

GROSSMONT COLLEGE CURRICULUM COMMITTEE

Meeting Summary for Tuesday, February 16, 2021 via Zoom

Dr. Marshall Fulbright, Administrative Co-Chair

Dee Aceves, Faculty Co-Chair

MEMBERS PRESENT:	Dee Aceves, Krista Ames-Cook, Javier Ayala, Liz Barrow, Jeanette Calo, Caylor Cuevas, Marion de Koning, Angela DiDomenico, Carl Fielden, Marshall Fulbright, Karen Hern, Felicia Kalker, Raymundo Quezada, Sharon Sampson, Jason Stevens, Alan Traylor,
MEMBERS ABSENT:	Martha Clavelle, Sebastien Cormier, Cadence Dobias, Tenille Venard
ADMINISTRATIVE SUPPORT:	Bobbi Prilaman
FACULTY GUESTS:	None

This is a Zoom meeting of the Curriculum Committee due to the COVID-19 pandemic and subsequent campus closure. The Brown Act requires all motions, seconds, and votes to be recorded in the Zoom chat room. Meeting was livestreamed via YouTube for the public.

Meeting was called to order by Dee Aceves at 2:05 pm.

APPROVAL OF SUMMARY from February 2, 2021 meeting:

Stevens/Calo to approve meeting summary: 16 Yes, 0 No, 0 Abstentions.

PROPOSALS FOR CONTENT REVIEW:

- ♦ **CA 105, 160, 163, 164, 165, 166, 167, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 180, 183, 184, 185, 186, 280, 281, 282:** Course Modifications
- ♦ **Culinary Arts (CA) Baking and Pastry:** Degree Modification
- ♦ **Comments/Notes from Committee during Review:**
 - Curriculum Proposal Review (CPR) tracker was completed prior to meeting by members.
 - During meeting, clarification about co-requisite for CA 169 and CA 174 was noted.
 - For the degree modification, Jason Stevens is confirming the Letter of Intent for NUTR 155 was received.

CHAIR REPORT:

- ♦ **DEI (Diversity, Equity & Inclusion)** – Dee shared a link to [Glendale College's Curriculum and Instruction webpage](#) and encouraged members to review and provide input on the content shared and how Grossmont could consider including similar information in the Curriculum Handbook revisions being worked on this semester.
 - Grossmont's Curriculum Handbook work group (2021SP): Dee Aceves, Carl Fielden, Felicia Kalker, and Marion de Koning
 - **Action Item:** Committee members to review link from Glendale College and provide feedback. Initial input: Site is well-designed and easy to read with a lot of informative content.
- ♦ **Course Revision Policy** – Two samples were shared in meeting documents folder and are attached. Committee will be reviewing and discussing curriculum review policies related to course revisions that will include a process for course deactivation. Curriculum Review and Revision Policy will include a hold-harmless period since the current state of the approved course outlines of record (COR) is long overdue for many courses. The review/revision policy will then be circulated for input before implementation.
 - Goal is regular and systematic review of all curriculum on a five-year cycle, including student learning outcomes (SLOs) and distance learning (DE) components.
 - Grossmont and the District are working toward implementing a curriculum management software (CMS), which will help in this regular and ongoing review and communication.

- A possible deactivation process will also include a reactivation process with a timeline to allow for assessment (i.e., allow at least one year for review) before a course could be reactivated. Review would also include regional and labor market information as needed.

INFORMATION ITEMS:

- ◆ **Reminders** – Curriculum approved between Dec. 1, 2020 and Feb. 16, 2021 will be on the March 16, 2021 Board Packet. All curriculum approved in 2020FA and 2021SP is effective for the 2021-2022 Grossmont Catalog.

