CDCP programs (except for short-term vocational).

  - It did not include ADTs, noncredit CDCP STV programs, and new CTE programs not C-ID aligned

  - Required Annual Certification Form signed by Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair

  - Required Copy of local board policy defining standards for credit hour calculations

For 2019-2020, signatories acknowledged and certified that:

- Course hours and units are correct in accordance with CCCCO Course Calculations;

- The college/district course outline of record has been approved by the District Governing Board;

- The college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;

- Credit cooperative work experience plan has local board approval and is on file;

- Credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);

- Credit and noncredit programs have the required attachments in accordance with the current CCCCO PCAH; and

- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

Annual Certification Approval Policy

- The Chancellor's Office requires each college to annually submit:

- Annual Certification
    - Chief Executive Officer
    - Chief Instructional Officer
    - Academic Senate President, and
    - Curriculum Chair

- Local Governing Board Policy
    - Policy must define the standards for credit hour calculations
    - Submit as PDF

- **Non-submission of the Annual Certification will result in a deactivation of "auto-approval" status**

Local Approval Certification 2020-2021

- The periodic review process will be ongoing

- The Chancellor's Office is here to help. College curriculum specialists are encouraged to work closely with assigned CCCCO regional curriculum staff members (regional assignments posted to CCCCO Curriculum web page)

- Ongoing information updates will be shared periodically (listservs, curriculum training venues, guidance memos, etc.)

Periodic Review Process – Sample

- Sample Timeline*

  - 2/1/2020 - CO conducts periodic review, annotates findings, and notifies college of required revisions (discrepancies requiring corrective action)

  - College receives periodic review discrepancy notification from CO and has 60 days to *respond* to CO (response by 4/1/2020)

  - College *corrects* discrepancies and submits amended curriculum via COCI (by 10/1/2020)

  - CO reviews corrected curriculum and notifies college

- Non-punitive process; goal is to assist colleges in aligning curriculum with policy through technical assistance and guided support

- *Note: does not include AD-Ts; see separate guidelines*

Reminders

- Make sure course hours and units are correct

- Development of local policy for consistency in awarding units of credit

- Course outline of record approved by district governing board

- Cooperative Work Experience (CWE) plan has local board approval and is on file

- Accuracy of credit curriculum submitted to COCI

- Credit programs have the required attachments in accordance with the current PCAH

- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance (CCR title 5, §55002(a) (1))

Training Elements

ASCCC 2017 Paper

The Course Outline of Record: A Curriculum Reference Guide Revisited:

"The course outline of record (COR) is a document with defined legal standing that plays a critical role in the curriculum of the California community colleges."

The COR "has both internal and external influences that impact all aspects of its content, from outcomes to teaching methodology, which, by extension, impact program development and program evaluation."

Furthermore

- The course outline of record (COR) is **a legal document** that must contain certain required elements that are outlined in **§55002 of Title 5**.

- The COR serves as a legal contract between the faculty, student, and the college.

- The COR ensures consistency among all sections of a course.

- Curriculum is the first of the 10+1 and is almost always rely primarily.

Courses

Credit

- All curriculum components will be reviewed
- COCI proposal fields for data elements
- Course outline of record meets standards in title 5, § 55002 (a) (b), and approved by the district governing board
- Refer to PCAH 7, **Part II**, **credit** curriculum standards and criteria

Noncredit

- All curriculum components will be reviewed
- COCI proposal fields for data elements
- Course outline of record meets standards in title 5, § 55002 (c), and approved by the district governing board
- Refer to PCAH 7, **Part III**, **noncredit** curriculum standards and criteria

Certificate Programs

Credit

Certificate of Achievement

- All curriculum components will be reviewed
- Narrative (with all components)
- CORs for all courses
- Appropriate supporting documentation for "Local" (non-CTE) certificates
- Appropriate supporting documentation for CTE certificates
- Refer to PCAH 7, Part II, Section 3 for credit certificate program standards and criteria

Noncredit

Certificate of Completion
Certificate of Competency

- All curriculum components will be reviewed
- Narrative (with all components)
- CORs for all courses
- Appropriate supporting documentation for short-term vocational ("CTE") certificates
- Refer to PCAH 7, Part III, Section 3 for noncredit program criteria and standards
- Adult High School Diploma (AHSD) and apprenticeship see PCAH 7, Part III, Section 3 (pp. 135 – 137)

AA/AS Degree

- Compliance standards for associate degrees, as set forth in title 5, § 55063

- All curriculum components will be reviewed

- CORs for all courses

- Narrative (with all components)

- Appropriate supporting documentation for CTE associate degrees

- Refer to PCAH 7, Part II, Section 3 for all credit degree program standards and criteria

  - CTE AA/AS Degrees: PCAH 7, pp. 79 - 84

  - Local AA/AS Degrees (non-CTE): PCAH 7, pp. 84 – 89

Associate Degree for Transfer (AD-T)

- The AD-T program is a partnership between the CCC and CSU system

- AD-Ts **must** be compliant with applicable legislation, title 5, and PCAH requirements

- Periodic review will include compliance of:

  - Current TMC (Transfer Model Curriculum)

  - All CORs attached (CORs will be reviewed to ensure current standards are met)

  - All courses included on TMC meet the requirement listed on the TMC C-ID Articulation, AAM (Articulation Agreement by Major), BCT (CSU Baccalaureate Level Course List by Dept.) or GECC (CSU GE Certification Course List by Area)

  - Review of unit count and double count totals

  - Review of Narratives including the catalog descriptions with random checks against the current school catalog to confirm they are the same

  - For AD-Ts, colleges will be asked to respond to revision request within 60 days. Once the college responds they will have an additional 6 months from the response date to make necessary revisions for approval.

  - **If a colleges does not meet the corrective parameters described above, the AD-T program will be deactivated in COCI.**

Responsibilities

Curriculum Committee Member Responsibilities

- Curriculum Committee Members ensure:

- quality and accuracy of the curriculum
- our approvals meet the expected state, local, and transfer standards
- that we uphold the requirements for apportionment
- that we uphold the accreditation standards, specifically Standard II.A.3

All of the above are elements to look for in the Course Outline of Record (COR)

Local Processes: Committee Members

- Member responsibilities include:

- Represent departments and serve as a point of contact/resource.
- Review curriculum to ensure complete and accurate data, compliance, and consistency
  - Assignment to a discipline, min qualifications
  - Avoiding duplication of existing curriculum
  - Appropriateness to college mission
  - Integration of elements of COR (content, objectives, assignments, etc...)

The Mission of Barstow Community College

- Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.

Curriculum Chair Responsibilities

- Establish positive relationships with CIO, AO, Curriculum Staff, and Faculty
- Learn about regulations and current issues at the state level.
- Prioritize meeting agenda items and keep agenda moving & on schedule
- Ensure all voices are heard
- Remind the Curriculum Committee the importance of provideing our students with quality curriculum
- Be familiar with resolving and/or managing conflict

Curriculum and Tech Review

Dates-Tech Review

- Tech Review Dates: 8/28, 9/11, 9/25, 10/9, 10/23, 11/13, 12/4

  What must be submitted?

  - Signed Paperwork and COR (dean signatures must be there)

    - New Course –New Course Approval Form

    - New Program – Program Outline, Certificate Narrative

    - Existing Program – Degree/Certificate Verification

Dates – Curriculum Committee

- Curriculum Committee Dates: 9/4, 9/18, 10/2, 10/16, 11/06, 11/20, 12/04

  What courses go to Consent Agenda?

  - Courses that have any changes to COR's face page *

  * A Routine Peer Review is being developed at this time.

- What must be submitted and when?

  - All Signed Paperwork: Course Modification Form and COR (dean must sign)

  - Completed, reviewed, signed courses and coursework must be submitted by the Monday before the Curriculum Committee at 5:00 p.m.

- Where to submit?

  - Email Only and email all documents to curriculum@barstow.edu

Curriculum process

- All Forms, CORs, and Communication should be emailed to: curriculum@barstow.edu

- All the forms can be found on our website: http://www.barstow.edu/Committee_Curriculum.html

- We have an internal process that we are perfecting to disseminate information and move courses and programs forward

  - Please contact us if you have any questions.

Communication

- We are improving written communication to all faculty

  - Email minutes from Tech Review to all faculty

  - Posting minutes from Curriculum Committee to Curriculum webpage http://www.barstow.edu/Committee_Curriculum.html

  - Sharing out as needed at Best Practice or All-Division

  - All forms and timelines are posted to Curriculum webpage

- Faculty are encouraged to attend Tech Review when their course and/or program is being reviewed. It is helpful for the committee to hear from faculty or get questions/concerns answered

Training Resources
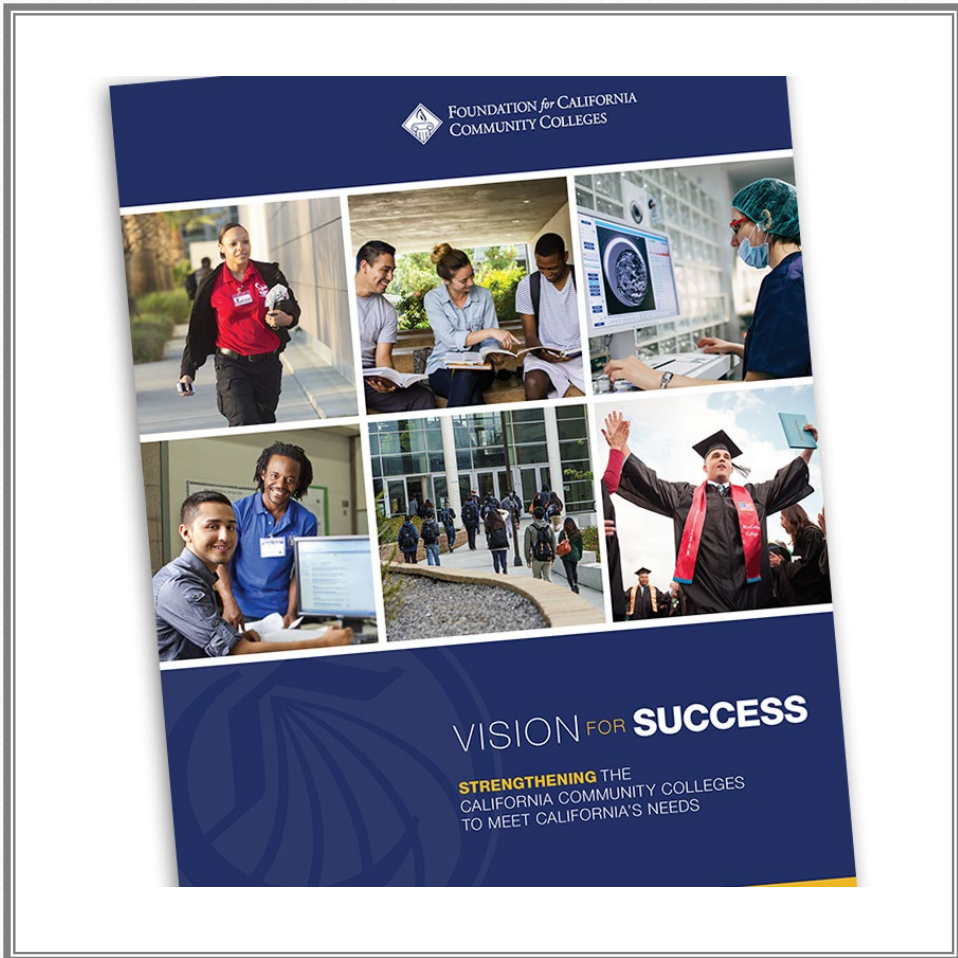
We are part of the 116 CCC System

The Central Valley's Madera Community College becomes California's newest community college

The community college system's Board of Governors voted unanimously to make Madera Community College Center its 116th college.

EDUCATION

Gov. Newsom signs bill requiring ethnic studies for Cal State University students

Gov. Gavin Newsom signed a bill requiring students at the nation's largest four-year public university system to take an ethnic studies course to graduate.

PCAH 7th Edition

- PCAH 7th Edition…

  - PART I: OVERVIEW

  - PART II: CREDIT CURRICULUM

  - PART III: NONCREDIT CURRICULUM

- Posted to the Educational Services & Support Division webpage [*Curriculum and Instruction*]

- https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.pdf?la=en&hash=06918DD585E9F8C0805334FEA3EB1E6872C22F16

Chancellor's Office Guidance

- [Guidelines for Title 5 Regulations Section 55003 Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation](#) (March 2011)

- [California Community Colleges Guidelines for Community Services Offering](#) (September 2012)

- [Guidelines for Required Instructional Materials in the California Community Colleges](#) (January 2013)

- [Credit Course Repetition Guidelines](#) (November 2013)

- [Division of Educational Services and Support: Curriculum and Instruction](#)

- [Chancellor's Office COVID-19 Resources](#) – includes Executive Orders and Guidance

Other Documents

- TOP-CIP Crosswalk (June 2020)

- California Education Code

- CCR, Title 5

- Program and Course Approval Handbook - "PCAH", 7th Edition

- Taxonomy of Programs "TOP Code" Manual, 6th Edition

- Chancellor's Office MIS: Data Mart | Research & Data Analytics | Data Element Dictionary

- The Course Outline of Record: A Curriculum Reference Guide Revisited (ASCCC, 2017)

ASCCC Resources

- www.asccc.org

- Papers, Rostrum articles, resolutions (use search)

- Presentation slide decks

  - Events -> Past Events -> select type of past event -> Program Materials

- Email: info@asccc.org

- Listservs

- Chancellor's Office Curriculum Assistance Listserv: http://listserv.cccnext.net/scripts/wa.exe?SUBED1=CURRICASSIST

- "Unofficial" Curriculum Chairs listserv"
  Request to join:
  CCCCurriculumChairs+subscribe@groups.io

- Yahoo Curriculum Specialists Listserv:
  Email cacurricstaff-subscribe@yahoogroups.com

Thank you for serving our students at Barstow Community College!

Curriculum Committee

Minutes – September 4, 2020, 10:00 a.m. – 12:00 p.m.
Location: Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*
The meeting was called to order at 10:03 a.m. by Curriculum Chairperson E. Vasquez. The request was made by E. Vasquez to move items under New Business so that Curriculum Committee Membership is seen before the Curriculum Committee handbook.

II. **Roll Call** *(1 minute)*
   a. **Voting Members Present** – Eduardo Vasquez, Elsa Greenlee, Bret Sage, Jaime Rodriguez, Andrew Rehfeld, Joseph Williams, Jennafer Worland, Kyri Freeman, Lilia Franco, Apineru Lealofi
   b. **Voting Members Absent** – Rodolfo Duque
   c. **Non-Voting Members Present** – Jessica Tainatongo, David Doss, Heather Brang, Jennifer Rodden, Tanesha Young, Tim Botengan, Herbert English, Crystal Nasio, Tannessa Tinley
   d. **Non-Voting Members Absent** – Heather Minehart, Nancy Olson
   e. **Guests** – Peter Esperanza, Ewa Burchard, Karen Kane

III. **Approval of Agenda** *(1 minute)*
It was moved and then seconded to approve the Agenda for the 9/4/2020 Curriculum Committee Meeting. 1st – J. Williams / 2nd – L. Franco (10, 0, 0)

IV. **Approval of Minutes**
There were not minutes to approve from a previous meeting.

V. **Opportunities to Address the Committee** *(2 minutes each)*
No one chose to address the committee at this time.

VI. **Reports** *(2 minutes each)*
   a. **Curriculum Committee Chairperson –** Eduardo Vasquez
   E. Vasquez thanked the committee for all of the hard work that was completed last year. It was also reported that more students during the fall 2020 term have declared majors in new ADTs rather than Social Science. E. Vasquez also stated that the goals for the committee this year are to further strengthen ties with the 4-year transfer institutions as well as the local K-12 school systems.

   b. **Vice President, Academic Affairs –** Tim Botengan
   T. Botengan expressed gratefulness to the committee for all of the hard work that was performed over the past couple of years. The Vice President also took the time to introduce two new Deans; Dr. Crystal Nasio, Dean of Instruction, Economic Workforce and Development and Dr. Jennifer Rodden, Dean of Instruction, Academic Support and Online Learning.

   c. **Vice President, Student Services –** Herbert English
   H. English did not have a report for this meeting.

   d. **Dean of Instruction, Academic Support & Online Learning –** Jennifer Rodden
   J. Rodden conveyed her appreciation to be working at Barstow Community College.

e. **Dean of Instruction, Economic & Workforce Development –** Crystal Nasio
   C. Nasio expressed to the group her support of the Curriculum Committee.

f. **Articulation Officer –** Jaime Rodriguez
   J. Rodriguez reported that several courses were approved at the Chancellor's Office over the summer: PHIL 7, HIST 2A, SOCI 22, MATH 4A, and the BIOL 20A/20B series. The following ADTs were also approved at the Chancellor's Office: Biology, Environmental Science, Art History, Social Justice, and Chemistry. The Philosophy ADT was also approved after the last Curriculum meeting in the spring; May 5, 2020.
   J. Rodriguez attended the Curriculum Institute over the summer and participated in discussions on equity, social injustice and better ways to serve the students "by viewing ourselves as cultural texts." The committee was also encouraged to visit the ASCCC to review conference literature and presentations.

   J. Rodriguez also reminded the committee that students have the opportunity to apply for UC Tag (Transfer Admission Guarantee) to one of the six participating campuses until September 30th as long as the student has 30 UC transferable units. In addition to the TAG workshops, the Transfer Center, and Aleah Jameson-Goodvich, is hosting a plethora of workshops during the next three months for students who will be applying to CSUs and UCs. J. Rodriguez apologized for the amount of information that is being shared over email regarding many different departments and COVID related resources and urged the committee to share that information with their students, especially when it is a faculty member that is sharing the information as it may include important dates or reminders.

g. **OAC Chairs –** Joseph Williams and Penny Shreve

   J. Williams reported that the first OAC meeting of the year was held on Monday, 8/24/2020, and the focus for the committee this year will be more on program review as that deals directly with the ACCJC recommendation. The training was completed for faculty members to learn mapping SLOs to PLOs, which helped with the Guided Pathways and the two year assessment plan.

VII. **Consent Agenda from Tech Review**
   It was moved and then seconded to approve the Consent Agenda from the 8/28/2020 Tech Review meeting. 1st – J. Worland / 2nd – J. Williams (10, 0, 0)

VIII. **Unfinished Business**

   There was no unfinished business to report on at this meeting.

IX. **New Business**
   a. **Routine Peer Review** *(15 minutes)* – Eduardo Vasquez
      E. Vasquez put together an Excel spreadsheet separating the courses into a 6-year routine review. E. Vasquez pointed out that the first year has fewer courses allotted so that when new courses are developed they will be funneled into the first year. K. Freeman asked if six years was too long between revisions; especially for the CTE courses as they're supposed to be reviewed every two years. E. Vasquez responded that the prerequisites for CTE courses have to be reviewed every two years so the six year cycle is sufficient. K. Kane also pointed out the peer review cycle was previously a 5-year cycle because the courses had to be reviewed between

accreditation visits but the accreditation visits were to every seven years to it was moved to a 6-year cycle of review. The routine review cycle will return to the 9/18/2020 Curriculum Committee meeting for a vote.

b. **Curriculum Committee Membership** – Eduardo Vasquez
E. Vasquez reported out that the non-voting advisory members have increased and would like to include these individuals on the membership list. The membership list will be sent to the College Governance Council (CGC) meeting September 30, 2020.

c. **Curriculum Handbook** – Discussion *(5 minutes)* Eduardo Vasquez
E. Vasquez reported out that the Curriculum Handbook was originally updated in 2012 and while it was voted on by the committee at that time it never came to fruition. E. Vasquez went through the handbook to make updates to ensure everything was up to date with current standards; track changes were used so committee members could see the changes that were made. The next step in this process will be to go through the appendix; once updates are made the newer version will go out to the committee members for review. E. Vasquez would like the completed handbook to be placed on the website to make it accessible to everyone. K. Kane pointed out that the agenda will need to indicate that it is a first read and that an action will be taken so that members will know a vote will be taken.

