

**Deadline: Due May 18, 2018**  
**YC Committee Sites**



## **2017-2018 Committee/Project Team Self-Assessment Report**

**Committee/Project Team:** Curriculum Committee

**Reporting Date:** May 18, 2018

**Chair/Co-Chairs:** Meridith Selden (Faculty), Sonja Lolland (Administration)

### **Active Committee Membership**

| <b>Name</b>        | <b>Position</b>                                 |
|--------------------|---|
| Denice Burbach     | CTE Representative                              |
| Korey Champe       | At-Large & DE Representative                    |
| Lore Dobusch       | Counseling Representative                       |
| James Gilbreath    | Fine Arts Representative                        |
| Rajan Gill         | Social Science Representative                   |
| Sonja Lolland      | Administrator Co-Chair                          |
| Daren Otten        | Academic Dean                                   |
| Thea Post          | Health/PE Representative                        |
| William Rockey     | Part-time position                              |
| Meridith Selden    | Faculty Co-Chair                                |
| Sherry Spina       | At-Large  |
| Jeff Stollberg     | STEMSS Representative                           |
| Laura Talley       | Language Arts Representative                    |
| Salvador Tolentino | Part-time position                              |
| Carla Tweed        | Academic Dean                                   |
| Carrie Wasinger    | At-Large Faculty Curriculum Support Coordinator |

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**Committee/Project Team Self Assessment Report**

**1. Which of your short-term objectives have been met? Please report with evidence, including references to meeting minutes, how the committee/project team accomplished their short-term objectives and other supporting tasks.**

| <b>Committee/Project Team Self Assessment Report</b>  |  |
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| <b>1. Which of your short-term objectives have been met? Please report with evidence, including references to meeting minutes, how the committee/project team accomplished their short-term objectives and other supporting tasks.</b>  |  |
| <p>1. Ensure quality and currency of YC Curriculum</p> <p>2. Review COR's for title V compliance</p> <p>3. Train Curriculum Committee Members and Faculty on Curriculum Processes.</p> <p>4. Support Faculty in Curriculum Cleanup: Update and/or Inactivate CORs that are out of compliance or due for revision.</p> <p>5. Create a streamlined and coordinated process for reviewing and approving CORS including SLOs and DE questions</p> | <p><b>Evidence (minutes, reports, other documents):</b></p> <p>1. Ensure quality and currency of YC Curriculum</p> <p>A. We have <b>approved</b> 141 classes (127 revised, 14 new) as of 5.1.18<br/>           B. We have <b>rejected</b> no classes as of 5.1.18<br/>           C. We have <b>approved</b> 9 degrees/certificates (4 revised, 5 new) as of 5.1.18<br/>           D. We have <b>rejected</b> no degrees/certificates as of 5.1.18<br/>           E. We have approved the <b>inactivation</b> of 27 degrees/certificates as of 5.1.18<br/>           A complete list of all of the curriculum approved by the curriculum committee and the board of trustees can be found here: <a href="https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/05/2017-2018_BoardApprovals-1.pdf">https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/05/2017-2018_BoardApprovals-1.pdf</a></p> <p>2. Review COR's for title V compliance</p> <p>All of curriculum that comes through the curriculum committee (see above) is thoroughly reviewed by curriculum committee members and discipline specific deans.</p> <p>3. Our curriculum committee retreat was 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.</p> <p>4. Although not all of the courses that have been inactivated were a part of the "Out of Compliance" list, the vast majority of the courses were on the list. As of 5.1.18 there are only 28 classes (8 of which are actively "in progress") on the "Out of Compliance" list. The original "Out of Compliance" list included 143 classes so this represents a substantial improvement. The current "Out of Compliance" list can be found here: <a href="https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/05/OutofDateClasses.pdf">https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/05/OutofDateClasses.pdf</a></p> <p>5. We now have a coordinated review process that incorporates approval from the SLO committee (as of May 1, the SLO committee has approved the SLOs on 164 pieces of curriculum), approval from the DE committee (as of May 1, the DE committee has approved 16 DE addendums), and feedback from</p> |

