

Deadline: September 29, 2017
Office of the Vice President



2017-2018 Committee/Project Team Objectives Report

Committee/Project Team: Curriculum Committee

2017-2018 Academic Year

Co-Chairs: Meridith Selden (Faculty) and Sonja Lolland (Administration)

Active Committee Membership

Name	Position
John Steverson	At-Large
Korey Champe	At-Large & DE Representative
Sal Tolentino	Part-time position
William Rockety	Part-time position
Lore Dobusch	Counseling Representative
Denice Burbach	CTE Representative
	Part-time or full-time CTE Representative
James Gilbreath	Fine Arts Representative
Thea Post	Health/PE Representative
Laura Talley	Language Arts Representative
Jeff Stollberg	MESH Representative
Rajan Gill	Social Science Representative
Carla Tweed	Academic Dean & SLO Representative
Daren Otten	Academic Dean
Carrie Wasinger	At-Large Faculty Curriculum Support Coordinator
Meridith Selden	Faculty Co-Chair (non-voting)
Sonja Lolland	Administrative Co-Chair (non-voting)
Lani Aguinaldo	District Resource (non-voting)
Sonya Horn	District Resource (non-voting)

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Yuba College Goals: Adopted 3/15/13

1. Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success.
2. Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs.
3. Steward our institutional resources with increasing effectiveness and efficiency.
4. Research and utilize effective modes of delivery for our courses and services.
5. Design our programs in such a way as to allow students to complete their educational goals in a timely manner.
6. Evaluate our programs, services and processes to ensure continuous quality improvement.
7. Improve the quality of the student experience at all our campuses and centers.
8. Develop partnerships to enhance educational resources and student opportunities.
9. Exemplify educational excellence, fiscal responsibility, cultural awareness, and civic engagement for our communities and region.

Last Year's Objectives and Associated Outcomes:

Committee/Project Team Objectives Report

1. Which of the committee's objectives from last year have been met?

1. Ensure quality of YC Curriculum – however, this is an ongoing endeavor
2. Ensure currency of YC Curriculum – however, this is an ongoing endeavor
3. Ensure planning in YC Curriculum – however, this is an ongoing endeavor
4. Review COR's for title V compliance – however, this is an ongoing endeavor
5. Make recommendations about future curriculum – however, this is an ongoing endeavor
6. Train Curriculum Committee Members and Faculty on Curriculum Processes – however, this is an ongoing endeavor
7. Develop a five year review schedule for all CORs – however, this is an ongoing endeavor

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2. Which of the committee's objectives from last year have not been met? Explain what your committee will do differently this year as a result.

1. Support Faculty in Curriculum Clean-up: Update or Inactivate Degrees and Certificates that have not recently been updated (since before 2013)

We have approximately 130 degree/certificates at Yuba College. Last academic year we created a list (compiling three data sources) that contains all of the degrees/certificates offered at Yuba College and the frequency with which the degrees are awarded. We are using this data to help make informed decisions when working with discipline faculty to revise degrees/certificates.

2. Support Faculty in Curriculum Clean-up: Update and Inactivate CORs that are out of compliance or due for revision

In fall 2016, we distributed a list with courses that needed to be revised or inactivated. The list contained 143 classes. 77 of the classes still need to be revised or inactivated. 29 of the 77 classes are also on the sunset list.

We also distributed a sunset list that contained courses that have not been taught in 3 years. There were 159 courses included on the sunset list and approximately 46 of them are in the process of being inactivated.

3. Review and re-validate all co and prerequisites as needed. Address disproportionate impact as required by the state.

We cannot complete this objective without being able to pull data from Meta (our curriculum management system). Although we have asked for this report multiple times and YCCD has hired a consultant, we are still unable to pull data from Meta. If we are able to pull data from Meta, we will complete the review in the 2017-2018 academic year. If we are unable to complete the review in the 2017-2018 we will be in out of compliance with Title 5 regulations with regard to CTE course.

4. Complete ADTs for Theatre Arts, Biology, Chemistry, and Computer Science

Theatre Arts is in progress

We are working to provide more support for faculty who are working to navigate the ADT creation and approval process.