X. **Announcements**
J. Tainatongo shared that the agenda and all attachments will start being presented in Board Docs instead of sending everything through email. At the next Curriculum Committee meeting, the agenda will be sent out per the usual but the agenda will also be available on Board Docs for everyone to see as well.

T. Botengan wanted to remind everyone of the next Best Practice meeting on Tuesday, 9/8/2020 during the college hour.

K. Kane welcomed the new members and managers to the curriculum committee. K. Kane also reported that the goals of the group had been established and with E. Vasquez's leadership, this committee is going to do great things. J. Rodriguez's report showed all of the hard work that was accomplished last spring. K. Kane reported to the group that with the 19 ADTs now being offered and the college now being in compliance, it will be exciting to see what is done this year. K. Kane pointed out the reluctance of the Computer Science ADT being written but the counselors letting faculty know that students were asking for it, it's really paid off that the work was put in and the degree was completed.

P. Esperanza spoke about all of the hard work that the math faculty has been putting in as they are trying to create a math pathway and ADT.

E. Vasquez reported out that the Cyber Security certificates are sought after and that other colleges, like Chaffey College, have these programs. E. Vasquez expressed his excitement to have these certificates to offer the students and the economic opportunities that they could bring.

XI. **Future Agenda Items**
a. Textbook OER Process/Timeline – Jennifer Rodden

      b. Credit for Prior Learning – Eduardo Vasquez

      c. AP 4240 (Academic Renewal) – Eduardo Vasquez

XII.   **Next Regular Meeting**

      a. The next regular meeting will be held on Friday, September 18th at 10:00 a.m. on ConferZOOM.

XIII.   **Adjournment**

      a. It was moved and then seconded to approve the adjournment of the Curriculum Meeting. 1st – J. Williams / 2nd – J. Rodriguez (10, 0, 0)

Barstow Community College Curriculum ~~Manual~~Handbook

Revised ~~6~~04/~~260~~1~~0~~/~~17~~2020

2700 Barstow Road, Barstow, CA 92311
Phone (760) 252-2411

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Barstow Community College
CURRICULUM COMMITTEE MANUAL
(Revised 6/26/1704/01/20203/1/2012)

I. STATEMENT OF PURPOSE

The purpose of the Curriculum Committee is to evaluate curricular material such as new, revised, and updated courses and programs for accuracy and for compliance with both internal and external policies and procedures. Material is submitted to the Curriculum Committee by faculty members and, upon approval, is passed forward within the system as appropriate. The Curriculum Committee is a standing committee of the Barstow Community College and acts as a subcommittee of the Academic Senate. The Curriculum Committee is responsible for policies and offerings that ensure instructional integrity. The committee reviews and recommends action to keep the college offerings in accordance with standards established by accrediting agencies.

Description: The Curriculum Committee is a standing committee at Barstow Community College and acts as a subcommittee of the Academic Senate. The primary responsibility of the Curriculum Committee is the review and recommendation of curriculum to be approved by the Board of Trustees. Typical agenda items include:

1. Proposed course additions, modifications, deletions, and inactivations.

2. Proposed requirements for credit and non-credit courses

3. Proposed academic programs (certificates and degrees) additions, modifications, deletions, and inactivations.

4. Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding

5. Standards for requisites or other issues related to student preparation and success

6. Mode of instructional delivery (Online, hybrid, etc.)

Committee membership is defined in the Curriculum Handbook as listed in Barstow Community College District policies. The committee serves as an advisory body to the Vice President of Academic Affairs and to the Superintendent/President. ~~Specifically, the Curriculum Committee is responsible for and charged with recommending action on the following:~~

~~Proposed course additions, revisions, deletions, archiving, and reactivation.~~
~~Proposed requirements for credit and non-credit courses,~~
~~Proposed academic programs (certificates and degrees) additions, revisions, deletions, and archiving.~~
~~Institutional and general education requirements.~~
~~Pre-collegiate level basic skill courses.~~
~~Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding.~~
~~Standards for requisites or other issues related to student preparation and success.~~
~~Criteria to determine standards and definitions of *critical thinking* and *college level*.~~
~~Mode of instructional delivery (On-line, Hybrid, EVAR, etc.).~~
~~Mechanism for submitting curriculum issues to committee (forms, procedures, or software)~~

II.   MEMBERSHIP ORGANIZATION

A.   *MEMBERSHIP*

In accordance with Title 5, Section 55002a (1), the College Curriculum Committee shall be structured through the joint efforts of Barstow College's administration and the Academic Senate. The Curriculum Committee membership is in accordance with Barstow Community College's Board policy and procedure, Administrative procedures, and Participatory Governance Handbook and identifies the voting and non-voting membership as follows:

1.   **Eleven Voting Members***
   a.   Faculty Chair
   b.   Academic Senate President or Representative
   ~~a.~~
   ~~b.   Faculty Chair (elected from the faculty at-large)~~
   c.   Three Academic Senate Reps ~~faculty division representatives~~ appointed by the Academic Senate President ~~(one Representative from each of the Divisions)~~
   d.   Three Guided Pathway leads or approved Reps appointed by the Academic Senate President ~~faculty members elected by the faculty through Academic Senate elections (one Faculty Representative from each of the Divisions will be voted in by division faculty)~~
   e.   Faculty-Counselor
   f.   Faculty-Librarian
   g.   Faculty-Articulation Officer

   *Faculty -Chair votes only to make or break a tie vote

2. **Eight~~Nine~~ Non-Voting Advisors:**
   a. Vice President of Academic Affairs & Student Services
   b. Dean of Instruction, Academic Support & Online Learning or representative~~or other Instruction Office designee~~
   c. Dean of Instruction, Workforce and Economic Development or Representative
   d. Director of Instructional~~nformation~~ Technology and Online Learning or Representative
   e. Dean of Enrollment Management and Services~~Matriculation Representative~~
   f. ~~ASB~~ ASG Student Representative (1)
   g. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialists (2)

~~Distance Education Coordinator or Representative h. Dean of Distance Education~~
~~Student Learning Outcomes Coordinator~~
~~Basic Skills Coordinator or Representative~~

3. **Non-Voting**

   Any member of the faculty, student body, or staff shall have the right to speak at Curriculum Committee meetings to the question at hand.

B. TERMS OF OFFICE

1. Permanent membership shall be held by the following positions: Librarian, Articulation officer, and all the non-voting advisors.
2. Academic Senate President is based on position; however, if the Senate President appoints a Senate representative that person will be appointed to serve a term of one year.
3. Counselor will be appointed by the VP of Student Services for a term of one year.
4. All six ~~elected and~~ appointed faculty will serve a two-year term (staggered into two groups of three).
5. ~~Faculty chair shall serve not more than two consecutive two-year terms~~Faculty chair may serve as many two-year terms as he or she is elected to serve.

C. ELECTION AND SELECTION PROCEDURES

1. **Faculty**
   a. ~~Elected Faculty Division Representatives (Two Year Term)~~
   b. ~~All faculty in each division will have voting privileges in each election.~~
   c. ~~Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 2012-2013, voting will be April 2012, 2014, 2016, etc.)~~
   d. ~~If a faculty is not elected from a division, one will be appointed by the Curriculum Committee in cooperation with Academic Senate President.~~
   ~~e.~~a. Appointed Faculty – Academic Senate~~Division~~ Representatives (Two Year Term)
      i. Academic Senate President will appoint faculty division representatives from each division prior to first Curriculum meeting in academic year (September).
      ii. Appointments will occur every other year (staggered to the Election process) For example, if elections take place even years, appointments will take place odd years (Example appointments in September 2013, 2015, 2017, etc.)
      iii. If ~~necessary~~necessary, to begin the staggered terms, the Senate President may implement one year appointments.
   ~~f.~~b. Faculty Chair (Two Year Term)
      i. At-Large position - will be elected by the faculty in an end of spring semester election open to all faculty
      ii. Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 2012-2013, voting will be April 2012, 2014, 2016, etc.)
      ~~ii.~~iii. There is no limit on how many two-year terms the Faculty Chair may be elected by the faculty to serve.

2. **Replacing Members Midterm**
   a. Elected or appointed midterm vacancies will be filled by Academic Senate President appointment
   b. Non- elected or appointed midterm vacancy will be filled by agreement from the Curriculum Committee

D. ATTENDANCE POLICY

The Curriculum Committee is an essential shared governance entity. Regular attendance is crucial to effective deliberations. Representatives who miss three or more scheduled Curriculum Committee meetings* in an academic year are subject to removal by majority vote of Curriculum Committee. Replacement will follow policy on replacing members midterm. (Adopted 2/3/11)

*Meeting is defined for these purposes as any of the following: first monthly meeting, a scheduled carry-over meeting, a special meeting.

E. COLLEGE CURRICULUM COMMITTEE FACULTY CHAIR

1. Faculty Chair is elected from faculty membership and represents the faculty and brings to the committee faculty and Academic Senate issues and challenges.
2. Faculty chair chairs the Curriculum meetings.
3. Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
3.
4. Faculty chair is responsible for facilitating training for Curriculum committee.
5. To break a tie (or make a tie), one vote is given to the Faculty chair.

The Faculty Chair with the VP of Academic Affairs, Dean of Instruction, and the Instruction Office CoordinatorCurriculum and Scheduling Specialist will collaboratively create agenda two weeks before the first monthly Curriculum meeting.

III. MEMBER DUTIES AND SUBCOMMITTEE DIRECTIVES

A. *DUTIES*

1. **Faculty Curriculum Chair**
   a. Chair all Curriculum Committee meetings
   b. The Faculty Chair with the VP of Academic Affair~~ss, Dean of Instruction,, and~~ and the ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialists will collaboratively create agenda two weeks before the first monthly Curriculum meeting.
   c. Appoint members of the Technical Review Committee and other subcommittees as needed.
   d. Maintain currency in issues relevant to curriculum development through attendance of conferences, networking, and publications.
   e. Monitor Barstow Community College's curriculum procedures and processes for currency and effectiveness as needed and initiate necessary measures for their revisions.
   Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
   Faculty chair is responsible for providing training for Curriculum members.

2. **Voting Members**
   a. Attend all Curriculum Committee meetings
   b. Thoroughly read curriculum proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal
   d. Vote on the approval or disapproval of each curriculum proposal

3. **Non-voting Advisors**
   a. Attend all Curriculum Committee meetings
   b. All non-voting advisors are expected to have thoroughly read the curriculum — proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal.

4. **Technical Review Committee Members**
   a. The Technical Review Committee (TRC) members will meet ~~, preferably as a complete body,~~ to review submissions checking for completeness, errors, or other "red flag" issues that may cause item to be held up by the Curriculum Committee.
   b. If modifications are necessary or there are concerns or issues related to the proposal, item will be returned to the initiator for correction by TRC chair.
   c. Technical Review Committee members may be asked to meet with curriculum initiator and or curriculum chair regarding the technical review process and recommendations.
      i. NOTE: The curriculum initiator may choose to meet with a member of the Technical Review Committee as well as the curriculum chair for guidance and suggestions in the correction process.
      ii. It is the responsibility of the initiator to resubmit the corrected curriculum proposal in timely manner for inclusion on the next available curriculum agenda.

B. SUBCOMMITTEES

1. **General Guidelines for Subcommittees:**

   Subcommittees may be appointed by the presiding Chair to make recommendations on assigned items. Subcommittee members and a designated Chair shall be selected by the Curriculum Committee.

2. **Technical Review Committee:**

   a. Technical Review Committee is a standing subcommittee and is an integral part of the approval process.

   b. At the first meeting of the academic year (September), the Faculty Chair will appoint three faculty members to serve on the committee.

   c. The Technical Review Committee will consist of the following members:
      i. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist (permanent position and chair)
      ii. Three faculty members
         - One member should be a counselor if possible
         - One member should be an English instructor or experienced editor if possible
         - One member should be a Math instructor if possible

   ~~Curriculum Manual Review Committee:~~

   ~~Curriculum Manual Review Committee will be tasked with noting procedures and practices in committee meetings in conjunction with existing Curriculum Manual. The committee will regularly review the curriculum manual and making suggestions which may include validating the manual as is, suggesting minor revisions to be voted on by the committee, suggesting major revisions to be voted on by the committee or assigned to ad hoc committee as needed. The Curriculum Manual Review Committee's recommendations and Curriculum Committee's action on those recommendations will be reported to the Academic Senate to be on the Academic Senate Agenda in September. Academic Senate action is to be decided by the Academic Senate President. Academic Senate President may deem minor items as an informational item. Major revisions voted on by the Curriculum Committee will need Academic Senate approval.~~

   ~~A minimum of two members will be assigned to this committee at the beginning of each academic year.~~

IV. MEETINGS:

A. *Scheduling and Practice*

1. **First Meeting of the Academic Year**
   a. First meeting of the academic year will be scheduled in AugustSeptember by Faculty chair in collaboration with Academic Senate President.
   b. New electees to the Curriculum Committee will assume their positions.
   c. Training will be provided as needed
   d. Calendar will be set for regular meeting (see Regular Meetings below)
   e. The subcommittees will be appointed.
   f. Unfinished curriculum proposals from the previous academic year will be addressed.

1. **Regular Meetings**
   a. Scheduling:
      i. Regular meetings will be held according to a schedule approved by the Committee.
      ii. Two regularly scheduled meetings per will be scheduled for each month
      iii. Exceptions: Only one meeting will be scheduled for first month and last month of a semester unless special meeting is called (see special meeting below).
   b. Standard Meeting Practice:
      i. The first meeting of the month will be reserved for all new curriculum proposals.
      ii. The second meeting of the month will be reserved for carry-over items as needed.
      iii. In event there are no carry over items, the second meeting may be cancelled or held as a special meeting as needed.
   c. Special Meetings:
      i. Additional or special meetings may be called by the chair.
      ii. Special meetings follow required legal procures (i.e. the Brown Act)
      iii. Unless a special meeting is called, there will be one monthly agenda.

B. *Preparation and Procedures*

1. Submitted items take approximately six weeks to go through curriculum process and be placed on Curriculum Committee agenda. (See Appendix L).
2. Instruction Office CoordinatorCurriculum and Scheduling Specialist will prepare agenda in cooperation with faculty chair and VP of Academic Affairs and Dean of Instruction, Academic Support & Online Learning, and ensure minutes are recorded and are included in subsequent meeting packet.
3. One week3 days before regular meetings, agenda will be posted electronically and hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
4. One week prior to scheduled regular meeting, curriculum members will receive curriculum packet and initiators on the agenda will be sent invitations to attend meeting.
5. A quorum (normally six when all positions are filled, but a majority of voting members of filled positions) must be present to conduct business.
6. All action items require a vote. A majority vote is needed for approval. No proxy voting.
7. Committee should follow organized procedures such as Roberts' Rules of Order. However, the faculty chair may waive use of procedures such as Roberts' Rules of Order with committee agreement if needed for efficiency. In event of conflict or disagreement, Roberts' Rules of Order will be the standard.

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V. PROPOSAL PROCESS AND PROCEDURES

A. CURRICULUM PROPOSALS

1. **General Guidelines:**

   Curriculum Proposals must be sponsored by a full-time faculty member (with subject area expertise) or if there is no full-time faculty member in an area, then an adjunct with assistance from a full-time faculty or administrator may sponsor a proposal.

   Individuals initiating course and or program proposals are expected to attend Curriculum Committee meetings when their agenda items are discussed. If initiators do not attend, the proposal is automatically tabled. A tabled item will be placed on the next monthly agenda, if the item is ready. All faculty members interested or impacted in a proposal are encouraged to attend.

   Exceptions to normal curriculum procedural guidelines may include state or federal required deadlines at which time the faculty chair with consultation with VP of Academic Affairs and Dean of Instruction, Academic Support & Online Learning, may agree to bypass certain committee processes to meet deadlines. These would only apply to time sensitive items.

   Courses must meet academic standards in Title V, Sections 55002 (a),(b)(c), and 55805.5 which establish criteria for degree credit courses, non-degree credit courses, and non-credit courses.

   All Curriculum Proposals, including new courses and revisions of existing courses, must be submitted via curriculum@barstow.eduCurricUNET, or other approved typed forms or electronic format. **All required information must be properly completed with appropriate authorization/signatures obtained <u>prior</u> to review by Curriculum Committee.**

2. **Course proposals**

   Course proposals may require two readings. Normally one reading will be sufficient for information, discussion and action, but if substantial revisions are in order, the Committee may elect to table for revisions or not approve. If changes are recommended, the initiator will ensure that suggestions or corrections are made and resubmitted as appropriate.

3. **Course Revisions**

   Course Revisions including Special Topics courses normally require only one reading. (See Appendix Q - Glossary)

4. **Degree, Certificate, and New Delivery Method Proposals**

   Degree, certificate, and new delivery method proposals will be submitted to the Instruction Office to begin the review process. After review by the faculty chair, VP of Academic Affairs, and Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development Dean of Instruction in the monthly preparatory meeting, and informing the Academic Senate President, proposals will be put on the Curriculum Committee agenda, unless otherwise stated by the Academic Senate President. These items usually require two readings, butreadings but may be approved after one reading.

B. *CURRICULUM DEVELOPMENT PROCESS & RESPONSIBILITIES*

1. Initiators
a. Research and coordinate all information.
b. Discuss course with appropriate faculty; modify if necessary.
c. Verify approval of all full-time faculty who teach in the area of the proposed item
d. Prepare all documentation according to Title V standards.
e. For programs, consult with Dean of Instruction, Academic Support & Online Learning~~Dean of Instruction,~~ or Dean of Instruction, Workforce and Economic Development prior to submittal of documentation as applicable

f. For new courses, recommend but not required consultation with appropriate Dean
g. For a transfer course (courses numbered (1-49) proceed as follows:
   i. Consult with Articulation Officer. The Articulation Officer serves as a resource by providing accessibility to college and university catalogs, Articulation Agreements, and contacts with university counterparts.
   ii. Discuss proposed course with colleagues at UC/CSU regarding course content.
   iii. Obtain Articulation Officer's signature verifying transferability of course.
   iv. Obtain the signature of the SLO Coordinator for SLO submissions.
h. For a basic skills course (courses numbered (50-199) proceed as follows:
   i. Consult with Basic Skills Coordinator.
   ii. Refer to CB21 guidelines for correct basic skills coding (Basic Skills Initiative of California Community Colleges Handbook)
i. Submit documentation to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist for curriculum process
j. Attend Curriculum Committee meetings when the proposal is being considered.