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| <p>6. Revising and updating the handbook</p>  | <p>the discipline dean. Pending curriculum is not moved to the curriculum committee until it has SLO approval, DE approval, and dean feedback. As of March 16, the approval dates (SLO &amp; DE) and feedback dates (discipline dean) are listed on the curriculum agenda. The agendas can be found here: <a href="https://yc.yccd.edu/academics/committees/curriculum-committee/agenda-minutes-current/">https://yc.yccd.edu/academics/committees/curriculum-committee/agenda-minutes-current/</a> (after Oct. 6, 2017) and here: <a href="https://yc.yccd.edu/academics/committees/curriculum-committee/agendas-archive/">https://yc.yccd.edu/academics/committees/curriculum-committee/agendas-archive/</a> (before Oct. 6, 2017). Specifically, the March 16 agenda can be found here: <a href="https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/03/Agenda.3.16.18_Revised.pdf">https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2018/03/Agenda.3.16.18_Revised.pdf</a></p> <p>6. The curriculum committee handbook has been moved to a completely online format. The handbook can be found here: <a href="https://yc.yccd.edu/academics/committees/curriculum-committee/">https://yc.yccd.edu/academics/committees/curriculum-committee/</a></p> |
| <p><b>2. Which of your short-term objectives have not been met? Please explain what issues or barriers prevented the committee/project team from meeting these short-term objectives.</b></p>   |  |
| <p>1. Monitor the five-year review schedule for all CORs<br/> The five-year review schedule (found here: <a href="https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2017/09/Untitled.pdf">https://1osjhr1kzber15t9781hbik1-wpengine.netdna-ssl.com/wp-content/uploads/2017/09/Untitled.pdf</a>) has been implemented but it has not been an entirely seamless process. All of the departments scheduled for the 2017-2018 have been personally contacted. Some of the departments (e.g., CHEM, THART, and LEARN) have completed the review process. However, other departments have not been as responsive. We are currently in the process of developing guidelines and consequences for departments that do not comply with the five-year review.</p> <p>2. Make recommendations about future curriculum offerings and ensure planning in YC Curriculum<br/> This is part of charter ("... is responsible for ensuring the quality, currency, and planning of the College curriculum") and critical to the functioning of the college. However, the curriculum committee spends the bulk of the time available making sure that existing curriculum is current and in compliance with title V. Until Yuba College's existing curriculum improves, it is unlikely that the curriculum committee will be able make recommendations for future offerings or ensure cohesive planning (beyond the coordinated review process discussed above).</p> <p>3. Complete C-ID alignment approval for all existing ADTs<br/> Yuba College has one state mandated ADT (Theatre Arts) left to submit to state. The Theatre Arts ADT is currently in progress. It has received SLO approval and will be reviewed by the curriculum committee as soon as all of the required forms/documents are compiled. This process can only be completed by a Theatre Arts faculty member.</p> <p>4. Support Faculty in Curriculum Cleanup: Update and/or Inactivate Degrees and Certificates that have not recently been updated.<br/> The cleanup of degrees and certificates has proven difficult. This is in large part due to the fact that the cleanup can only be completed by a discipline faculty member.</p> |  |

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5. Review and re-validate all co and prerequisites as needed.  
 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 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 courses.

**3. Which of your long-term objectives have been met? Please report with evidence, including references to meeting minutes, how the committee/project team accomplished their long-term objectives.**

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| <p>Develop and maintain a curriculum committee specific website</p> | <p><b>Evidence (minutes, reports, other documents):</b></p> <p>Based off of recommendations from the Curriculum Institute, best practice is to have a curated website of resources rather than a handbook document. As such, we have transitioned from a handbook to a website. The website can be found here: <a href="https://yc.yccd.edu/academics/committees/curriculum-committee/">https://yc.yccd.edu/academics/committees/curriculum-committee/</a></p> |
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**4. Which of your long-term objectives have not been met? Please explain how you will progress toward these long-term objectives in the future.**

1. Review and revise the existing out of date (and compliance) GE degrees & Review the GE requirements for local degrees  
 Last year (2016-2017) the curriculum committee, working with the Senate, established a task force to make a recommendation about the state of our General Education degrees. The task force ultimately made the recommendation to wait for the implementation of guided pathways. Guided pathways has been adopted by Yuba College but it is not yet clear how that will have an impact on the GE degrees and the GE requirements for local AA/AS degrees. Until we better understand the impact of guided pathways, the curriculum committee can't make too much progress on revising the GE degrees and/or the GE requirements for local AA/AS degrees.
2. Review (and potentially revise) the course substitution policy for degrees and certificates  
 There have been a number of discussions about this topic in a variety of committee. It does not seem to fall under the purview of the curriculum committee. Counseling is currently working on revising the course the course substitution policy for degrees and certificates. However, the curriculum committee needs to be made aware of any course substitutions that alter a degree or certificate (e.g., a petition for a course that is not included on an existing degree or certificate).