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Short Term Objectives

Objectives What are your objectives for this year?	Related Goals Which of the YC goals are related to each of these objectives?	Metrics How is the committee evaluating its progress towards meeting the objectives and serving the YC goals?	Base Line Where are you now with the proposed metrics?
Purpose Statement: 1. Ensure quality of YC Curriculum 2. Ensure currency of YC Curriculum 3. Ensure planning in YC Curriculum 4. Review COR's for title V compliance 5. Make recommendations about future curriculum offerings	1,2,4,5,6 &8	a. # of courses approved b. # of courses rejected c. # of degrees/certificates approved d. # of degrees/certificates rejected e. # of courses that need to be inactivated (or revised) f. # of degrees and certificates that need to be inactivated (or revised)	a. We have approved 1 class and sent 5 to the consent agenda as of 9.1.17 b. We have rejected no classes as of 9.1.17 c. We have approved one degree/certificate and sent one to the consent agenda as of 9.15.17 d. We have rejected no degrees/certificates as of 9.15.17 e. There are 46 courses listed for inactivation on the 9.15.17 consent agenda f. There are 5 degrees/certificates listed for inactivation on the 9.15.17 consent agenda
Complete C-ID alignment approval for all existing ADTs	5,6,8 & 9	# of C-ID alignment revisions launched and approved by the BOT # of C-ID approvals received from C-ID reviewers	<ul style="list-style-type: none"> • Business is in progress • Theatre Arts is in progress
Train Curriculum Committee Members and Faculty on Curriculum Processes.	1, 5& 6	We will hold ongoing, hands-on curriculum workshops throughout the semester and continue to work one-on-one with faculty as needed.	<ul style="list-style-type: none"> • Our curriculum committee retreat was scheduled for August 11th from 11-3. The workshop involved a discussion of the state of our recent state updates, GE requirements, and modification of the curriculum review process.
Support Faculty in	5, 6 & 9	All degrees and certificates must	<ul style="list-style-type: none"> • Many degrees and certificates have

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Curriculum Clean-up: Update and/or Inactivate <i>Degrees and Certificates</i> that have not recently been updated.		include accurate information about units and list only courses that exist. Many degrees and certificates have never been entered in Meta—they are just empty shells. Degrees and Certificates that are no longer offered or awarded must be inactivated.	<p>incorrect/incomplete information in Meta</p> <ul style="list-style-type: none"> • There are an unknown number of active degrees and certificates that are no longer offered. • In order to help faculty, deans, and support staff keep track of the curriculum review process, the curriculum committee is reaching out to departments individually.
Support Faculty in Curriculum Clean-up: Update and/or Inactivate <i>CORs</i> that are out of compliance or due for revision.	5, 6 & 9	Any COR which has not been updated in the last 5 years must be updated. Any COR of a course not offered in the last 3 semesters should be inactivated.	<ul style="list-style-type: none"> • In order to help faculty, deans, and support staff keep track of the curriculum review process, all of the out of date courses have been identified and the curriculum committee is continuing to reach out to select departments.
Monitor the five year review schedule for all <i>CORs</i>	5, 6 & 9	Faculty support and compliance	<ul style="list-style-type: none"> • An initial five-year plan has been developed and implemented this semester.
Review and re-validate all co and prerequisites as needed.	5, 6 & 9	All non-CTE courses with prerequisites must have the prerequisite requirements reviewed every 6 years. All CTE courses must have the prerequisite requirements reviewed every 2 years.	<ul style="list-style-type: none"> • We do not currently have a Title 5 compliant pre or co-requisite review process in place. • Nearly all of our courses with pre and corequisites need to be reviewed and re-validated.
Create a streamlined and coordinated process for reviewing and approving <i>CORS</i> including <i>SLOs</i> and <i>DE</i> questions	5, 6 & 9	Noticing the changes implemented and noting the effect of those changes on the curriculum process.	<ul style="list-style-type: none"> • We have developed a new curriculum review process and have discussed it with the <i>SLO</i> committee and the <i>DE</i> committee. • We have set up monthly meetings with co-chairs for the <i>SLO</i> and <i>DE</i> committee. • In the spring, we will officially implement the new review policy.
Revising and updating the handbook	5, 6 & 9	The presence and use of a revised curriculum committee handbook.	<ul style="list-style-type: none"> • We have a handbook but since we have switched to Meta and there's a new version of the <i>PCAH</i>, it needs to be updated. • We have created “how-to” guides for revising courses and programs.

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Long-Term Objectives

Objectives What are your objectives for the next 2-3 years?	Related Goals Which of the YC goals are related to each of these objectives?	Metrics How is the committee evaluating its progress towards meeting the objectives and serving the YC goals?	Base Line Where are you now with the proposed metrics?
Review and revise the existing out of date (and compliance) GE degrees.	4, 5, 6, 7, 8	Examining student interest in the existing degrees and relating it to faculty and counselor interest in the degrees.	We started the discussion in the CC retreat. Additionally, we have met with counseling and are in the process of developing subcommittees to evaluate the current degrees and make recommendations about the future of the GE program.
Review the General Education requirements for local (i.e., CTE and non-transfer) degrees.	1, 5, 6 & 7		All students getting an AA/AS (as opposed to an ADT) are required to complete a series of general education courses. The current general education requirements have only been examined on a course-by-course basis. The curriculum committee hopes to examine the requirements from a more holistic point of view.
Review (and potentially revise) the course substitution policy for degrees and certificates	1, 5, 6 & 7	Discussions and/or task forces	The current course substitution policy for degrees and certificates does not involve the curriculum committee. It is possible for a person to create a degree using course substitutions. Although the curriculum committee may not need to be involved in the decision, the committee should be made aware of changes.
Develop and maintain a curriculum committee specific website	4, 5, 6, 7, 8	The presence and use of a curriculum committee website.	Based off of recommendations from the Curriculum Institute this summer, best practice is to have a curated website of resources rather than a handbook document. As such, initial discussions/thoughts have begun with regard to transitioning from a handbook to a website.