2. ~~Instruction Office Coordinator~~**Curriculum and Scheduling Specialist**
a. Act as point person for faculty as needed
b. Submit agenda and submission information to technical review committee and online review committee as needed (see below)
~~c. Act as chair to Technical review Committee (see Appendix K)~~
~~d.~~c. Facilitate creation of agenda and packet based on collaborative effort with Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development ~~Dean of Instruction~~ and Faculty Chair for curriculum committee

~~e.~~d. Distribute agenda and packet in accordance to rules and regulations
~~f.~~e. Contact initiators as necessary for attendance to curriculum meetings
~~g.~~f. Move items through process after committee has voted. If approved, ensuring signatures and submission to Chancellor's office and placing items on Board agenda
~~h.~~g. Request and coordinate need for information from initiator, when necessary.
~~i.~~h. Attend Curriculum Committee meeting.
~~j.~~i. Responsible for ensuring minutes are kept and reported.
~~k.~~j. Responsible for ensuring submission files, agendas, and minutes are filed or stored appropriately, and are accessible.

3. Technical Review Committee: (see Appendix)
a. Review all course and/or program proposals for completeness, accuracy and compliance

with Title V Standards. (See Course Standards Handbook)
   b. Make determination regarding readiness of proposals
   c. Recommend sending forward or back to initiator with appropriate comments and
       suggestions to resubmit.
   c.d. The Technical Review Committee is chaired by the Faculty Chair or his or her faculty
       representative.

4. **Vice President of Academic and Student Success Affairs**
   a. Consult with faculty members proposing items as needed.
   b. Meet with Faculty Chair and ~~Instruction Office Coordinator~~Curriculum and Scheduling
       Specialist two weeks preceding the regularly scheduled meeting to collaboratively create
       agenda.
   c. Serve as non-presiding chair of Curriculum Committee.
   d. Submit Curriculum along with Curriculum Committee's recommendation to the
       Superintendent/President and Board of Trustees.
   e. Verify entry of approved curriculum into the Instruction Office data base by the
       ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist.

5. **Dean of Instruction, Workforce and Economic Development**
   a. Review all course and/or program proposals in CTE and Vocational area for
       completeness, accuracy, and compliance with Title V Standards.
   b. Request and coordinate need for information from initiator, when necessary.
   c. Attend Curriculum Committee meeting or send appropriate representative
   d. Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms
       with Chancellor's Office.

6. **Dean of Instruction, Academic Support & Online Learning**

   a. Review all course and/or program proposals in instruction area for completeness, accuracy
       and compliance with Title V Standards.
   b. Request and coordinate need for information from initiator, when necessary.
   c. Attend Curriculum Committee meeting or send appropriate representative
   d. Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms
       with Chancellor's Office.

7. **Faculty Chair**
   a. Review all course and/or program proposals for completeness, accuracy and compliance
       with Title V Standards. (See Course Standards Handbook)
   b. Request and coordinate need for information from initiator, when necessary.
   c. Meet with Dean of Instruction, Academic Support & Online Learning, or Dean of
       Instruction, Workforce and Economic Development ~~Dean of Instruction~~ and ~~Instruction
       Office Coordinator~~Curriculum and Scheduling Specialist two weeks preceding the
       regularly scheduled meeting to collaboratively create agenda.
   d. Chair Curriculum Committee meeting.

8. **Curriculum Committee**
   a. Review Curriculum matters brought before the Committee.

b. Oversee compliance of Title V course standards and District policies.
c. Recommend further action and coordination as necessary.
d. Vote to approve or not approve items submitted to committee.

C. ARTICULATION

To facilitate the transfer of students, colleges and universities develop and maintain documents called course articulation agreements. Articulation refers to general education agreements, major preparation agreements, course by course agreements and transferable course agreements. Articulation agreements are vital to community college transfer students because they promote the necessary academic preparation that results in normal progress towards a bachelor's degree. (See Appendix O – Articulation)

D. AGENDA

1. Submission proposals with complete supportive documentation are due in the Instruction Office six weeks prior to the scheduled meeting to go through the process and be placed on the agenda. (see Appendix L - Process and Approval Workflow)
2. Revised materials that have been through Technical Review Process and modified as needed (returned ~~15 days~~about two work weeks prior to curriculum meeting) may be placed on agenda.
3. Two weeks before first monthly Curriculum meeting, faculty chair with VP of Academic Affairs Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, ~~Dean of Instruction~~, and ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist will collaboratively create agenda.
4. The ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist will prepare the agenda based on this collaboration.
5. ~~One week~~3 days before regular meetings, agenda will be posted electronically and in hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
6. One week prior to first monthly meeting, curriculum members will receive curriculum packet, and initiators on agenda will be sent invitations to attend meeting
7. Any reordering of agenda must be done at beginning of committee meeting by vote.
8. Only information items may be introduced from the floor. Committee majority must agree to these items.
9. Any suggestion to extend a meeting must be done by agreement from the committee.

E. REQUIRED INFORMATION

Initiators must completely fill out required forms and use most recent version available.
Refer to guidelines and samples to ensure submission goes smoothly through curriculum process.

1. New Course
   a. New Course ~~Proposal~~ Approval Form
   ~~a.~~b. New Course Outline of Record
   c. Course must follow the curriculum guidelines and template (see guidelines)
   ~~b.~~d. Distance Educational Approval/Materials Form (as applicable)

2. Course Revision (units, hours, title, requisites, description, etc.)
   a. Course Modification Form~~Curriculum Summary Form (See Guidelines)~~
   ~~b.~~a. Appropriate form sections that show requested revision

b. Revised~~Current~~ Course Outline of Record

c. Distance Educational Approval/Materials Form (as applicable)

3. ~~Add or Change Delivery Methods (On-line, Hybrid, ITV, etc.)~~

4. ~~Curriculum Distance Learning Proposal Form~~

5. ~~Current Course Outline of Record~~

~~6.~~3. Course Inactivation ~~Deletion and Archiving Courses~~

    a. Course Modification form~~urriculum Summary Form~~

    ~~i.~~b. Current Course Outline of Record

4. **New Program (Degree or Certificate)**

    a. Credit Certificate Program Outline

    b. Credit Certificate Program Narrative

~~7.~~5. **New Associate Degree for Transfer**

    a. Credit Certificate Program Outline

    b. Credit Certificate Program Narrative

    a. ADT Narrative~~Application for approval of a new education program form required by the Chancellor's Office~~

    c.

    ~~b. Current Course Outline of Record for each course in the program~~

    ~~c. Program listing required courses (catalog certificate format)~~

    d. Transfer Model Courses (TMC) for SB1440 Transfer degrees

~~8.~~6. **Program ~~Deletion and Archiving Program~~Inactivation (Degree or Certificate)**

    ~~i.~~a. Curriculum Summary Form

    b. Current Course Outline of Record

F. *ACTION OF CURRICULUM COMMITTEE*

After review and appropriate discussion of submissions, the following action shall be taken:

1. Approve as submitted.
2. Not approve.
3. Approve/Not approve as revised.
4. Table (for additional information or corrections)
   a. Tabled items may be addressed during the next regular meeting.
   b. Initiator is responsible for providing information or corrections to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist to resubmit to committee according to policy timeline.

G. *PROCEDURES FOR FOLLOW-UP OF COMMITTEE ACTION*

1. Academic Senate President or designee takes following action:

Approved:	Follow up with Instruction Office and sign forms for Chancellor's

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	Office as necessary. Report Curriculum Committee matters to Academic Senate.
Not approved:	Follow up with Instruction Office and initiator as necessary. Ensure Curriculum Committee matters are reported to Academic Senate.

2. Dean of Instruction, Academic Support and Online Learning takes following action:

Approved:	Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms with Chancellor's Office. Forward to Vice President of Academic Affairs
Not approved:	Meet with initiator and/or Academic Senate President to discuss why the item was not approved if meeting is requested by initiator or Senate President.

3. Vice President of Academic Affairs takes following action:

Approved:	Sign forms for Chancellor's Office as necessary Forward to District President
Not approved:	Meet with Dean of Instruction, Academic Support & Online Learning, if necessary to discuss item

4. District President takes following action:

Approved:	Forwards all approved Curriculum items to the Board of Trustees for Board approval.
Not approved:	Act as liaison to the Board of Trustees as necessary

Adopted by Curriculum Committee:
Revised: ~~2/3/2011~~~~6/26/17~~04/01/2020

REFERENCED MATERIALS:

Academic Senate for California Community Colleges "The Course Outline of Record: A Curriculum Reference Guide." 201708. Web.

Barstow Community College Participatory Governance Handbook

Barstow Community College Board Policies

Barstow Community College Administrative Procedures California Community Colleges

California Code of Regulations: Title 5. Web.

California Community Colleges Chancellor's Office. *Program and Course Approval Handbook*, 7th3rd Edition. March October 20109. Web

Curriculum Committee - Membership

Voting Seats	Voting Members for 2020-2021
Chair - Faculty Member	Eduardo Vasquez
Academic Senate President (or rep)	Rodolfo (Rudy) Duque
Academic Senate At-Large	Andrew Rehfeld
Academic Senate At-Large	Bret Sage
Academic Senate At-Large	Elsa Greenlee
Faculty - Guided Pathways Lead (or approved GP rep)	Joseph Williams
Faculty - Guided Pathways Lead (or approved GP rep)	Jennafer Worland
Faculty - Guided Pathways Lead (or approved GP rep)	Lilia Franco
Faculty - Articulation Officer	Jaime Rodriguez
Faculty - Counselor	Apineru Lealofi
Faculty - Librarian	Kyri Freeman
Non-Voting Advisory Seats	Non-Voting Advisory Members for 2020-2021
Student - ASG rep	David Doss
Vice President of Academic Affairs	Tim Botengan
Vice President of Student Services	Herbert English
Dean of Instruction, Workforce & Economic Dev	Crystal Nasio
Dean of Instruction, Academic Support & Online Learning	Jennifer Rodden
Dean of Enrollment Management & Services	Heather Minehart
Dean of Counseling and Student Services	Tanesha Young
Director of Instructional Technology & Online Learning	Nancy Olson
Curriculum & Scheduling Specialist	Heather Brang
Curriculum & Scheduling Specialist	Jessica Tainatongo
Admissions and Records Evaluator	Tannessa Tinley

Year 1 2020-2021	Year 2 2021-2022	Year 3 2022-2023	Year 4 2023-2024	Year 5 2024-2025
ACCT 1	AHLT 51	ACCT 5	ADJU 6	ADJU 14
ACCT 4	AHLT 63	ACCT 68	ADJU 7	ADJU 15
ADJU 1	ANTH 1	ADJU 17	ADJU 8	ADJU 16
ADJU 2	ASTR 1	ADJU 4	ARTS 13A	ARTS 17
ADJU 3	ATHL 10	ADJU 5	ARTS 16	ARTS 5
ARTS 1	ATHL 4	ARTS 18A	ARTS 7	ATHL 1
ARTS 2	AUTO 52	ARTS 18B	ATHL 14	ATHL 2
ARTS 3	AUTO 52A	ARTS 18C	ATHL 31	ATHL 9
ATHL 20	AUTO 53	ATHL 22	AUTO 55	AUTO 51A
ATHL 23	BADM 2	ATHL 25	AUTO 56	BADM 1
BIOL 4	BADM 5	AUTO 54	AUTO 57	BADM 19
BIOL 5	BADM 6	BIOL 1	CBIS 19	CBIS 40
BIOL 8	BCCT 54	BIOL 2	CBIS 42	CBIS 43
CBIS 1	CBIS 13	CBIS 17	CBIS 60	CBIS 61
CBIS 2	CBIS 14	CBIS 22A	CHEM 10	CHLD 12A
CHEM 1	CBIS 15	CBIS 74	CHEM 3A	CHLD 14
CHEM 2A	COSM 50A	CHEM 1A	CHEM 3B	CHLD 15A
CHEM 2B	COSM 50B	CHEM 1B	CHLD 11A	CHLD 17A
CHLD 4	COSM 50C	CHLD 25	CHLD 49	CHLD 30A
CHLD 6	DESL 64	CHLD 30	CHLD 61	CHLD 35A
CHLD 9	DESL 65	CHLD 35	COMM 6	COSM 51D
COMM 1	DESL 67	COMM 4	COSM 51A	CSIS 29C
COMM 2	EDUC 1	COMM 5	COSM 51B	CSIS 29D
COMM 3	ELCT 70A	COSM 52	COSM 51C	CSIS 3
CSIS 10	ELCT 70B	CSIS 33B	ELCT 70D	ENGL 12
CSIS 18	ELCT 70C	ECON 1	ELCT 70E	ENGL 5
CSIS 35	ESL 190	ECON 2	ENGL 11	ENGL 6
ENGL 2	ESL 192	ENGL 194	ENGL 1B	ESL 118
ENGL 3	ETHN 1	ENGL 1C	ENGL 4	ESL 120
ENGL 7	GEOG 3	ENGL 50X	ENTR 4	ESL 126
ENTR 1	GEOL 3	ESL 108	ESL 110	ESL 138
ENTR 2	GEOL 4	ESL 109	ESL 116	ESL 150
ENTR 3	HEAL 1	GEOL 1L	ESL 156	ESL 158
ESL 100	HEAL 2	HIST 8A	ESL 157	ESL 159
ESL 105	HIST 1A	HIST 8B	HIST 4	ESL 176
ESL 106	HIST 1B	HUMA 5	HIST 5	ESL 178
ESL 107	HUMA 4	HVAC 52	IMEI 80E	HIST 2A
HUMA 1	HVAC 50	HVAC 53	IMEI 80F	HIST 2B
HUMA 2	HVAC 51	IMEI 80C	IMEI 90I	IMEI 90A
HUMA 3	IMEI 80A	IMEI 80D	IMEI 90J	IMEI 90B
MATH 1	IMEI 80B	IMEI 90G	IMMT 73	IMMT 60
MATH 2	IMEI 90E	IMEI 90H	KINA 30A	IMMT 62

MATH 5	IMEI 90F	IMMT 70	KINA 31A	IMMT 74
PHIL 1	IMMT 68	IMMT 71	KINA 7A	IMMT 75
PHIL 3	IMMT 69	KINA 23A	KINA 9A	KINA 16A
PHIL 4	KINA 10A	KINA 2A	MATH 191	KINA 3A
PHOT 1C	KINA 150	KINA 4A	MATH 4B	KINA 6A
PHOT 2C	KINA 21A	KINA 5A	MATH 4C	KINA 8A
PHOT 3C	KINA 22A	MATH 195	MUSI 4A	MATH 3
PHOT 4C	MATH 192	MATH 4A	MUSI 4B	MATH 55
PHOT 9	MATH 193	MATH 6	MUSI 4C	MATH 9
POLI 1	MATH 194	MUSI 12A	MUSI 8A	MUSI 2
POLI 2	MGMT 7	MUSI 12B	MUSI 8B	MUSI 3
POLI 3	MUSI 14	MUSI 12C	MUSI 8C	MUSI 4D
PSYC 1	MUSI 6A	MUSI 7B	PSYC 12	MUSI 5A
PSYC 2	MUSI 6B	MUSI 7C	PSYC 14	MUSI 5B
PSYC 6	MUSI 6C	MUSI 7D	PSYC 15	MUSI 8D
SOCI 1	MUSI 7	PHYS 2A	TART 13	SDEV 1
SOCI 2	PHIL 1C	PHYS 2B	TART 4C	SDEV 150
SOCI 3	PHIL 5	PSYC 11	TART 4D	SDEV 151
	PHSC 2	SOCI 10	TART 5C	TART 23
	SOCI 12	SOCI 20	TART 5D	TART 3
	SOCI 7	SPAN 1A	WARE 55	TART 4
	SOCI 9	SPAN 1B	WARE 59	WELD 52
	TART 1	TART 4B	WELD 54A	WELD 56
	TART 13D	TART 5B	WELD 55B	WELD 58A
	TART 5	WARE 54	WELD 57A	WKFC 101
	WARE 51	WELD 54B	WELD 57B	WKFC 102
	WARE 52	WELD 55A	WKFC 103	WKFC 104
	WELD 50A			WKFC 108

Year 6 2025-2026
ADJU 18
AHLT 55A
AHLT 62A
ARTS 10A
ARTS 10B
ARTS 19
ATHL 21
ATHL 3
BIOL 20A
BIOL 20B
CBIS 41
CHLD 15
CHLD 17
CHLD 19A
CHLD 19B
CHLD 19C
CHLD 20
CSIS 29A
CSIS 29B
CSIS 33
CSIS 6
DESL 63
DESL 70
ENGL 12B
ENGL 13A
ENGL 1A
ESL 128
ESL 130
ESL 136
ESL 151
ESL 155
ESL 160
ESL 166
ESL 168
ESL 170
ESL 180
ESL 186
ESL 188
IMEI 90C
IMEI 90D
IMMT 64
IMMT 66

IMMT 76
IMMT 77
KINA 17A
KINA 18A
KINL 1
KINL 23
MGMT 1
MGMT 5
MGMT3
MUSI 5C
MUSI 5D
OCEA 1
PHIL 6
PHIL 7
PHIL 8
SDEV 160
SDEV 5
SOCI 22
TART 13B
TART 13C
TART 24
WELD 51
WELD 58B
WELD 58C
WKFC 105
WKFC 106
WKFC 107

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   **Call to Order** *(1 minute)*
The meeting was called to order at 10:06 a.m. by Curriculum Committee Chairperson E. Vasquez.

II. **Roll Call** *(1 minute)*
a. **Voting Members Present –** Eduardo Vasquez, Lilia Franco, Apineru Lealofi, Rodolfo Duque, Jennafer Worland, Andrew Rehfeld, Bret Sage, Kyri Freeman, Joseph Williams (joined at 10:11 a.m.), Elsa Greenlee (joined at 10:39 a.m.).
b. **Voting Members Absent –** Jaime Rodriguez
c. **Non-Voting Members Present –** Jessica Tainatongo, Heather Brang, Tim Botengan, Tanesha Young, Crystal Nasio (joined the meeting at 10:29 a.m.)
d. **Non-Voting Members Absent –** Jennifer Rodden, Heather Minehart, David Doss, Nancy Olson, Tannessa Tinley, Herbert English
e. **Guests –** Christa Banton, Karen Kane, Nelson Ramos

III. **Approval of Agenda** *(1 minute)*
It was moved and then seconded to approve the Agenda for the 9/18/2020 Curriculum Meeting. 1st – L. Franco / 2nd – J. Worland (9, 0, 0)

IV. **Approval of Minutes**
It was moved and then seconded to approve the minutes from the 5/1/2020 Curriculum Meeting. 1st – A. Lealofi / 2nd – L. Franco (9, 0, 0)
It was moved and then seconded to approve the minutes from the 9/4/2020 Curriculum Meeting. 1st – J. Worland / 2nd – L. Franco (8, 0, 1) R. Duque abstained from voting as he was absent from the 9/4/2020 meeting.