Adjourned: 3:15 PM

Next Meeting: February 23, 2021

Place of Meeting: Zoom

Summary Prepared By: Krista Ames-Cook, Instructional Operations (IOPS) Interim Supervisor

Attachment/s: (1) Five-Year Cycle Course Revision Policy (example from Woodland Comm. College, 2021)
(2) Five-Year Curriculum Review Cycle Process (example from Cuyamaca College, 2019)

Course Revision Policy

WCC Curriculum Committee – Approved 01/22/2021

References: Education Code 78016; Title 5, §55003; Standard IIA.2(e), ACCJC

Five-Year Cycle

Course outlines (CORs) must be revised at least every **five years**. CTE courses with out-of-discipline pre-requisites must be validated every **two years**; this validation can be done in program review, but any resulting recommendations to change conditions of enrollment must then be updated in the COR.

At convocation, the Curriculum Committee will provide a list of courses up for review the following year. This list will be available to the public on the [Curriculum Committee webpage](#). Discipline faculty should work with their division curriculum representatives to ensure that course revisions are completed and submitted within five years of the proposal start (effective term). Meeting the curriculum deadline means:

1. Discipline faculty have originated and submitted a Revised Course Proposal in eLumen
2. Discipline faculty have responded to any requests for changes from the Curriculum Committee prior to approval
3. The course is locally approved by the Curriculum Committee and Board of Trustees prior to the new proposal start (effective term).

What does course revision entail?

If a course needs no substantive changes, the department should still complete the minimum below:

- Update textbook (if a new edition is available)
- Change the Proposal Start term in the college Curriculum Management System (eLumen)
- Validate General Education, transfer status and articulations
- Validate Conditions of Enrollment (if present)
- Validate Distance Education options
- Consider updating SLOs based on assessment data

What happens if a course is not revised?

Course outlines that have not been revised within 5 years will be deactivated. Under extenuating circumstances, departments may request up to a one-year extension (offered one semester at a time) to the 5-year revision policy.

- To request an extension, the department must submit a request for an extension in writing to their area dean, providing a justification for the extension. The dean will forward the request to the curriculum committee for discussion and a formal vote.
- If the extension is granted, the department will be expected to submit the revised course outline by the new given deadline date, or submit the course for deactivation.

What happens if a course is deactivated?

Once a course is deactivated, it may no longer be offered, and will need to be removed from any associated degrees or certificates. To reinstate a deactivated course, discipline faculty would need to recreate the COR and submit it as a "new course" to the curriculum committee for review and inclusion in a subsequent catalog year.

FIVE YEAR CURRICULUM REVIEW CYCLE PROCESS

In the interests of best practices in curriculum and articulation, specific criteria for C-ID approval, and in accordance with accreditation standards the Curriculum Committee proposes the following process for institutionalizing regular review of all course outlines on a five-year review cycle:

- At the beginning of each academic year, Instructional Services will prepare and distribute a list of all courses that have not been reviewed for four or more years.
- The Curriculum Committee will designate members to work with the discipline faculty to update and submit those course outlines for review over the ensuing academic year.
- Those courses on the four-year list that are not updated by the end of the academic year will remain in the college catalog and on the master course list, but departments will not be allowed to offer them after the fall semester of the next academic year.
- Once a course has been removed from the schedule due to the lack of review of its outline, discipline faculty will have one additional academic year to either delete or update the course.
- Any course that has not been updated by discipline faculty in the year following its removal from the schedule may be considered for deletion by the Curriculum Committee; the Committee has been authorized by the Academic Senate to delete any course that has not been updated in the year following its removal from the schedule due to lack of revision.

Scenario:

- In Fall 2013, course XXX-101 is identified as having been last reviewed during the 2009-10 academic year; the outline has gone four years since its last review.
- During the 2013-14 academic year, the Curriculum Committee will assign a member to assist the discipline faculty in updating that course outline. The update may be as simple as putting the outline in the new format (adding out-of-class assignments and listing the SLOs separately from the course objectives) and identifying representative texts that have been published within the last five years.
- If the outline is not updated and approved by the Curriculum Committee by the end of Spring 2014, the department will not be allowed to offer it **after** Fall 2014. That is, as of **Spring 2015**, the course cannot be offered until it has been updated and approved by the Curriculum Committee.
- If the outline has not been updated or deleted by the discipline faculty by the end of the Spring 2015 semester, the Curriculum Committee will be authorized to delete the course during the Fall 2015 semester.