V.   **Opportunities to Address the Committee** *(2 minutes each)*

VI. **Reports** *(2 minutes each)*
a. **Curriculum Committee Chair** – Eduardo Vasquez
E. Vasquez reported out to the group that have met with CTE faculty for some non-credit course development.

b. **Vice President, Academic Affairs** – Tim Botengan
T. Botengan reminded the group that an announcement went out about proctoring being waived for this semester and that the college will remain mostly online for spring 2021. At the best practice meeting Dr. Firtha introduced an online equity rubric; email followed with a link for a follow up discussion. This discussion will take place at the next DE meeting; input is appreciated. T. Botengan also reported out that current enrollment is low; found out that students in the service area aren't enrolling because they can't access technology. They don't have the Wi-Fi or the equipment. T. Botengan reported out that a program is being put together, "Barstow Community Connection," which partners with local businesses in the city of Barstow to provide wireless access points (hotspots) to give internet access to students. BCC also currently has a loan program to get Chromebooks to the students. The IT department is working hard to get more as it's a hot commodity right now. As this is an issue for many students ideas of how to help them would be greatly appreciate.

E. Vasquez felt that local students are also now taking jobs at Stater Bros and Walmart therefore it can affect the enrollment numbers as well.

T. Botengan responded that students who couldn't connect at home, would previously come onto campus but they aren't able to do that now. The college needs to connect with them now so they know what we can offer to help them, especially those that are uncomfortable taking courses in an online format.

c. Vice President, Student Services – Herbert English

Absent.

d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden

Excused absent.

e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio

C. Nasio was absent at time of report out.

f. Articulation Officer – Jaime Rodriguez

J. Rodriguez reported out that ECON 1, 2, and GEOG 3 are now all C-ID approved. J. Rodriguez has been receiving multiple course to course articulation approvals that will be reflected in ASSIST. So far requests have been sent to CSU Long Beach and UC Irvine. Irvine has verified the most approvals so far. J. Rodriguez is now working on UCR and CSUSB requests. Building course-to-course articulation allows a better transition for students with major prep courses.

g. OAC Chairs – Joseph Williams and Penny Shreve

J. Williams having connectivity issues; no report.

VII. Consent Agenda from Tech Review

No items were sent forward for approval by the Curriculum Committee from the previous Tech Review agenda.

VIII. Unfinished Business

a. 6-Year Cycle of Routine Course Review – Eduardo Vasquez (Action)

A motion was made and then seconded to approve the 6-Year Cycle of Routine Course Review. 1st – J. Worland / 2nd – L. Franco (9, 0, 0)

b. Curriculum Committee Membership – Eduardo Vasquez (Action)

A motion was made and then seconded to approve the Curriculum Committee Membership. 1st – A. Lealofi / 2nd – L. Franco (9, 0, 0)

Title of T. Young to be updated to read Dean of Counseling and Student Success (not Student Services).

IX. New Business

a. Curriculum Handbook – 1st Read (Action)

A motion was made and then seconded to approve the Curriculum Handbook. 1st – J. Worland / 2nd – L. Franco (10, 0, 0)

E. Vasquez made updates (in track changes so that changes could be seen) to update all items to reflect current Curriculum Committee. The last official update was done about eight years ago. E. Vasquez questioned the update of the section on Basic Skills; K. Kane responded that this section could be removed but mention of the numbering system that Barstow Community College uses needs to be mentioned either in the Handbook or in the catalog. Currently 1-49 is transferable; 50-99 meet degree and certificate program requirements; 100-149 may meet associate degree requirements and 150-199 are non-transferable, developmental courses. E. Vasquez will add the numbering system to the Handbook after conferring with the catalog to ensure that it's correct and aligned. E. Vasquez asked about a program modification and inactivation form; K. Kane replied that is a program discontinuation; but it is an entire process and exists within an AP. K. Kane will bring that back. A form will need to be created then. The handbook will be updated and brought forward to the next Curriculum Committee meeting for a second read. AP 4011 was sent via the Zoom chat by T. Botengan for review by E. Vasquez.

b. AP 4240 (Academic Renewal) – Eduardo Vasquez (Discussion)

      E. Vasquez discussed the Academic Renewal Policy with the committee. It is a process that the Counseling faculty uses for students who have substandard grades to have those grades alleviated without repetition. There are many students who have left Barstow Community College with substandard grades and the current Academic Renewal Policy does not allow them to submit the request without enrolling for courses at Barstow Community College. The updates that were made allow for students to request an Academic Renewal without being enrolled and added the stipulation that the process can only be initiated after the last substandard grade as well as that an academic renewal policy can only be done once.

X.   **Announcements** *(2 minutes each)*

      E. Vasquez reported out that work has been done with a lot of faculty members to submit their DE forms.

Future Agenda Items

    a. Textbook OER Process/Timeline – Jennifer Rodden

    b. Credit for Prior Learning – Eduardo Vasquez

XI. **Next Regular Meeting**

    a. Friday, October 1st, 10:00 am, ConferZOOM

XII. Adjournment

    A motion was made and seconded to adjourn the meeting at 10:58 a.m. 1st – L. Franco / 2nd J. Worland (10, 0, 0). The meeting was adjourned by Curriculum Committee Chairperson E. Vasquez.

Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Academic Renewal

Number: AP 4240

Legal Reference:

1. Title 5 Section 55046

Adopted:

Last Revised: 10/25/2017

Last Reviewed: 10/25/2017

Academic Renewal provides students the opportunity to reverse the negative impact of past academic failures at Barstow Community College without course repetition.

- ~~Academic renewal may only be requested by students enrolled at Barstow Community College.~~
- ~~Only units taken at Barstow Community College may be disregarded in the computation of the student's Barstow Community College cumulative grade point average.~~
-

A maximum of 30 units ~~in no more than three terms~~ may be alleviated.

To qualify for academic renewal, a period of twelve months must have elapsed between the period for which renewal is petitioned and the time of submission of the petition and the student must the following requirements:

1. You must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work)
2. Up to 30 units may be renewed.
3. Courses that have already been removed from GPA by course repetition will not be renewed.
4. You must complete either:
   a. Nine units of work with a 3.5 cumulative grade point average;
   b. 12 units of work with a 3.0 cumulative grade point average;
   c. 15 units of work with a 2.5 cumulative grade point average; or
   d. 20 units of work with a 2.0 cumulative grade point average.

~~Since completion of the work to be disregarded, a minimum of 12 semester units, with a grade point average of 3.0, or 18 units with a minimum grade point average of 2.5, or 24 units with a~~

~~minimum grade point average of 2.0 may have been completed at Barstow Community College or at other institutions.~~

The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based may have been completed at Barstow Community College or any other regionally accredited college or university, including upper division coursework.

Coursework completed at another institution must be posted on a student's official record at Barstow College by submitting official transcripts and a Request for Transcript Evaluation to Admissions and Records.

Only substandard grades of "D", "F", "FW", "NC", or "NP" can be disregarded.

A period of at least twelve months must have elapsed between the period for which forgiveness is petitioned and the time of submission of the petition.

A student may only petition for academic renewal once.

Academic renewal is irreversible.

Action taken under this regulation will not remove the courses, units, grades or any other information from the official transcript. All work will remain legible on the permanent record to ensure a true and complete academic history.

Academic renewal procedures may not conflict with the ~~Distric~~Barstow Community College~~t~~'s obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

To request academic renewal, a student should complete the Academic Renewal Petition and meet with a counselor.

Note: Academic renewal at Barstow Community College does not guarantee that other institutions will recognize such action. The receiving institution makes this determination.

Barstow Community College Curriculum ~~Manual~~Handbook

Revised ~~6~~04/~~260~~1~~0~~/~~17~~2020

2700 Barstow Road, Barstow, CA 92311

Phone (760) 252-2411

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Barstow Community College
CURRICULUM COMMITTEE MANUAL
(Revised 6/26/17~~04/01/2020~~3/1/2012)

I. STATEMENT OF PURPOSE

The purpose of the Curriculum Committee is to evaluate curricular material such as new, revised, and updated courses and programs for accuracy and for compliance with both internal and external policies and procedures. Material is submitted to the Curriculum Committee by faculty members and, upon approval, is passed forward within the system as appropriate. ~~The Curriculum Committee is a standing committee of the Barstow Community College and acts as a subcommittee of the Academic Senate. The Curriculum Committee is responsible for policies and offerings that ensure instructional integrity. The committee reviews and recommends action to keep the college offerings in accordance with standards established by accrediting agencies.~~

Description: The Curriculum Committee is a standing committee at Barstow Community College and acts as a subcommittee of the Academic Senate. The primary responsibility of the Curriculum Committee is the review and recommendation of curriculum to be approved by the Board of Trustees. Typical agenda items include:

1. Proposed course additions, modifications, deletions, and inactivations.

2. Proposed requirements for credit and non-credit courses

3. Proposed academic programs (certificates and degrees) additions, modifications, deletions, and inactivations.

4. Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding

5. Standards for requisites or other issues related to student preparation and success

6. Mode of instructional delivery (Online, hybrid, etc.)

Committee membership is defined in the Curriculum Handbook as listed in Barstow Community College District policies. The committee serves as an advisory body to the Vice President of Academic Affairs and to the Superintendent/President.Specifically, the Curriculum Committee is responsible for and charged with recommending action on the following:

Proposed course additions, revisions, deletions, archiving, and reactivation.
Proposed requirements for credit and non-credit courses,
Proposed academic programs (certificates and degrees) additions, revisions, deletions, and archiving.
Institutional and general education requirements.
Pre-collegiate level basic skill courses.
Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding.
Standards for requisites or other issues related to student preparation and success.
Criteria to determine standards and definitions of *critical thinking* and *college level*.
Mode of instructional delivery (On-line, Hybrid, EVAR, etc.).
Mechanism for submitting curriculum issues to committee (forms, procedures, or software)

II.   MEMBERSHIP ORGANIZATION

A.   *MEMBERSHIP*

In accordance with Title 5, Section 55002a (a) (1¹), the College Curriculum Committee shall be structured through the joint efforts of Barstow College's administration and the Academic Senate. The Curriculum Committee membership is in accordance with Barstow Community College's Board policy and procedure, Administrative procedures, and Participatory Governance Handbook and identifies the voting and non-voting membership as follows:

1.   Eleven Voting Members*
   a.   Faculty Chair
   b.   Academic Senate President or Representative
   a.
   b.   Faculty Chair (elected from the faculty at-large)
   c.   Three Academic Senate Representativesfaculty division representatives appointed by the Academic Senate President (one Representative from each of the Divisions)
   d.   Three Guided Pathway Leads appointed by the Academic Senate President faculty members elected by the faculty through Academic Senate elections (one Faculty Representative from each of the Divisions will be voted in by division faculty)
   e.   Faculty-Counselor
   f.   Faculty-Librarian
   g.   Faculty-Articulation Officer

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*Faculty –Chair votes only to make or break a tie vote

2. **Eight~~Nine~~ Non-Voting Advisors:**
   a. Vice President of Academic Affairs & Student Services
   b. Dean of Instruction, Academic Support & Online Learning or representative~~or other Instruction Office designee~~
   c. Dean of Instruction, Workforce and Economic Development or Representative
   d. Director of Instructional~~nformation~~ Technology and Online Learning or Representative
   e. Dean of Enrollment Management and Services~~Matriculation Representative~~
   f. ~~ASB~~ ASG Student Representative (1)
   g. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialists (2)

~~Distance Education Coordinator or Representative h. Dean of Distance Education~~
~~Student Learning Outcomes Coordinator~~
~~Basic Skills Coordinator or Representative~~

3. **Non-Voting**
   Any member of the faculty, student body, or staff shall have the right to speak at Curriculum Committee meetings to the question at hand.

B. TERMS OF OFFICE

1. Permanent membership shall be held by the following positions: Librarian, Articulation officer, and all the non-voting advisors.
2. Academic Senate President is based on position; however, if the Senate President appoints a Senate representative that person will be appointed to serve a term of one year.
3. Counselor will be appointed by the ~~VP of Student~~Dean of Counseling ~~Services~~ for a term of one year.
4. All six ~~elected and~~ appointed faculty will serve a two-year term (staggered into two groups of three).
5. ~~Faculty chair shall serve not more than two consecutive two-year terms~~Faculty chair may serve as many two-year terms as he or she is elected to serve.

C. ELECTION AND SELECTION PROCEDURES

1. **Faculty**
    a. ~~Elected Faculty Division Representatives (Two Year Term)~~
    b. ~~All faculty in each division will have voting privileges in each election.~~
    c. ~~Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 2012-2013, voting will be April 2012, 2014, 2016, etc.)~~
    d. ~~If a faculty is not elected from a division, one will be appointed by the Curriculum Committee in cooperation with Academic Senate President.~~
    ~~e.~~a. Appointed Faculty – Academic Senate~~Division~~ Representatives (Two Year Term)
        ~~i.~~ Academic Senate President will appoint three Academic Senate Representatives and three Guided Pathway Leads.~~faculty division representatives from each division prior to first Curriculum meeting in academic year (September).~~
        ~~ii. Appointments will occur every other year (staggered to the Election process) For example, if elections take place even years, appointments will take place odd years (Example appointments in September 2013, 2015, 2017, etc.)~~
        ~~iii.~~i. If necessary to begin the staggered terms, the Senate President may implement one year appointments.
    ~~f.~~b. Faculty Chair (Two Year Term)
        i. At-Large position - will be elected by the faculty in an end of spring semester election open to all faculty
        ii. Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 201~~9~~2-20~~20~~13, voting will be April 20~~2~~12, 20~~2~~14, 20~~2~~16, etc.)
        ~~ii.~~iii. There is no limit on how many two-year terms the Faculty Chair may be elected by the faculty to serve.

2. **Replacing Members Midterm**
    a. Elected or appointed midterm vacancies will be filled by Academic Senate President appointment
    b. Non- elected or appointed midterm vacancy will be filled by agreement from the

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Curriculum Committee

D.   ATTENDANCE POLICY

The Curriculum Committee is an essential shared governance entity. Regular attendance is crucial to effective deliberations. Representatives who miss three or more scheduled Curriculum Committee meetings* in an academic year are subject to removal by majority vote of Curriculum Committee. Replacement will follow policy on replacing members midterm. ~~(Adopted 2/3/11)~~
*Meeting is defined for these purposes as any of the following: first monthly meeting, a scheduled carry-over meeting, a special meeting.

E.   COLLEGE CURRICULUM COMMITTEE FACULTY CHAIR

1. Faculty Chair is elected from faculty membership and represents the faculty and brings to the committee faculty and Academic Senate issues and challenges.
2. Faculty chair chairs the Curriculum meetings.
3. Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
   i.
   ~~ii.~~4.   Faculty chair is responsible for facilitating training for Curriculum committee.
   ~~3.~~5. To break a tie (or make a tie), one vote is given to the Faculty chair.
~~The Faculty Chair with the VP of Academic Affairs, Dean of Instruction, and the Instruction Office Coordinator~~Curriculum and Scheduling Specialist ~~will collaboratively create agenda two weeks before the first monthly Curriculum meeting.~~

III.   MEMBER DUTIES AND SUBCOMMITTEE DIRECTIVES

A.   *DUTIES*

1. **Faculty Curriculum Chair**
   a. Chair all Curriculum Committee meetings
   b. The Faculty Chair with the VP of Academic Affair~~ss, Dean of Instruction,~~, and ~~and~~ the ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialists will collaboratively create agenda two weeks before the first monthly Curriculum meeting.
   c. Appoint members of the Technical Review Committee and other subcommittees as needed.
   d. Maintain currency in issues relevant to curriculum development through attendance of conferences, networking, and publications.
   e. Monitor Barstow Community College's curriculum procedures and processes for currency and effectiveness as needed and initiate necessary measures for their revisions.
      Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
      Faculty chair is responsible for providing training for Curriculum members.

2. **Voting Members**
   a. Attend all Curriculum Committee meetings
   b. Thoroughly read curriculum proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal
   d. Vote on the approval or disapproval of each curriculum proposal

3. **Non-voting Advisors**
   a. Attend all Curriculum Committee meetings
   b. All non-voting advisors are expected to have thoroughly read the curriculum — proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal.

4. **Technical Review Committee Members**
   a. The Technical Review Committee (TRC) members will meet ~~, preferably as a complete body,~~ to review submissions checking for completeness, errors, or other "red flag" issues that may cause item to be held up by the Curriculum Committee.
   b. If modifications are necessary or there are concerns or issues related to the proposal, item will be returned to the initiator for correction by TRC chair.
   c. Technical Review Committee members may be asked to meet with curriculum initiator and or curriculum chair regarding the technical review process and recommendations.
      i. NOTE: The curriculum initiator may choose to meet with a member of the Technical Review Committee as well as the curriculum chair for guidance and suggestions in the correction process.
      ii. It is the responsibility of the initiator to resubmit the corrected curriculum proposal in timely manner for inclusion on the next available curriculum agenda.

B.   SUBCOMMITTEES

1.   General Guidelines for Subcommittees:

Subcommittees may be appointed by the presiding Chair to make recommendations on assigned items. Subcommittee members and a designated Chair shall be selected by the Curriculum Committee.

2.   Technical Review Committee:

a.   Technical Review Committee is a standing subcommittee and is an integral part of the approval process.

b.   At the first meeting of the academic year (September), the Faculty Chair will appoint three faculty members to serve on the committee.

c.   The Technical Review Committee will consist of the following members:

   i.   ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist (permanent position and chair)

   ii.   ~~Three~~ Five faculty members

- One member should be the Curriculum Chair.
- One member should be the Articulation officer~~a counselor~~ if possible
- One member should be an English instructor ~~or experienced editor~~ if possible
- One member should be a Math instructor if possible
- One member should be a member of the Outcomes and Assessment Committee (OAC)

~~Curriculum Manual Review Committee:~~

~~Curriculum Manual Review Committee will be tasked with noting procedures and practices in committee meetings in conjunction with existing Curriculum Manual. The committee will regularly review the curriculum manual and making suggestions which may include validating the manual as is, suggesting minor revisions to be voted on by the committee, suggesting major revisions to be voted on by the committee or assigned to ad hoc committee as needed. The Curriculum Manual Review Committee's recommendations and Curriculum Committee's action on those recommendations will be reported to the Academic Senate to be on the Academic Senate Agenda in September. Academic Senate action is to be decided by the Academic Senate President. Academic Senate President may deem minor items as an informational item. Major revisions voted on by the Curriculum Committee will need Academic Senate approval.~~

~~A minimum of two members will be assigned to this committee at the beginning of each academic year.~~

IV. MEETINGS:

A. *Scheduling and Practice*

1. First Meeting of the Academic Year
   a. First meeting of the academic year will be scheduled in August~~September~~ by Faculty chair in collaboration with the Vice President of Academic Affairs ~~Academic Senate President~~.
   b. New electees to the Curriculum Committee will assume their positions.
   c. Training will be provided as needed
   d. Calendar will be set for regular meeting (see Regular Meetings below)
   e. The subcommittees will be appointed.
   f. Unfinished curriculum proposals from the previous academic year will be addressed.

1. Regular Meetings
   a. Scheduling:
      i. Regular meetings will be held according to a schedule approved by the Committee.
      ii. Two regularly scheduled meetings ~~per~~ will be scheduled for each month
      iii. Exceptions: Only one meeting will be scheduled for first month and last month of a semester unless special meeting is called (see special meeting below).
   b. Standard Meeting Practice:
      i. The first meeting of the month will be reserved for all new curriculum proposals.
      ii. The second meeting of the month will be reserved for carry-over items as needed.
      iii. In event there are no carry over items, the second meeting may be cancelled or held as a special meeting as needed.
   c. Special Meetings:
      i. Additional or special meetings may be called by the chair.
      ii. Special meetings follow required legal procures (i.e. the Brown Act)
      iii. Unless a special meeting is called, there will be one monthly agenda.

B. *Preparation and Procedures*
1. Submitted items take approximately six weeks to go through curriculum process and be placed on Curriculum Committee agenda. ~~(See Appendix L).~~
2. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist will prepare agenda in cooperation with faculty chair and VP of Academic Affairs and Dean of Instruction, Academic Support & Online Learning, and ensure minutes are recorded and are included in subsequent meeting packet.
3. ~~One week~~3 days before regular meetings, agenda will be posted electronically and hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
4. One week prior to scheduled regular meeting, curriculum members will receive curriculum packet and initiators on the agenda will be sent invitations to attend meeting.
5. A quorum (normally six when all positions are filled, but a majority of voting members of filled positions) must be present to conduct business.
6. All action items require a vote. A majority vote is needed for approval. No proxy voting.
7. Committee should follow organized procedures such as Roberts' Rules of Order. However, the faculty chair may waive use of procedures such as Roberts' Rules of Order with committee agreement if needed for efficiency. In event of conflict or disagreement, Roberts' Rules of Order will be the standard.

V. PROPOSAL PROCESS AND PROCEDURES

A. *CURRICULUM PROPOSALS*

1. General Guidelines:

Curriculum Proposals must be sponsored by a ~~full-time~~ faculty member (with subject area expertise)e) ~~or if there is no full-time faculty member in an area, then an adjunct with assistance from a full-time faculty or administrator may sponsor a proposal~~.

Individuals initiating course and or program proposals are expected to attend Curriculum Committee meetings when their agenda items are discussed. **~~If initiators do not attend, the proposal is automatically tabled. A tabled item will be placed on the next monthly agenda, if the item is ready.~~** All faculty members interested or impacted in a proposal are encouraged to attend.

Exceptions to normal curriculum procedural guidelines may include state or federal required deadlines at which time the faculty chair with consultation with VP of Academic Affairs, ~~and~~ Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, may agree to bypass certain committee processes to meet deadlines. These would only apply to time sensitive items.

Courses must meet academic standards in Title V, Sections 55002 (a),(b)(c), ~~and~~ ~~55805.5~~ which establish criteria for degree credit courses, ~~non-degree credit courses,~~ and non-credit courses.

All Curriculum Proposals, including new courses and revisions of existing courses, must be submitted via curriculum@barstow.edu~~CurricUNET~~, or other approved typed forms or electronic format. **All required information must be properly completed with appropriate authorization/signatures obtained <u>prior</u> to review by Curriculum Committee.**

2. Course proposals

Course proposals may require two readings. Normally one reading will be sufficient for information, discussion and action, but if substantial revisions are in order, the Committee may elect to table for revisions or not approve. If changes are recommended, the initiator will ensure that suggestions or corrections are made and resubmitted as appropriate.

3. Course Revisions

Course Revisions including Special Topics courses normally require only one reading. ~~(See Appendix Q - Glossary)~~

4. Degree, Certificate, and New Delivery Method Proposals

Degree, certificate, and new delivery method proposals will be submitted to the Instruction Office to begin the review process. After the submission, ~~After review by the faculty chaiT~~her, VP of Academic Affairs, and Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, ~~Dean of Instruction~~ in the monthly preparatory meeting, and informing the Academic Senate President, proposals will be put on the Curriculum Committee agenda, unless otherwise stated by the Academic

Senate President. These items usually require two ~~readings, but~~readings but may be approved after one reading.

B. CURRICULUM DEVELOPMENT PROCESS & RESPONSIBILITIES

1. Initiators

a. Research and coordinate all information.
b. Discuss course with appropriate faculty; modify if necessary.
c. Verify approval of all full-time faculty who teach in the area of the proposed item
d. Prepare all documentation according to Title V standards.
~~(1)~~e. For programs, consult with Dean of Instruction, Academic Support & Online Learning~~Dean of Instruction~~, or Dean of Instruction, Workforce and Economic Development prior to submittal of documentation as applicable
~~e.~~f. For new courses, recommend but not required consultation with appropriate Dean
~~f.~~g. For a transfer course (courses numbered (1-49) proceed as follows:
   i. Consult with Articulation Officer. The Articulation Officer serves as a resource by providing accessibility to college and university catalogs, Articulation Agreements, and contacts with university counterparts.
   ii. Discuss proposed course with colleagues at UC/CSU regarding course content.
   iii. Obtain Articulation Officer's signature verifying transferability of course.
   iv. Obtain the signature of the SLO Coordinator for SLO submissions.
~~g.~~h. For a basic skills course (courses numbered (50-199) proceed as follows:
   i. Consult with Basic Skills Coordinator.
   ii. Refer to CB21 guidelines for correct basic skills coding (Basic Skills Initiative of California Community Colleges Handbook)
~~h.~~i. Submit documentation to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist for curriculum process
~~i.~~j. Attend Curriculum Committee meetings when the proposal is being considered.

2. ~~Instruction Office Coordinator~~**Curriculum and Scheduling Specialist**

a. Act as point person for faculty as needed
b. Submit agenda and submission information to technical review committee and online review committee as needed (see below)
~~c. Act as chair to Technical review Committee (see Appendix K)~~
~~d.~~c. Facilitate creation of agenda and packet based on collaborative effort with Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development ~~Dean of Instruction~~ and Faculty Chair for curriculum committee
~~e.~~d. Distribute agenda and packet in accordance ~~to~~with rules and regulations
~~f.~~e. Contact initiators as necessary for attendance to curriculum meetings
~~g.~~f. Move items through process after committee has voted. If approved, ensuring signatures and submission to Chancellor's ~~office~~office, and placing items on Board agenda
~~h.~~g. Request and coordinate need for information from initiator, when necessary.
~~i.~~h. Attend Curriculum Committee meeting.
~~j.~~i. Responsible for ensuring minutes are kept and reported.
~~k.~~j. Responsible for ensuring submission files, agendas, and minutes are filed or stored appropriately, and are accessible.

3. Technical Review Committee~~: (see Appendix)~~

a. Review all course and/or program proposals for completeness, accuracy and compliance

with Title V Standards. (See Course Standards Handbook)
   b.   Make determination regarding readiness of proposals
   c.   Recommend sending forward or back to initiator with appropriate comments and
        suggestions to resubmit.
   c.d.The Technical Review Committee is chaired by the Faculty Chair or his or her faculty
        representative.

4.   **Vice President of Academic ~~and Student Success~~ Affairs**
   a.   Consult with faculty members proposing items as needed.
   b.   Meet with Faculty Chair and ~~Instruction Office Coordinator~~Curriculum and Scheduling
        Specialist two weeks preceding the regularly scheduled meeting to collaboratively create
        agenda.
   c.   Serve as non-presiding chair of Curriculum Committee.
   d.   Submit Curriculum along with Curriculum Committee's recommendation to the
        Superintendent/President and Board of Trustees.
   e.   Verify entry of approved curriculum into the Instruction Office data base by the
        ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist.

5.   **Dean of Instruction, Workforce and Economic Development**
   a.   Review all course and/or program proposals in CTE and Vocational area for
        completeness, accuracy, and compliance with Title V Standards.
   b.   Request and coordinate need for information from initiator, when necessary.
   c.   Attend Curriculum Committee meeting or send appropriate representative
   d.Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms with
        Chancellor's Office.

6.   **Dean of Instruction, Academic Support & Online Learning**
   a.   Review all course and/or program proposals in instruction area for completeness, accuracy
        and compliance with Title V Standards.
   b.   Request and coordinate need for information from initiator, when necessary.
   c.   Attend Curriculum Committee meeting or send appropriate representative
   d.   Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms
        with Chancellor's Office.

7.   **Faculty Chair**
   a.   Review all course and/or program proposals for completeness, accuracy and compliance
        with Title V Standards. (See Course Standards Handbook)
   b.   Request and coordinate need for information from initiator, when necessary.
   c.   Meet with Dean of Instruction, Academic Support & Online Learning, or Dean of
        Instruction, Workforce and Economic Development ~~Dean of Instruction~~ and ~~Instruction
        Office Coordinator~~Curriculum and Scheduling Specialist two weeks preceding the
        regularly scheduled meeting to collaboratively create agenda.
   d.   Chair Curriculum Committee meeting.

8.   **Curriculum Committee**
   a.   Review Curriculum matters brought before the Committee.

b. Oversee compliance of Title V course standards and District policies.
c. Recommend further action and coordination as necessary.
d. Vote to approve or not approve items submitted to committee.

C. *ARTICULATION*

To facilitate the transfer of students, colleges and universities develop and maintain documents called course articulation agreements. Articulation refers to general education agreements, major preparation agreements, course by course agreements and transferable course agreements. Articulation agreements are vital to community college transfer students because they promote the necessary academic preparation that results in normal progress towards a bachelor's degree. (See Appendix O - Articulation)

D. *AGENDA*

1. Submission proposals with complete supportive documentation are due in the Instruction Office six weeks prior to the scheduled meeting to go through the process and be placed on the agenda. (see Appendix L - Process and Approval Workflow)
2. Revised materials that have been through Technical Review Process and modified as needed (returned 15 daysabout two work weeks prior to curriculum meeting) may be placed on agenda.
3. Two weeks before first monthly Curriculum meeting, the faculty chair with VP of Academic Affairs Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, Dean of Instruction, and Instruction Office CoordinatorCurriculum and Scheduling Specialists will collaboratively create agenda.
4. The Instruction Office CoordinatorCurriculum and Scheduling Specialist will prepare the agenda based on this collaboration.
5. One week3 days before regular meetings, agenda will be posted electronically and in hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
6. One week prior to first monthly meeting, curriculum members will receive curriculum packet, and initiators on agenda will be sent invitations to attend meeting
7. Any reordering of agenda must be done at beginning of committee meeting by vote.
8. Only information items may be introduced from the floor. Committee majority must agree to these items.
9. Any suggestion to extend a meeting must be done by agreement from the committee.

E. *REQUIRED INFORMATION*

Initiators must completely fill out required forms and use most recent version available.
Refer to guidelines and samples to ensure submission goes smoothly through curriculum process.

1. New Course
   a. New Course Proposal Approval Form
   a.b. New Course Outline of Record
   c. Course must follow the curriculum guidelines and template (see guidelines)
   b.d. Distance Educational Approval/Materials Form (as applicable)

2. Course Revision (units, hours, title, requisites, description, etc.)
   i. Course Modification FormCurriculum Summary Form (See Guidelines)
   ii.a. Appropriate form sections that show requested revision

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b. Revised~~Current~~ Course Outline of Record

~~iii.~~c. Distance Educational Approval/Materials Form (as applicable)

3. ~~**Add or Change Delivery Methods (On-line, Hybrid, ITV, etc.)**~~

4. ~~Curriculum Distance Learning Proposal Form~~

5. ~~Current Course Outline of Record~~

~~6.~~**3.** **Course Inactivation** ~~Deletion and Archiving Courses~~

    a. Course Modification form~~urriculum Summary Form~~

    ~~i.~~b. Current Course Outline of Record

4. **New Program (Degree or Certificate)**

    a. Credit Certificate Program Outline
    b. Credit Certificate Program Narrative

~~7.~~**5.** **New Associate Degree for Transfer**

    a. Credit Certificate Program Outline
    ~~a.~~ ADT Narrative~~Application for approval of a new education program form required by the Chancellor's Office~~
    ~~b.~~
    ~~b. Current Course Outline of Record for each course in the program~~
    ~~c. Program listing required courses (catalog certificate format)~~
    ~~d.~~c. Transfer Model Courses (TMC) for SB1440 Transfer degrees

~~8.~~**6.** **Program** ~~Deletion and Archiving Program~~**Inactivation** **(Degree or Certificate)**

    ~~i.~~a. Curriculum Summary Form
    b. Current Course Outline of Record

F. *ACTION OF CURRICULUM COMMITTEE*

After review and appropriate discussion of submissions, the following action shall be taken:
1. Approve as submitted.
2. Not approve.
3. Approve/Not approve as revised.
4. Table (for additional information or corrections)
    a. Tabled items may be addressed during the next regular meeting.
    b. Initiator is responsible for providing information or corrections to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist to resubmit to committee according to policy timeline.

G. *PROCEDURES FOR FOLLOW-UP OF COMMITTEE ACTION*

1. **Academic Senate President or designee takes following action:**

Approved:	Follow up with Instruction Office and sign forms for Chancellor's Office as necessary.

	Report Curriculum Committee matters to Academic Senate.
Not approved:	Follow up with Instruction Office and ~~initiator~~initiator, as necessary. Ensure Curriculum Committee matters are reported to Academic Senate.

2. **Dean of Instruction, Academic Support and Online Learning takes following action:**

Approved:	Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms with Chancellor's Office. Forward to Vice President of Academic Affairs
Not approved:	Meet with initiator and/or Academic Senate President to discuss why the item was not approved if meeting is requested by initiator or Senate President.

3. **Vice President of Academic Affairs takes following action:**

Approved:	Sign forms for Chancellor's Office as necessary Forward to District President
Not approved:	Meet with Dean of Instruction, Academic Support & Online Learning, if ~~necessary~~necessary, to discuss item

4. **District President takes following action:**

Approved:	Forwards all approved Curriculum items to the Board of Trustees for Board approval.
Not approved:	Act as liaison to the Board of Trustees as necessary

Adopted by Curriculum Committee:
Revised: ~~2/3/2011~~~~6/26/17~~04/01/2020

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REFERENCED MATERIALS:

Academic Senate for California Community Colleges "The Course Outline of Record: A Curriculum Reference Guide." 201708. Web.

Barstow Community College Participatory Governance Handbook

Barstow Community College Board Policies

Barstow Community College Administrative Procedures California Community Colleges

California Code of Regulations: Title 5. Web.

California Community Colleges Chancellor's Office. *Program and Course Approval Handbook*, 7th3rd Edition. March October 20109. Web

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COMMITTEE ON CURRICULUM & INSTRUCTION

Minutes – October 2, 2020, 10:00 am – 12:00 pm

Confer ZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order** *(1 minute)*

    The meeting was called to order at 10:02 a.m. by Curriculum Chairperson E. Vasquez.

II. **Roll Call** *(1 minute)*

    a. Voting Members Present – Eduardo Vasquez, Lilia Franco, Apineru Lealofi, Bret Sage, Rodolfo Duque, Andrew Rehfeld, Elsa Greenlee, Jaime Rodriguez, Jennafer Worland, Kyri Freeman

    b. Voting Members Absent – Joseph Williams

    c. Non-Voting Members Present – Jennifer Rodden, Herbert English, Tim Botengan, Tanesha Young, Tannessa Tinley, Jessica Tainatongo, Heather Minehart

    d. Non-Voting Member Absent – Heather Brang, Crystal Nasio

    e. Guests – Nelson Ramos, Christa Banton, Nance Nunes-Gill, Karen Kane

III. **Approval of Agenda** *(1 minute)*

    It was moved and then seconded to approve the agenda for the 10/2/2020 Curriculum Committee meeting. 1st – J. Worland / 2nd – L. Franco (10, 0, 0)

IV. **Approval of Minutes**

    a. 9/18/2020

    It was moved and then seconded to approve the minutes from the 9/18/2020 Curriculum Committee meeting. 1st – J. Worland / 2nd – L. Franco (9, 0, 1)

V. **Opportunities to Address the Committee** *(2 minutes each)*

    N. Nunes-Gill wanted to thank everyone on the committee for their hard work and thoughtfulness of all items being put through.

VI. **Reports** *(2 minutes each)*

    a. Curriculum Committee Chair – Eduardo Vasquez

    E. Vasquez thanked the committee for all their hard work and reported out that the Chemistry ADT and certificates for IMEI and Welding are on the 2nd addendum which is now on the website. The call for routine peer reviewers has been sent. Three routine peer reviewers will be selected on October 9th, 2020 and trained on October 12th, 2020. E. Vasquez also received a communication from the ASCCC OER Initiative regarding an opportunity for faculty at California Community Colleges to be faculty leads in certain subjects for OER. The ASCCC OERI will pay a stipend to these leads. The email was shared with the OER Liaison, Kyri Freeman, to distribute it to the faculty.

    b. Vice President, Academic Affairs – Tim Botengan

    No formal report. T. Botengan announced fully online spring semester and that discipline meetings will start next week to schedule courses for the spring semester.

    c. Vice President, Student Services – Herbert English

    H. English reported out that the Student Services Department is having a few activities

for the second 9-weeks to encourage students to get signed up for courses.

d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden

J. Rodden reported out that meetings with the bookstore staff are ongoing; discussions have included Follett Discover system, adoption processes, communication timelines and OER.

e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio

Absent.

f. Articulation Officer – Jaime Rodriguez

J. Rodriguez reported out that the articulation agreements and transfer guides have been updated with Park, Grand Canyon University, Azusa Pacific and Brandman. SCIAC (Southern California Intersegmental Articulation Council) meeting was held this week, a new CSUGE breadth Area F has been approved. Ethnic Studies will need to be reviewed in order to meet core competencies for CSU.

g. OAC Chairs – Joseph Williams and Penny Shreve

Absent.

VII. Consent Agenda from Tech Review

It was moved and then seconded to approve the Consent Agenda from the 9/25/2020 Tech Review Committee meeting. 1st – A. Lealofi / 2nd – L. Franco (10, 0, 0)

VIII. Unfinished Business

a. AP 4240 (Academic Renewal) – Eduardo Vasquez - 1st Read (Action). It was moved and then seconded to approve the first read and vote on AP 4240. 1st – L. Franco / 2nd – J. Rodriguez (10, 0, 0)

b. Curriculum Handbook – Eduardo Vasquez – 1st Read (Action). It was moved and then seconded to approve the first read and vote on the Curriculum Handbook. 1st – J. Worland / 2nd – J. Rodriguez (10, 0, 0)

IX. New Business

a. AP 4021 (Program Discontinuance)- Eduardo Vasquez (Discussion)

E. Vasquez presented AP 4021 to the group and reported out that it had last been updated 15 years ago. No further discussion; this item will be brought forward to the next Curriculum Committee meeting for a first read/action item.

b. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez (Discussion)

E. Vasquez presented AP 4025 to the group and reported out that it had last been updated eight years ago. H. Minehart provided the legal language that needed to be updated. The local GE Requirements was also updated. No further discussion; this item will be brought forward to next Curriculum Committee meeting for a first read/action item.

c. AP 4100 (Graduation Requirement for Degrees and Certificates) – Eduardo Vasquez (Discussion)

E. Vasquez presented AP 4100 to the group and reported out that the AP had been updated last year but items that had been removed in regards to the Certificate of Career Preparation needed to be added back in. No further discussion; this item will be brought forward to the next Curriculum Committee meeting for a first read/action item.

d. New Program Modification Form – Eduardo Vasquez (Discussion)

E. Vasquez presented the new Program Modification Form to the group and explained the necessity of this form. No further discussion; this item will be brought forward to the next Curriculum Committee meeting for a first read/action item.

X.   Announcements *(2 minutes each)*
No announcements made.

XI.   Future Agenda Items

a. Textbook OER Process/Timeline – Jennifer Rodden
b. AP 4235 (Credit for Prior Learning) – Eduardo Vasquez

XII. Next Regular Meeting
a. Friday, October 16th, 10:00 am, ConferZOOM

XIII. Adjournment
A motion was made and then seconded to adjourn the meeting at 10:51 a.m. 1st – L. Franco / 2nd – A. Lealofi. (10, 0, 0). The meeting was adjourned by Curriculum Chairperson, E. Vasquez.

Barstow Community College Curriculum ~~Manual~~Handbook
Revised ~~6~~04/~~26~~01~~0~~/~~17~~2020

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Barstow Community College
CURRICULUM COMMITTEE MANUAL
(Revised 6/26/1704/01/20203/1/2012)

I. STATEMENT OF PURPOSE

The purpose of the Curriculum Committee is to evaluate curricular material such as new, revised, and updated courses and programs for accuracy and for compliance with both internal and external policies and procedures. Material is submitted to the Curriculum Committee by faculty members and, upon approval, is passed forward within the system as appropriate. The Curriculum Committee is a standing committee of the Barstow Community College and acts as a subcommittee of the Academic Senate. The Curriculum Committee is responsible for policies and offerings that ensure instructional integrity. The committee reviews and recommends action to keep the college offerings in accordance with standards established by accrediting agencies.

Description: The Curriculum Committee is a standing committee at Barstow Community College and acts as a subcommittee of the Academic Senate. The primary responsibility of the Curriculum Committee is the review and recommendation of curriculum to be approved by the Board of Trustees. Typical agenda items include:

1. Proposed course additions, modifications, deletions, and inactivations.

2. Proposed requirements for credit and non-credit courses

3. Proposed academic programs (certificates and degrees) additions, modifications, deletions, and inactivations.

4. Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding

5. Standards for requisites or other issues related to student preparation and success

6. Mode of instructional delivery (Online, hybrid, etc.)

Committee membership is defined in the Curriculum Handbook as listed in Barstow Community College District policies. The committee serves as an advisory body to the Vice President of Academic Affairs and to the Superintendent/President. ~~Specifically, the Curriculum Committee is responsible for and charged with recommending action on the following:~~

~~Proposed course additions, revisions, deletions, archiving, and reactivation.~~
~~Proposed requirements for credit and non-credit courses,~~
~~Proposed academic programs (certificates and degrees) additions, revisions, deletions, and archiving.~~
~~Institutional and general education requirements.~~
~~Pre-collegiate level basic skill courses.~~
~~Catalog descriptions, prerequisites, co-requisites, units, hours, CB coding.~~
~~Standards for requisites or other issues related to student preparation and success.~~
~~Criteria to determine standards and definitions of *critical thinking* and *college level*.~~
~~Mode of instructional delivery (On-line, Hybrid, EVAR, etc.).~~
~~Mechanism for submitting curriculum issues to committee (forms, procedures, or software)~~

II.   MEMBERSHIP ORGANIZATION

A.   *MEMBERSHIP*

In accordance with Title 5, Section 55002~~a~~ (a) (1~~1~~), the College Curriculum Committee shall be structured through the joint efforts of Barstow College's administration and the Academic Senate. The Curriculum Committee membership is in accordance with Barstow Community College's Board policy and procedure, Administrative procedures, and Participatory Governance Handbook and identifies the voting and non-voting membership as follows:

1. **Eleven Voting Members***
   a.   Faculty Chair
   b.   Academic Senate President or Representative
   ~~a.~~
   ~~b.   Faculty Chair (elected from the faculty at-large)~~
   ~~c.   Three faculty division representatives appointed by the Academic Senate President (one Representative from each of the Divisions)~~
   ~~d.~~c. Three Faculty Representatives (6) ~~faculty members elected by the faculty through Academic Senate elections (one Faculty Representative from each of the Divisions will be voted in by division faculty)~~
   ~~e.~~d. ~~Faculty~~ Counselor
   ~~f.~~e. ~~Faculty~~ Librarian
   ~~g.~~f. ~~Faculty~~ Articulation Officer

*Faculty –Chair votes only to make or break a tie vote

2. **Eleven**~~Nine~~ **Non-Voting Advisors:**
   a. Vice President of Academic Affairs
   ~~a.~~b. Vice President of Student Services
   ~~b.~~c. Dean of Instruction, Academic Support & Online Learning or representative~~or other Instruction Office designee~~
   d. Dean of Instruction, Workforce and Economic Development or Representative
   e. Dean of Enrollment Management and Services
   ~~e.~~f. Dean of Counseling and Student Success
   ~~d.~~g. Director of Instructional~~nformation~~ Technology and Online Learning or Representative
   ~~e.~~h. Admissions and Records Evaluator~~Matriculation Representative~~
   ~~f.~~i. ~~ASB~~ ASG Student Representative (1)
   ~~g.~~j. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialists (2)
   ~~Distance Education Coordinator or Representative h. Dean of Distance Education~~
   ~~Student Learning Outcomes Coordinator~~
   ~~Basic Skills Coordinator or Representative~~

3. **Non-Voting**
   Any member of the faculty, student body, or staff shall have the right to speak at Curriculum Committee meetings to the question at hand.

B. **TERMS OF OFFICE**

1. Permanent membership shall be held by the following positions: Librarian, Articulation officer, and all the non-voting advisors.
2. Academic Senate President is based on position; however, if the Senate President appoints a Senate representative that person will be appointed to serve a term of one year.
3. Counselor will be appointed by the ~~VP of Student~~Dean of Counseling ~~Services~~ for a term of one year.
4. All six ~~elected and~~ appointed faculty will serve a two-year term (staggered into two groups of three).
5. ~~Faculty chair shall serve not more than two consecutive two-year terms~~Faculty chair may serve as many two-year terms as he or she is elected to serve.

C. **ELECTION AND SELECTION PROCEDURES**

1. **Faculty**
   a. ~~Elected Faculty Division Representatives (Two Year Term)~~
   b. ~~All faculty in each division will have voting privileges in each election.~~
   c. ~~Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 2012-2013, voting will be April 2012, 2014, 2016, etc.)~~
   d. ~~If a faculty is not elected from a division, one will be appointed by the Curriculum Committee in cooperation with Academic Senate President.~~
   ~~e.~~a. Appointed Faculty – Academic Senate~~Division~~ Representatives (Two Year Term)
      ~~i.~~ Academic Senate President will appoint six faculty members.~~faculty division representatives from each division prior to first Curriculum meeting in academic year (September).~~
      ~~ii. Appointments will occur every other year (staggered to the Election process) For example, if elections take place even years, appointments will take place odd years (Example appointments in September 2013, 2015, 2017, etc.)~~
      ~~iii.~~i. If necessary to begin the staggered terms, the Senate President may implement one year appointments.
   ~~f.~~b. Faculty Chair (Two Year Term)
      i. At-Large position - will be elected by the faculty in an end of spring semester election open to all faculty
      ii. Elections will be held and completed in prior to the end of each spring semester every other year (example if terms start in 201~~9~~2-202~~0~~13, voting will be April 202~~1~~2, 202~~1~~4, 202~~1~~6, etc.)
      ~~ii.~~iii. There is no limit on how many two-year terms the Faculty Chair may be elected by the faculty to serve.

2. **Replacing Members Midterm**
   a. Elected or appointed midterm vacancies will be filled by Academic Senate President appointment
   b. Non- elected or appointed midterm vacancy will be filled by agreement from the

Curriculum Committee

D.   ATTENDANCE POLICY

The Curriculum Committee is an essential shared governance entity. Regular attendance is crucial to effective deliberations. Representatives who miss three or more scheduled Curriculum Committee meetings* in an academic year are subject to removal by majority vote of Curriculum Committee. Replacement will follow policy on replacing members midterm.
 (Adopted 2/3/11)
*Meeting is defined for these purposes as any of the following: first monthly meeting, a scheduled carry-over meeting, a special meeting.

E.   COLLEGE CURRICULUM COMMITTEE FACULTY CHAIR

1. Faculty Chair is elected from faculty membership and represents the faculty and brings to the committee faculty and Academic Senate issues and challenges.
2. Faculty chair chairs the Curriculum meetings.
3. Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
   i.
   ii.4.   Faculty chair is responsible for facilitating training for Curriculum committee.
   3.5.To break a tie (or make a tie), one vote is given to the Faculty chair.
The Faculty Chair with the VP of Academic Affairs, Dean of Instruction, and the Instruction Office CoordinatorCurriculum and Scheduling Specialist will collaboratively create agenda two weeks before the first monthly Curriculum meeting.

III. MEMBER DUTIES AND SUBCOMMITTEE DIRECTIVES

A. DUTIES

1. Faculty Curriculum Chair
   a. Chair all Curriculum Committee meetings
   b. The Faculty Chair with the VP of Academic Affairss, Dean of Instruction,, and and the Instruction Office CoordinatorCurriculum and Scheduling Specialists will collaboratively create agenda two weeks before the first monthly Curriculum meeting.
   c. Appoint members of the Technical Review Committee and other subcommittees as needed.
   d. Maintain currency in issues relevant to curriculum development through attendance of conferences, networking, and publications.
   e. Monitor Barstow Community College's curriculum procedures and processes for currency and effectiveness as needed and initiate necessary measures for their revisions.
   Faculty chair regularly attends Academic Senate meetings providing regular reports or updates as requested.
   Faculty chair is responsible for providing training for Curriculum members.

2. Voting Members
   a. Attend all Curriculum Committee meetings
   b. Thoroughly read curriculum proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal
   d. Vote on the approval or disapproval of each curriculum proposal

3. Non-voting Advisors
   a. Attend all Curriculum Committee meetings
   b. All non-voting advisors are expected to have thoroughly read the curriculum — proposals prior to the curriculum meeting
   c. Offer concerns and suggestions on each curriculum proposal.

4. Technical Review Committee Members
   a. The Technical Review Committee (TRC) members will meet , preferably as a complete body, to review submissions checking for completeness, errors, or other "red flag" issues that may cause item to be held up by the Curriculum Committee.
   b. If modifications are necessary or there are concerns or issues related to the proposal, item will be returned to the initiator for correction by TRC chair.
   c. Technical Review Committee members may be asked to meet with curriculum initiator and or curriculum chair regarding the technical review process and recommendations.
      i. NOTE: The curriculum initiator may choose to meet with a member of the Technical Review Committee as well as the curriculum chair for guidance and suggestions in the correction process.
      ii. It is the responsibility of the initiator to resubmit the corrected curriculum proposal in timely manner for inclusion on the next available curriculum agenda.

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B. **SUBCOMMITTEES**

1. **General Guidelines for Subcommittees:**

   Subcommittees may be appointed by the presiding Chair to make recommendations on assigned items. Subcommittee members and a designated Chair shall be selected by the Curriculum Committee.

2. **Technical Review Committee:**

   a. Technical Review Committee is a standing subcommittee and is an integral part of the approval process.

   b. At the first meeting of the academic year (September), the Faculty Chair will appoint three faculty members to serve on the committee.

   c. The Technical Review Committee will consist of the following members:

      i. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist (permanent position and chair)

      ii. ~~Three~~ Five faculty members

         - One member should be the Curriculum Chair.
         - One member should be the Articulation officer~~a counselor~~ if possible
         - One member should be an English instructor ~~or experienced editor~~ if possible
         - One member should be a Math instructor if possible
         - One member should be a member of the Outcomes and Assessment Committee (OAC)

   ~~Curriculum Manual Review Committee:~~

   ~~Curriculum Manual Review Committee will be tasked with noting procedures and practices in committee meetings in conjunction with existing Curriculum Manual. The committee will regularly review the curriculum manual and making suggestions which may include validating the manual as is, suggesting minor revisions to be voted on by the committee, suggesting major revisions to be voted on by the committee or assigned to ad hoc committee as needed. The Curriculum Manual Review Committee's recommendations and Curriculum Committee's action on those recommendations will be reported to the Academic Senate to be on the Academic Senate Agenda in September. Academic Senate action is to be decided by the Academic Senate President. Academic Senate President may deem minor items as an informational item. Major revisions voted on by the Curriculum Committee will need Academic Senate approval.~~

   ~~A minimum of two members will be assigned to this committee at the beginning of each academic year.~~

~~IV.~~III.   MEETINGS:

A.   Scheduling and Practice

1. **First Meeting of the Academic Year**
   a. First meeting of the academic year will be scheduled in August~~September~~ by Faculty chair in collaboration with the Vice President of Academic Affairs ~~Academic Senate President~~.
   b. New electees to the Curriculum Committee will assume their positions.
   c. Training will be provided as needed
   d. Calendar will be set for regular meeting (see Regular Meetings below)
   e. The subcommittees will be appointed.
   f. Unfinished curriculum proposals from the previous academic year will be addressed.

1. **Regular Meetings**
   a. Scheduling:
      i. Regular meetings will be held according to a schedule approved by the Committee.
      ii. Two regularly scheduled meetings ~~per~~ will be scheduled for each month
      iii. Exceptions: Only one meeting will be scheduled for first month and last month of a semester unless special meeting is called (see special meeting below).
   b. Standard Meeting Practice:
      i. The first meeting of the month will be reserved for all new curriculum proposals.
      ii. The second meeting of the month will be reserved for carry-over items as needed.
      iii. In event there are no carry over items, the second meeting may be cancelled or held as a special meeting as needed.
   c. Special Meetings:
      i. Additional or special meetings may be called by the chair.
      ii. Special meetings follow required legal procures (i.e. the Brown Act)
      iii. Unless a special meeting is called, there will be one monthly agenda.

B.   Preparation and Procedures

1. Submitted items take approximately six weeks to go through curriculum process and be placed on Curriculum Committee agenda. ~~(See Appendix L).~~
2. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist will prepare agenda in cooperation with faculty chair and VP of Academic Affairs and Dean of Instruction, Academic Support & Online Learning, and ensure minutes are recorded and are included in subsequent meeting packet.
3. ~~One week~~3 days before regular meetings, agenda will be posted electronically and hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
4. One week prior to scheduled regular meeting, curriculum members will receive curriculum packet and initiators on the agenda will be sent invitations to attend meeting.
5. A quorum (normally six when all positions are filled, but a majority of voting members of filled positions) must be present to conduct business.
6. All action items require a vote. A majority vote is needed for approval. No proxy voting.
7. Committee should follow organized procedures such as Roberts' Rules of Order. However, the faculty~~ chair~~ may waive use of procedures such as Roberts' Rules of Order with committee agreement if needed for efficiency. In event of conflict or disagreement, Roberts' Rules of Order will be the standard.

~~V.~~**IV.** PROPOSAL PROCESS AND PROCEDURES

A. *CURRICULUM PROPOSALS*

A. Faculty are vested with the primary responsibility for the development of new courses and programs and the revision of existing courses and programs. Title 5 mandates regular review of course outlines (6 years for academic courses, 2 years for vocational) and the College's Program Review process includes review of course outlines. Ultimately the approval of most curriculum proposals rests with the State Chancellor's Office.

1. **General Guidelines:**

   Curriculum Proposals must be sponsored by a ~~full-time~~ faculty member (with subject area expertise)e) ~~or if there is no full-time faculty member in an area, then an adjunct with assistance from a full-time faculty or administrator may sponsor a proposal~~.

   Individuals initiating course and or program proposals are expected to attend Curriculum Committee meetings when their agenda items are discussed. ~~**If initiators do not attend, the proposal is automatically tabled. A tabled item will be placed on the next monthly agenda, if the item is ready.**~~ All faculty members interested or impacted in a proposal are encouraged to attend.

   Exceptions to normal curriculum procedural guidelines may include state or federal required deadlines at which time the faculty chair with consultation with VP of Academic Affairs, ~~and~~ Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, may agree to bypass certain committee processes to meet deadlines. These would only apply to time sensitive items.

   Courses must meet academic standards in Title 5~~V~~, Sections 55002 (a),(b)(c), ~~and 55805.5~~ which establish criteria for degree credit courses, ~~non-degree credit courses,~~ and non-credit courses.

   All Curriculum Proposals, including new courses and revisions of existing courses, must be submitted via curriculum@barstow.edu~~CurricUNET~~, or other approved typed forms or electronic format. **All required information must be properly completed with appropriate authorization/signatures obtained <u>prior</u> to review by Curriculum Committee.**

2. **Course proposals**

   Course proposals may require two readings. Normally one reading will be sufficient for information, discussion and action, but if substantial revisions are in order, the Committee may elect to table for revisions or not approve. If changes are recommended, the initiator will ensure that suggestions or corrections are made and resubmitted as appropriate.

3. **Course Revisions**

   Course Revisions including Special Topics courses normally require only one reading. ~~(See Appendix Q - Glossary)~~

4. **Degree, Certificate, and New Delivery Method Proposals**

   Degree, certificate, and new delivery method proposals will be submitted to the Instruction Office to begin the review process. After the submission, ~~After review by the faculty~~

chaiTheir, VP of Academic Affairs, and Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, Dean of Instruction in the monthly preparatory meeting, and informing the Academic Senate President, proposals will be put on the Curriculum Committee agenda, unless otherwise stated by the Academic Senate President. These items usually require two readings, butreadings but may be approved after one reading.

B. CURRICULUM DEVELOPMENT PROCESS & RESPONSIBILITIES

1. Initiators

a. Research and coordinate all information.
b. Discuss course with appropriate faculty; modify if necessary.
c. Verify approval of all full-time faculty who teach in the area of the proposed item
d. Prepare all documentation according to Title 5V standards.
(1)e. For programs, consult with Dean of Instruction, Academic Support & Online Learning~~Dean of Instruction~~, or Dean of Instruction, Workforce and Economic Development prior to submittal of documentation as applicable.
e.f. For new courses, recommend but not required consultation with appropriate Dean.
f.g. For a transfer course ~~(courses numbered (1-49)~~ proceed as follows:
    i. Consult with Articulation Officer. The Articulation Officer serves as a resource by providing accessibility to college and university catalogs, Articulation Agreements, and contacts with university counterparts.
    ii. Discuss proposed course with colleagues at UC/CSU regarding course content.
    iii. Obtain Articulation Officer's signature verifying transferability of course.
    iv. Obtain the signature of the SLO Coordinator for SLO submissions.
g. ~~For a basic skills course (courses numbered (50-199) proceed as follows:~~
    i. ~~Consult with Basic Skills Coordinator.~~
    ii. ~~Refer to CB21 guidelines for correct basic skills coding (Basic Skills Initiative of California Community Colleges Handbook)~~
h. Submit documentation to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist for curriculum process
i. Attend Curriculum Committee meetings when the proposal is being considered.

2. Numbering of Courses

j. 1-49 are courses designated baccalaureate level courses. These courses are designed to transfer to other colleges or universities and meet Barstow Community College graduation requirements and are therefore degree applicable.
k. 50-99 are courses that meet degree and certificate program requirements. These courses may transfer after evaluation by the transfer institution.
l. 100-149 may meet associate degree requirements. These courses are generally non-transferrable courses emphasizing remediation and/or specific community needs.
i.m. 150-199 are non-transferable, developmental courses.

2.3. ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist

a. Act as point person for faculty as needed
b. Submit agenda and submission information to technical review committee and online review committee as needed (see below)
c. ~~Act as chair to Technical review Committee (see Appendix K)~~
d.c. Facilitate creation of agenda and packet based on collaborative effort with Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development ~~Dean of Instruction~~ and Faculty Chair for curriculum committee
e.d. Distribute agenda and packet in accordance ~~to~~with rules and regulations
f.e. Contact initiators as necessary for attendance to curriculum meetings

g.f. Move items through process after committee has voted. If approved, ensuring signatures and submission to Chancellor's officeoffice, and placing items on Board agenda

h.g. Request and coordinate need for information from initiator, when necessary.

i.h. Attend Curriculum Committee meeting.

j.i. Responsible for ensuring minutes are kept and reported.

k.j. Responsible for ensuring submission files, agendas, and minutes are filed or stored appropriately, and are accessible.

3.4. Technical Review Committee: (see Appendix)

a. Review all course and/or program proposals for completeness, accuracy and compliance with Title 5V Standards. (See Course Standards Handbook)

b. Make determination regarding readiness of proposals

c. Recommend sending forward or back to initiator with appropriate comments and suggestions to resubmit.

c.d. The Technical Review Committee is chaired by the Faculty Chair or his or her faculty representative.

4.5. Vice President of Academic and Student Success Affairs

a. Consult with faculty members proposing items as needed.

b. Meet with Faculty Chair and Instruction Office CoordinatorCurriculum and Scheduling Specialist two weeks preceding the regularly scheduled meeting to collaboratively create agenda.

c. Serve as non-presiding chair of Curriculum Committee.

d. Submit Curriculum along with Curriculum Committee's recommendation to the Superintendent/President and Board of Trustees.

e. Verify entry of approved curriculum into the Instruction Office data base by the Instruction Office CoordinatorCurriculum and Scheduling Specialist.

5.6. Dean of Instruction, Workforce and Economic Development

a. Review all course and/or program proposals in CTE and Vocational area for completeness, accuracy, and compliance with Title 5V Standards.

b. Request and coordinate need for information from initiator, when necessary.

c. Attend Curriculum Committee meeting or send appropriate representative

d. Ensure Instruction Office CoordinatorCurriculum and Scheduling Specialist files forms with Chancellor's Office.

6.7. Dean of Instruction, Academic Support & Online Learning

a. Review all course and/or program proposals in instruction area for completeness, accuracy and compliance with Title 5V Standards.

b. Request and coordinate need for information from initiator, when necessary.

c. Attend Curriculum Committee meeting or send appropriate representative

d. Ensure Instruction Office CoordinatorCurriculum and Scheduling Specialist files forms with Chancellor's Office.

7.8. Faculty Chair

a. Review all course and/or program proposals for completeness, accuracyaccuracy, and

compliance with Title 5V Standards. (See Course Standards Handbook)

    b. Request and coordinate need for information from initiator, when necessary.

    c. Meet with Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development Dean of Instruction and Instruction Office CoordinatorCurriculum and Scheduling Specialist two weeks preceding the regularly scheduled meeting to collaboratively create agenda.

    d. Chair Curriculum Committee meeting.

8.9. Curriculum Committee

    a. Review Curriculum matters brought before the Committee.

    b. Oversee compliance of Title 5V course standards and District policies.

    c. Recommend further action and coordination as necessary.

    d. Vote to approve or not approve items submitted to committee.

C. ARTICULATION

To facilitate the transfer of students, colleges and universities develop and maintain documents called course articulation agreements. Articulation refers to general education agreements, major preparation agreements, course by course agreements and transferable course agreements. Articulation agreements are vital to community college transfer students because they promote the necessary academic preparation that results in normal progress towards a bachelor's degree. (See Appendix O   Articulation)

D. AGENDA

1. Submission proposals with complete supportive documentation are due in the Instruction Office six weeks prior to the scheduled meeting to go through the process and be placed on the agenda. (see Appendix L - Process and Approval Workflow)
2. Revised materials that have been through Technical Review Process and modified as needed (returned 15 daysabout two work weeks prior to curriculum meeting) may be placed on agenda.
3. Two weeks before first monthly Curriculum meeting, the faculty chair with VP of Academic Affairs Dean of Instruction, Academic Support & Online Learning, or Dean of Instruction, Workforce and Economic Development, Dean of Instruction, and Instruction Office CoordinatorCurriculum and Scheduling Specialists will collaboratively create agenda.
4. The Instruction Office CoordinatorCurriculum and Scheduling Specialist will prepare the agenda based on this collaboration.
5. One week3 days before regular meetings, agenda will be posted electronically and in hard copy in adherence to policy. Special meetings will adhere to required policy (i.e. Brown Act)
6. One week prior to first monthly meeting, curriculum members will receive curriculum packet, and initiators on agenda will be sent invitations to attend meeting
7. Any reordering of agenda must be done at beginning of committee meeting by vote.
8. Only information items may be introduced from the floor. Committee majority must agree to these items.
9. Any suggestion to extend a meeting must be done by agreement from the committee.

E. REQUIRED INFORMATION

Initiators must completely fill out required forms and use most recent version available.
Refer to guidelines and samples to ensure submission goes smoothly through curriculum process.

1. **New Course**
   a. New Course ~~Proposal~~ Approval Form
   ~~a.~~b. New Course Outline of Record
   c. Course must follow the curriculum guidelines and template~~s (see guidelines)~~
   ~~b.~~d. Distance Educational Approval/Materials Form (as applicable)

2. **Course Revision (units, hours, title, requisites, description, etc.)**
   ~~i.~~ Course Modification Form~~Curriculum Summary Form (See Guidelines)~~
   ~~ii.~~a. Appropriate form sections that show requested revision
   b. Revised~~Current~~ Course Outline of Record
   ~~iii.~~c. Distance Educational Approval/Materials Form (as applicable)

~~3. **Add or Change Delivery Methods (On-line, Hybrid, ITV, etc.)**~~

~~4. Curriculum Distance Learning Proposal Form~~

~~5. Current Course Outline of Record~~

~~6.~~3. **Course Inactivation ~~Deletion and Archiving Courses~~**
   a. Course Modification form~~Curriculum Summary Form~~
   ~~i.~~b. Current Course Outline of Record

4. **New Program (Degree or Certificate)**
   c. Credit Certificate Program Outline
   d. Credit Certificate Program Narrative

~~7.~~5. **New Associate Degree for Transfer**
   a. Credit Certificate Program Outline
   a. ADT Narrative~~Application for approval of a new education program form required by the Chancellor's Office~~
   b.
   ~~b. Current Course Outline of Record for each course in the program~~
   ~~c. Program listing required courses (catalog certificate format)~~
   ~~d.~~c. Transfer Model Courses (TMC) for SB1440 Transfer degrees

~~8.~~6. **Program ~~Deletion and Archiving Program~~Inactivation (Degree or Certificate)**
   ~~i.~~a. Program Modification~~Curriculum Summary~~ Form
   b. ~~Current Course Outline of Record~~ Credit Certificate Program Outline

F. *ACTION OF CURRICULUM COMMITTEE*
   After review and appropriate discussion of submissions, the following action shall be taken:
   1. Approve as submitted.
   2. Not approve.
   3. Approve/Not approve as revised.
   4. Table (for additional information or corrections)
      a. Tabled items may be addressed during the next regular meeting.

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b. Initiator is responsible for providing information or corrections to ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist to resubmit to committee according to policy timeline.

G. PROCEDURES FOR FOLLOW-UP OF COMMITTEE ACTION

1. Academic Senate President or designee takes following action:

Approved:	Follow up with Instruction Office and sign forms for Chancellor's Office as necessary. Report Curriculum Committee matters to Academic Senate.
Not approved:	Follow up with Instruction Office and ~~initiator~~initiator, as necessary. Ensure Curriculum Committee matters are reported to Academic Senate.

2. Dean of Instruction, Academic Support and Online Learning takes following action:

Approved:	Ensure ~~Instruction Office Coordinator~~Curriculum and Scheduling Specialist files forms with Chancellor's Office. Forward to Vice President of Academic Affairs
Not approved:	Meet with initiator and/or Academic Senate President to discuss why the item was not approved if meeting is requested by initiator or Senate President.

3. Dean of Instruction, Workforce and Economic Development takes the following action:

Approved:	Ensure Curriculum and Scheduling Specialist files forms with Chancellor's Office. Forward to Vice President of Academic Affairs
Not approved:	Meet with initiator and/or Academic Senate President to discuss why the item was not approved if meeting is requested by initiator or Senate President.

~~1.~~4. Vice President of Academic Affairs takes following action:

Approved:	Sign forms for Chancellor's Office as necessary Forward to District President
Not approved:	Meet with Dean of Instruction, Academic Support & Online Learning, if ~~necessary~~necessary, to discuss item

~~2.~~5. District President takes following action:

Approved:	Forwards all approved Curriculum items to the Board of Trustees for Board approval.
Not approved:	Act as liaison to the Board of Trustees as necessary

Adopted by Curriculum Committee:

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Revised: 2/3/20116/26/1704/01/2020

REFERENCED MATERIALS:

Academic Senate for California Community Colleges "The Course Outline of Record: A Curriculum Reference Guide." 201708. Web.

Barstow Community College Participatory Governance Handbook

Barstow Community College Board Policies

Barstow Community College Administrative Procedures California Community Colleges

California Code of Regulations: Title 5. Web.

California Community Colleges Chancellor's Office. *Program and Course Approval Handbook*, 7th3rd Edition. March October 20109. Web

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. **Call to Order Eduardo Vasquez, Curriculum Chair**
The meeting was called to order at 10:04 a.m.

II. **Roll Call**

Members Present: Eduardo Vasquez, Joseph Williams, Jennafer Worland, Rodolfo Duque, Andrew Rehfeld, Lilia Franco, Bret Sage, Apineru Lealofi
Members Absent: Jaime Rodriguez, Elsa Greenlee, Kyri Freeman
Guests: Stefany Perez, Jennifer Rodden, Crystal Nasio, Jessica Tainatongo, Heather Brang, Tanesha Young, Heather Minehart, Tannessa Tinley, Tim Botengan, Karen Kane, David Doss

III. **Approval of Agenda**

There was a motion and a second to approve the agenda 1st – J. Worland / 2nd – L. Franco. E. Vasquez requested to move item IX b (AP 4235) to a first and second read so that it can be moved forward to the CGC meeting this month.

There was a motion and a second to move item IX b to an action item to a first and second read. 1st – J. Worland / 2nd – L. Franco (7, 0, 0) Approval of the agenda as amended (7, 0, 1) A. Lealofi didn't hear the motion; joined the meeting at 10:11 a.m. and abstained from voting.

IV. **Approval of Minutes**

A motion was made and then seconded to approve the minutes from the 10/2/2020 Curriculum Committee meeting 1st – J. Williams / 2nd – J. Worland (8, 0, 0)

V. **Opportunities to Address the Committee** *(2 minutes each)*
None at this time.

VI. **Reports** *(2 minutes each)*

a. **Curriculum Committee Chair – Eduardo Vasquez**
E. Vasquez reported out that there were three faculty members chosen to be routine peer reviewers: Christopher Nalbandian, Jacob Lenerville and Kyri Freeman. They have all been trained and are reviewing their assigned CORs. Math faculty have been assisted in completing the final documents needed for the MATH ADT; attended discipline meetings and shared out work of the Curriculum Committee to the Academic Senate.

b. **Vice President, Academic Affairs – Tim Botengan**
No report.

c. **Vice President, Student Services – Herbert English**
Absent.

d. **Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden**
J. Rodden shared that the Interim Director of Instructional Technology and Online Learning, Nancy Olson, sent an email communication with video to faculty about the Banner/Grading interface. It is not complete and faculty have been asked to volunteer to try it out with classes that are ending in the first nine weeks; several responses have been received.

e. **Dean of Instruction, Economic & Workforce Development – Crystal Nasio**

C. Nasio reported out the win for the Trade Technician Jump Start Project; two of the three courses have already come through curriculum; the third course will come through curriculum soon. It's a 12 week non-credit course that includes OSHA, Welding, Construction, Plumbing trade and Technician skills in that 12 weeks that will allow students to be completely self-sustainable and will allow them to be eligible for many entry level positions. Great partner in PG & E. Nationwide grant and only five were selected.

f. Articulation Officer – Jaime Rodriguez

In J. Rodriguez's absence, E. Vasquez reported out that English 5 was submitted for UC TCA appeal and HIST 1A was approved for C-ID. Articulation agreements with the CSU and UCs are continuing to update. Not all institutions are caught up and current with the agreements in ASSIST. CSU Northridge *is* current and reflects BCC's updated curriculum for the 20-21 school year. BCC courses articulated to CSU Northridge for Civil Engineering; this was a first for the college.

g. OAC Chairs – Joseph Williams and Penny Shreve

Nothing to report at this time.

VII. Consent Agenda from Tech Review (10/2/2020)

A motion was made and then seconded to approve the Consent Agenda 1st – J. Worland / 2nd – L. Franco (8, 0, 0)

VIII. Unfinished Business

a. AP 4240 (Academic Renewal) - Eduardo Vasquez – 2nd Read (Action)

A motion was made and then seconded to approve AP 4240. 1st – A. Lealofi / 2nd – L. Franco (8, 0, 0)

b. Curriculum Handbook – Eduardo Vasquez – 2nd Read (Action)

A motion was made and then seconded to approve the Curriculum Handbook. 1st – J. Williams / 2nd – L. Franco (8, 0, 0)

c. AP 4021 (Program Discontinuance)- Eduardo Vasquez - 1st Read (Action)

A motion was made and then seconded to move AP 4021 to a 2nd read. 1st - J. Williams / 2nd – A. Lealofi (8, 0, 0)

d. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez - 1st Read (Action)

A motion was made and then seconded to move AP 4025 to a 2nd read. 1st – J. Worland / 2nd – L. Franco (7, 0, 0) J. Williams stepped away and was not present for the vote.

e. AP 4100 (Graduation Requirement for Degrees and Certificates) – Eduardo Vasquez – 1st Read (Action)

A motion was made and then seconded to move AP 4100 to a 2nd read. 1st – L. Franco / 2nd – A. Lealofi (8, 0, 0)

f. New Program Modification Form – Eduardo Vasquez – 1st Read (Action)

A motion was made and then seconded to move the New Program Modification Form to a 2nd read. 1st – A. Lealofi / 2nd – L. Franco (8, 0, 0)

IX. New Business

a. Annual Curriculum Approval Certification (Discussion)

E. Vasquez reported to the group that the annual approval has to be signed by the Curriculum Chair, the Academic Senate President, the Chief Executive Officer and the Chief Instructional Officer. The college acknowledges that course hours and units are correct; local policy has been established for contact hours, outside-of-class hours, and credit for calculating credit hours. Must attach BP 4020 to prove local policy. Completed every year so that the Chancellor's Office will allow us to continue to self-certify and shows compliance with PCAH.

b. AP 4235 (Credit for Prior Learning) – Eduardo Vasquez (~~Discussion~~) Moved to Action Item – 1st and 2nd Read

A motion was made and then seconded to approve AP 4235. 1st – J. Worland / 2nd – A. Lealofi (8, 0, 0)

X. **Announcements** *(2 minutes each)*
No announcements.

XI. **Future Agenda Items**

XII. **Next Regular Meeting**

    a. Friday, October 30th, 10:00 am, ConferZOOM

XIII. Adjournment

A motion was made and then seconded to adjourn the meeting. 1st – J. Worland / 2nd – L. Franco. Meeting adjourned at 11:00 a.m. by E. Vasquez.

California Community Colleges

TO: Chief Executive Officers
            Chief Instructional Officers
            Academic Senate Presidents
            Curriculum Chairs
            Academic Senate for Community Colleges
            Curriculum Specialists

FROM: Raul Arambula
            Dean, Educational Services & Support

RE: Annual Curriculum Approval Certification

Background

This memorandum provides information regarding the Annual Curriculum Approval Certification. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. Programs not included in the annual certification and streamlined approval process include the Associate Degrees for Transfer (ADTs), noncredit Career Development and College Preparation (CDCP) certificates in the short-term vocational instructional domain, and new Career Technical Education credit programs that are not C-ID aligned.

Guidelines

The Chancellor's Office Curriculum Inventory (COCI) system has yet to be updated to accommodate automatic approval for local programs and non-credit programs authorized under title 5 55130 and 55150 for streamlined and auto-approval. Therefore, Chancellor's Office staff will manually approve affected programs, which may result in an approval timeframe of one to two business days. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Requested Actions

The Chancellor's Office requires each college to submit: (1) an annual certification form (signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair) and, (2) one PDF copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are to be submitted to the Chancellor's Office annually during the month of November.

Each academic year, during the month of October, the Chancellor's Office will release an annual certification reminder to colleges. For the 2020-21 academic year, the certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5:00 P.M. on **November 13, 2020**. Colleges that do not submit the required certification documents by the due date, are out of compliance with auto-approval requirements, and thus, affected credit and noncredit

course and program proposal submissions will be manually reviewed by the Chancellor's Office. The manual review process will remain in effect until the signed certification form and the local governing board policy documentation are received by Chancellor's Office.

Request for Support

Throughout the academic year, colleges may request for a technical assistance team comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff to assist on any curriculum related matter. Please submit these requests to your <u>regional curriculum contact</u> at the Chancellor's Office.

Contact

Please contact Raul Arambula, Dean in Educational Services and Support, at <u>rarambula@cccco.edu</u> or (916) 322-1440, should you have any questions or concerns.

Attachment: Annual Curriculum Approval Certification Form

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Marty Alvarado, Executive Vice Chancellor
Aisha Lowe, Vice Chancellor of ESS

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCCO PCAH; and
- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance with title 5 §55002.

This certification applies to the following:

1. **Courses**
   a. Credit - all credit courses
   b. Noncredit - all noncredit courses

2. **Programs**
   a. Credit
      i. Modified credit programs (excluding ADTs)
      ii. New credit programs with a Program Goal of "Local"
      iii. Credit CTE C-ID aligned programs (The following documents must be contained in submission: model curriculum templates, LMI, regional consortium recommendations) with the exception of new CTE credit programs that are not C-ID aligned and Apprenticeship
   b. Noncredit
      i. All noncredit programs

The annual certification is **not applicable** to the curriculum listed below:

1. Certificate Programs
   a. Credit: CTE not C-ID aligned
   b. Noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of *Short-term Vocational* (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)

2. Degrees
   i. Associate Degree for Transfer (AD-T)

Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations. To: David Garcia (dgarcia@cccco.edu)

Annual Curriculum Approval Certification Form

By signing this document, I certify as the Chief Instructional Officer that
_____ has completed this process.
      (College name)

Chief Executive Officer   *(Signature)*   Date

Chief Executive Officer   *(Print Name)*

Chief Instructional Officer   *(Signature)*   Date

Chief Instructional Officer   *(Print Name)*

Academic Senate President   *(Signature)*   Date

Academic Senate President   *(Print Name)*

Curriculum Chair   *(Signature)*   Date

Curriculum Chair   *(Print Name)*

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I.   Call to Order *(1 minute)*
The meeting was called to order by Curriculum Chairperson E. Vasquez at 10:03 a.m.

II.   Roll Call *(1 minute)*

Members Present: Eduardo Vasquez, Rodolfo Duque, Jennafer Worland, Kyri Freeman, Andrew Rehfeld, Jaime Rodriguez, Apineru Lealofi, Lilia Franco, Bret Sage
Members Absent: Joseph Williams, Elsa Greenlee
Guests: Jessica Tainatongo, Jennifer Rodden, Crystal Nasio, Heather Brang, Nelson Ramos, Karen Kane, David Doss, Heather Minehart, James Lee, Lisa Holmes, Tanesha Young, Tim Botengan

III.   Approval of Agenda *(1 minute)*

A motion was made and seconded to approve the agenda for the 10/30/2020 Curriculum Committee meeting. 1st – L. Franco / 2nd – J. Worland (7, 0, 1) A. Rehfeld was not present for the vote.

IV.   Approval of Minutes

A motion was made and then seconded to approve the minutes from the 10/16/2020 Curriculum Committee meeting. 1st – A. Lealofi / 2nd – L. Franco (7, 0, 2) J. Rodriguez and K. Freeman absent from the 10/16/2020 meeting and abstained from voting.

V.   Opportunities to Address the Committee *(2 minutes each)*

K. Freeman questioned the scheduling of both Tech Review and Curriculum Committee meetings as the groups meet every Friday. Would like to change this in the bylaws if this is going to continue and would like to see if the meetings could be moved to the afternoon, as there are many meetings in the mornings. E. Vasquez responded that this would be looked into.

VI.   Reports *(2 minutes each)*

a. Curriculum Committee Chair – Eduardo Vasquez
E. Vasquez reported to the group that he attended the Transfer and Career Fair that was held on 10/29/2020; discussed new courses and degrees with universities and employers. Collaborated with CTE in the creation of an EMS certificate. The Credit for Prior Learning (AP 4235) was accepted for a first and second read at the College Governance Council (CGC). Small mistakes were made in the COCI submission for MATH 6 and the Social Justice ADT; those have been corrected.

b. Vice President, Academic Affairs – Tim Botengan
No report.

c. Vice President, Student Services – Herbert English
Absent.

d. Dean of Instruction, Academic Support & Online Learning – Jennifer Rodden
Dean Rodden shared that the spring 2021 schedules will go out to all faculty early next week, and in collaboration with the bookstore, an email communication about textbook adoptions for spring will follow.

e. Dean of Instruction, Economic & Workforce Development – Crystal Nasio

Dean Nasio reported to the group that the Joint Board Meeting that was held with Victor Valley College (VVC) on 10/29 was very successful. Being very strategic and purposeful with conversations with VVC on how we can help our students get their courses to get to certificates and degrees that will help them gain employment.

f. Articulation Officer – Jaime Rodriguez

J. Rodriguez shared that work is continuing on course-to-course articulation requests and is assisting the Kinesiology faculty with revisions on HEAL 2 to meet Area E of CSUGE. SOCI 30 has been submitted to C-ID now that it has been BOT approved.

g. OAC Chairs – Joseph Williams and Penny Shreve

Absent.

VII. Consent Agenda from Tech Review (10/23/2020)

A motion was made and then seconded to approve the Consent Agenda. 1st – J. Worland / 2nd – L. Franco (9, 0, 0)

VIII. Unfinished Business

a. AP 4021 (Program Discontinuance) - Eduardo Vasquez – 2nd Read (Action) A motion was made and then seconded to approve the second read of AP 4021. 1st –A. Lealofi / 2nd – L. Franco (9, 0, 0). Move to Academic Senate for approval.

b. AP 4025 (Philosophy and Criteria for Associate Degree and General Education) – Eduardo Vasquez – 2nd Read (Action) A motion was made and then seconded to approve the second read of AP 4025. 1st – L. Franco / 2nd – J. Rodriguez (9, 0, 0). Move to Academic Senate for approval.

c. AP 4100 (Graduation Requirement for Degrees and Certificates) – Eduardo Vasquez – 2nd Read (Action) A motion was made and then seconded to approve the second read of AP 4100. 1st – L. Franco / 2nd – J. Rodriguez (8, 0, 1) Move to Academic Senate for approval. B. Sage was not present for the vote.

d. New Program Modification Form – Eduardo Vasquez – 2nd Read (Action) A motion was made and then seconded to approve the New Program Modification Form. 1st – J. Worland / 2nd – L. Franco (8, 0, 1) Move to Academic Senate for approval. B. Sage was not present for the vote.

IX. New Business

a. AS-T Mathematics – 1st Read *(Action)* A motion was made and then seconded to approve the first read for the AS-T Mathematics. 1st – R. Duque / 2nd – L. Franco (9, 0, 0) Move to 2nd Read at 11/13/2020 Curriculum Committee agenda.

K. Kane reminded the committee that the Chancellor's Office requires the college to transition local degrees with the same Program Code as a created TMC within 18 months. BCC's local degree does not have the same program code as the MATH TMC, so this AST is not required for compliance reasons.

b. AP 4022 (Course Approval) - Eduardo Vasquez *(Discussion)* E. Vasquez will bring for first read at 11/13/2020 Curriculum Committee Meeting.

c. AP 4236 (Advanced Placement) - Eduardo Vasquez *(Discussion)* E. Vasquez will bring for first read at 11/13/2020 Curriculum Committee Meeting.

d. AP 4232 (Pass/No Pass) - Eduardo Vasquez *(Discussion)* Tabled. Must be brought through with AP 4230.

X. Announcements *(2 minutes each)*

None at this time.

XI. Future Agenda Items

    a. AP 4232 (Pass/No Pass)

XII. Next Regular Meeting

    a. Friday, November 13th, 10:00 am, ConferZOOM

XIII.Adjournment

A motion was made and then seconded to adjourn the 10/30/2020 meeting. 1st – L. Franco / 2nd – J. Rodriguez. The meeting was adjourned at 10:46 a.m. by E. Vasquez.

AP 4021 Program Discontinuance

Barstow Community College has a biennial program review process in which each program ~~staffed by at least one full-time faculty member~~ is reviewed every two years, with annual updates to the program review. ~~Programs not staffed by full-time faculty are reviewed periodically.~~ The program review process includes an analysis of compliance with legal standards and, where appropriate, an analysis of program viability.

The procedure for discontinuance of academic and vocational programs typically entails the following steps:

- A determination is made by the Vice President of~~for~~ Academic Affairs ~~and Student Success~~, in consultation with the appropriate faculty members, that a program is "at-risk", due to factors such as chronic low enrollment, obsolescence of subject matter relative to educational and occupational training needs in the District service area, and/ or the inability of the District to properly support the program with staffing, equipment or other resources.

- Faculty members in the affected program are given an opportunity to submit a plan for revitalizing the program, including ~~resource~~resources, and staffing needs and a strategy for increasing program enrollment.

- The Vice President of~~for~~ Academic Affairs ~~and Student Success~~, in consultation with appropriate faculty and/or the Curriculum Committee, makes a determination with regard to the feasibility of the program revitalization plan. If deemed feasible, the plan is implemented and, following plan implementation, an assessment of the effectiveness of the revitalization plan is made.

- If no program revitalization plan is submitted by affected faculty, or if the revitalization plan submitted is deemed infeasible, or if implementation of the revitalization plan fails to achieve the desired results, a proposal for program discontinuance is submitted by the Vice President of~~for~~ Academic Affairs ~~and Student Success~~ to the curriculum committee.

- The curriculum committee and Vice President of~~for~~ Academic Affairs ~~and Student Success~~ make recommendations to the District President and Board of Trustees concerning whether or not to discontinue the program.

- The Board of Trustees acts on the program discontinuance recommendation.

- In the event that the Board acts to discontinue a program, tenured faculty adversely affected by the discontinuance are given an opportunity to retrain for service in a more viable academic or vocational program offered by the District.

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Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Course Approval

Number: AP 4022

Legal Reference:

1. **Education Code Section 84030 et seq;**
2. **Title 5 Section 5100; 5150**

Last Revised:

Last Reviewed:

<u>Credit Courses</u>

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

· These courses must be approved by the curriculum committee.

· The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

· Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

· Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

· Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

· All courses approved must be reported to the California Community Colleges Chancellor's Office.

Non-Credit Courses

Districts may approve non-credit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of non-credit course must address at least the following:

· The curriculum committee and District governing board have approved each non-credit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.

· The District promptly reported all non-credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.

· District personnel involved in the non-credit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of non-credit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.

· The District governing board has established a local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.

· Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit

AP 4025 Philosophy and Criteria for Associate Degree and General Education

The philosophy and criteria for the associate degree and general education address the following, but are not limited to:

- The programs of the District are consistent with the institutional mission, purposes, demographics and economics of the community.
- The philosophy and criteria regarding the associate degree references the policy of the Board of GovernorsTrustees that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
    - o The ability to think and communicate clearly and effectively orally and in writing;
    - o Use mathematics;
    - o Understand the modes of inquiry of the major disciplines;
    - o Be aware of other cultures and times;
    - o Achieve insights gained through experience in thinking about ethical problems, and;
    - o To develop the capacity of self-understanding.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.

- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

The Curriculum Committee of the District, with the support of the Academic Senate and College Administration, establishes a curriculum proposal and review process that methodically and consistently validates the above principles within the College's course and program inventory. At a secondary level, the Office of Instruction provides technical oversight to ensure that the College's course and program curriculum are in regulatory compliance.

To meet the objectives of general education, the College shall develop Student Learning Outcomes in the following areas, and place general education courses in accordance with those outcomes into the appropriate general education areas:

Reviewed: 12/19/2012
Revised: 12/19/2012

- Written Communication Competency: A minimum of 3 units with a grade of C or better in ENGL 1A.
- Oral Communication Competency: A minimum of 3 units with a grade of C or better in COMM 1 or COMM 3
- Mathematics Competency: A minimum of 3 units with a grade of C or better in MATH 1-99.
- Humanities: A minimum of 3 units in any Arts or Humanities course.
- Social and Behavioral Science: A minimum of 3 units any Social or Behavioral Science course.
- Orientation: Zero-3 units in ORIE 1 or PSYC 5.
- Natural Sciences: A minimum of 36 units in any Biological or Physical Science Course. including one course in Biological Sciences and one course in Physical Science.
-
- Social Sciences: A minimum of 6 units in two different discipline areas.
- Humanities: A minimum of 6 units in two different discipline areas.
- American Institutions and Ideals: A minimum of 3 units in POLI 1.
- U.S. History: A minimum of 3 units in HIST 2A or 2B.
- Communication: A minimum of 3 units with a grade of C or better.
- English: A grade of C or better in ENGL 1A.
- Mathematics: A minimum of 3-4 units with a grade of C or better DRAF/ELEC 60, MATH 55, 1-3, 4A, 4B, 4C, 5.
- Lifelong Understanding and Self-DevelopmentLifelong Learning: A minimum of 23 units in AHLT 51, 63, CHLD 4, HEAL 1-99, MUSI 1-99, SDEV 1-99, OR KINA 1-99.BIOL 11/PSYC 11, HEAL 1, 2, 7, PSYC 3, SOCI 4, 14 or TART 7.
- Physical Education: A minimum of 2 units in any 2 PE activity courses or 1 PE activity course and one AHLT course.

In addition to General Education requirements students are also required to complete a minimum of 18 units in the area of emphasis for the Associate in Arts in Humanities and or Social Science degrees and a minimum of 1820 unties in the area of emphasis for the Associate of Science in Natural Science/Math degree.

Reviewed: 12/19/2012
Revised: 12/19/2012

Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Graduation Requirements for Degrees and Certificates

Number: AP 4100

Legal Reference:

1. **Title 5 Sections 55060 et seq.**

Last Revised: 04/29/2020

Last Reviewed: 04/29/2020

Responsibility
The Vice President of Student Services will be responsible for implementing the provisions of this procedure.

General Education Requirements – Associate Degree
Educational objectives and intellectual interests of students working for an associate degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined minimum level of knowledge. The granting of the degree assures the community that the individual has acquired those common areas of knowledge and processes of thought and work that is expected of a community college graduate by the general populace. The program for obtaining the associate degree has been designed based on this philosophy.

State mandated major disciplinary categories of general education courses are
      1.7.1 Associate of Arts – Humanities
      1.7.2 Associate of Arts – Social Science
      1.7.3 Associate of Science – Natural Science/Math
      1.7.4 Associate of Science in a variety of occupational majors.

Ethnic studies must be offered.

Double counting of courses is recommended by California Education Code and Title 5, section 55063. Double-counting refers to use of a course to fulfill both a general education requirement and a major requirement.

Associate of Science (AS) is strongly recommended for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs

Associate of Arts (AA) for all other disciplines must be used for all other disciplines

Associate in Science for Transfer (AS-T) must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs

Associate in Arts for Transfer (AA-T) must be used for all other disciplines

Associate Degrees

The purpose of attaining an Associate degree is:
1. To extend general educational and cultural understanding.
2. To prepare for entrance to an occupation.
3. To provide credits for transfer to a four-year college or university at the junior level.

Associate in Arts or Associate in Science degree, a student must:
- Demonstrate competence in reading, in written expression, and in mathematics.
- Complete at least (60) semester units of college work.
  - At least 18 semester units in a major or area of emphasis
  - At least 18 semester units of general education coursework
- Earn an institutional and cumulative GPA in all work attempted of at least 2.0.
- Complete a minimum of twelve semester units of residency with Barstow College.

The 18 semester units in the major can be in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs", or it can be in an area of emphasis, defined as a more general grouping of lower division course work that prepares students for a field of study or specific major at a CSU or UC. The standards for GE are further defined in Title 5, § 55061. The remaining units may be used for local graduation requirements or electives, as permitted for the degree type.

Associate Degrees for Transfer (AA-T and AS-T)

The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

To complete an Associate Degree for Transfer a student must:
- Complete a minimum of 60 CSU-transferable courses semester units.
- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework; while a minimum of 2.0 is required for admission, some majors require a higher GPA.
- Complete a minimum of 18 semester units in the major; all courses in the major must be completed with a grade of "C" or better or a "P" if the course in taken on a "pass no-pass" basis (Title 5 Section 55063).

- Petition for a certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- Additional course requirements are prohibited

Credit Certificate ~~of Achievement~~ Requirements

Certificates must successfully complete a course of study of degree-applicable credit coursework. ~~The~~ ~~e~~Certificates ~~of achievement~~ shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

~~Barstow Community College shall award a Certificate of Achievement to students who fulfill the following requirements:~~

- ~~Completion of all course work in a designated certificate program with a "C" or better.~~
- ~~Completion of a minimum of 12 units at Barstow Community College.~~

Certificate of Achievement

Certificate programs of 16 or more units must be submitted for Chancellor approval and included on the student transcript.

Barstow Community College shall award a Certificate of Achievement to students who fulfill the following requirements:

- Completion of all course work in a designated certificate program with a "C" or better.
- Completion of a minimum of ~~12~~8 units at Barstow Community College.

Certificate of Career Preparation

Barstow Community College shall award a Certificate of Career Preparation to students who fulfill the following requirements:
- Completion of all course work in a designated certificate program with a "C" or better.
- Completion of a minimum of 12 units at Barstow Community College or all required coursework for the Certificate of Career Preparation if less than 12 units.

Noncredit Certificate Requirements

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Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Graduation Requirements for Degrees and Certificates

Number: AP 4100

Programs and required courses classified as noncredit Career Development and College Preparation (CDCP) prepare students for employment or to be successful in college level credit coursework. ~~B~~

Certificate of Competency
A Certificate of Competency is a noncredit certificate intended for students who do not need credit for transfer or for employment but wish to improve their basic skills in English or Mathematics or learn English as a second language. The Certificate of Competency is awarded those students who successfully complete the required courses for the certificate.

Certificate of Completion
A Certificate of Completion is a noncredit certificate intended for students who do not need credit for transfer but who wish to obtain the knowledge and preparation of skills needed for entry level positions in the workforce or obtain short-term vocational skills needed for immediate employment. The Certificate of Completion is awarded those students who successfully complete the required courses for the certificate,

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Petition to Graduate
Students may petition to graduate once all required courses are completed or the student is enrolled in all required courses. Petitions may be submitted to Admissions and Records up until the last day of the published Graduation Petition deadline. Students may submit petitions after the Graduation Petition deadline but will not be included in the Commencement Program. Students who petition during the summer semester may be allowed to participate in commencement during the preceding spring but will not be included in the Commencement Program and will not be allowed to participate in the following Commencement Program unless a new degree or certificate is earned.

All degree and certificates will be awarded after successful completion of all degree or certificate requirements and after the end of the semester in which the petition was submitted.

Use of Coursework from Another Accredited Institution
Students may use lower division coursework from a regionally accredited institution to fulfill subject requirements of a comparable Barstow Community College course upon approval by the articulation officer and transcript evaluator. Students may use lower division coursework completed at another regionally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use lower division coursework from another regionally accredited institution to fulfill any of the following:

- Course or program requirements for a certificate or for the major in an associate degree

- General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College; and
- Elective units to meet the 60 semester unit requirement for an associate degree.

Although Barstow Community College may receive and apply lower division coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the Barstow Community College degree, Barstow Community College cannot guarantee the same lower division coursework will transfer and be used for the same requirements at another institution.

Note: Students may NOT use outside coursework to satisfy the 12-unit Residency requirement.

Students who have already earned a bachelor's degree from a regionally accredited institution may be exempt from completion of Barstow Community Colleges general education requirements.

Catalog Rights:

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion. A student is entitled to receive a degree or certificate of achievement provided the student has met all degree or certificate requirements consistent with catalog rights. If a student's major includes course work that has been discontinued, the student must petition through a counselor for the authorization of course substitutions. The "withdrawal" symbol (W) constitutes enrollment.

A student's catalog rights include:
- The regulations in effect at the time the student entered the college, provided the student has been in continuous enrollment until the requirements for the Degree/Certificate are completed; or
- The regulations current at the time the student declares the major program and remains in continuous enrollment until the requirements for the Degree/Certificate are completed; or
- The regulations current at the time the student files and receives the Degree/Certificate.

Credit for Military Experience

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree.

Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Graduation Requirements for Degrees and Certificates

Number: AP 4100

To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Barstow Community College staff member. A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

The College is authorized under California Code of Regulations Title 5, Section 55063 and 55072, to confer upon a student a degree/certificate without requiring the student to first petition for conferral. The Admissions and Records Office shall establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and avail them with the opportunity for postponement by a specific deadline.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

Book: Administrative Procedure

Section: Chapter 4 – Academic Affairs

Title: Advanced Placement Credit

Number: AP 4236

Legal Reference:

1. **Education Code Section 79500**

Last Revised:

Last Reviewed:

Any student who passes a College Board Advanced Placement (AP) Examination with a minimum score of three in a subject matter will be awarded credit in a General Education area with a subject matter similar to that of the AP Examination.

For any AP Examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Internet Website.

BARSTOW COMMUNITY COLLEGE
Program Modification Request

Program Title:

New Credit Certificate Program Outline Attached?   Yes   No

Reason for Change: (Please check all that apply)

Program Inactivation   Course Addition   Course Deletion

Updating PLOs   Updating Catalog Description   Program modality fully online

Please indicate below what <u>specific</u> changes were made for review and/or any other reason not listed:

Please indicate the rationale for change:

These are the names of the processors of this document. They acknowledge and understand that all information here is complete and correct and each individual has reviewed and supports this change request.

Faculty Author:		Date:	
Full-Time Faculty in Discipline (Full-time faculty in the discipline other than the person submitting this document, if any, must sign)		Date:	
Area Dean:		Date:	
Financial Aid (If units/hours change)**:**		Date:	
Articulation Officer:		Date:	
Curriculum Chair		Date:	

Process Approvals	
Curriculum Committee Approval Date	
Vice President AA Approval Date	
Board of Trustees Approval Date	
Proposed Start Date	

Revised: 10/11/2019