

Deadline: September 28, 2018
Office of the Vice President



2018-2019 Committee Objectives Report

Committee: Curriculum Committee

Reporting Date: September 7, 2018

Chair/Co-Chairs: Meridith Selden (faculty) and Daren Otten (administration)

Active Committee Membership

Name	Position
Michael Bagley	Academic Dean
Denice Burbach	CTE Representative
Korey Champe	At-Large
Lore Dobusch	Counseling Representative
James Gilbreath	At-Large
Thea Post	Health/PE Representative
Sherry Spina	Part-time or full-time CTE Representative
Jeff Stollberg	STEM Representative
Laura Talley	Part-time position
Sal Tolentino	Part-time position
Carla Tweed	Academic Dean
Aya Ueda	Fine Arts Representative
Carrie Wasinger	At-Large Faculty Curriculum Support Coordinator
	Social Science Representative

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Last Year's Objectives and Associated Outcomes:

Committee 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
8. Develop and maintain a curriculum committee specific website – however, this is an ongoing endeavor

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 (before 2013)**
We have approximately 130 degree/certificates at Yuba College. In the 2016-2017 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. Although the data is now out of date and we cannot update it due to limitations associated with Meta, we are attempting to use the data to help make informed decisions when working with discipline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**
Starting in 2017-2018, we began distributing a sunset list that contains courses that have not been taught in 3 years. There are 50 courses included on the Sunset list (36 or 72%) were included on the sunset list last year.
- 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. Since we were unable to complete the review in the 2017-2018 we are now out of compliance with Title 5 regulations with regard to CTE course.

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

Theatre Arts is still in progress. We are working to provide more support for faculty who are working to navigate the ADT creation and approval process.

Instructions: Please develop objectives that address one or more of the Yuba College Objectives and/or one or more of the Accreditation Standards listed below.

Yuba College Objectives	<u>Accreditation Standards</u>
<p>1.1: Increase the number of new students that apply and enroll at Yuba College by 2%.</p> <p>1.2: Increase the rate of students completing transfer-level math & English by 3%.</p> <p>1.3: Increase the rate of students persisting term to term by 3%.</p> <p>1.4: Increase the rate of students completing certificates, degrees, and becoming transfer ready by 5%.</p> <p>2.1: Finalize implementation of resource allocation model.</p> <p>2.2: Integrate authentic SLO/SAO assessment data into planning processes.</p> <p>2.3: Build capacity for data infrastructure.</p> <p>3.1: By 2020, improve communication and collaboration across the campus and centers as measured by campus survey data.</p> <p>5.1: By 2020, collaborate with local industry, government organizations, and other educational institutions to explore non-credit pathways aligned with YC credit programs</p>	<p>I.A Mission</p> <p>I.B Assuring Academic Quality and Institutional Effectiveness</p> <p>I.C Institutional Integrity</p> <p>II.A Instructional Programs</p> <p>II.B Library and Learning Support Services</p> <p>II.C Student Support Services</p> <p>III.A Human Resources</p> <p>III.B Physical Resources</p> <p>III.C Technology Resources</p> <p>III.D Financial Resources</p> <p>IV.A Decision-Making Roles and Processes</p> <p>IV.B Chief Executive Officer</p> <p>IV.C Governing Board</p> <p>IV.D Multi-College Districts or Systems</p>

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Short-Term Goals

Objective	Yuba College Objective(s) Addressed	Accreditation Standard(s) Addressed	How is the committee evaluating its progress towards this objective? (Metrics)	What is the current status of this task? (Base Line)
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		I.A, I.B, I.C, & II.A	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 sent 23 classes to the consent agenda as of 9.7.18 b. We have rejected no classes as of 9.7.18 c. We have approved no degree/certificate as of 9.7.18 d. We have rejected no degrees/certificates as of 9.7.18 e. There are 6 courses listed for inactivation on the 9.7.18 consent agenda f. There are no degrees/certificates listed for inactivation on the 9.7.18 consent agenda
Complete C-ID alignment approval for all existing ADTs	1.3 & 1.4	I.A, I.B, I.C, & II.A	# of C-ID approvals received from C-ID reviewers	Business is in progress Theatre Arts is in progress
Train Curriculum Committee Members and Faculty on Curriculum Processes.		I.A & I.B	We will hold ongoing, hands-on curriculum workshops throughout the semester and continue to work one-on-one with faculty as needed.	The curriculum committee retreat is scheduled for September 4, 9-1. The retreat will involve a discussion of the state of our recent state updates, GE requirements, and discussion of the curriculum review process.

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Support Faculty in Curriculum Clean-up: Update and/or Inactivate <i>Degrees and Certificates</i> that have not recently been updated.	1.3 & 1.4	I.A, I.B, I.C, & II.A	All degrees and certificates must 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.	Many degrees and certificates have incorrect/incomplete information in Meta 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.	1.3 & 1.4	I.A, I.B, I.C, & II.A	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.	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 CORs.		I.A, I.B, I.C, & II.A	Faculty support and compliance	A five-year plan was developed and implemented last year. The curriculum support coordinator is reaching out to all of the departments up for review this year.
Review and re-validate all co and prerequisites as needed.		I.A, I.B, I.C, & II.A	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.	We do not currently have a Title 5 compliant pre or co-requisite review process in place. Without the ability to pull data from the curriculum management system, we cannot evaluate which courses need to be validated every 2 years. Nearly all of our courses with pre and corequisites need to be reviewed and

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				re-validated.
Monitor the streamlined and coordinated process for reviewing and approving CORS including SLOs and DE questions.	2.2	I.A, I.B, I.C, & II.A	Noticing the changes implemented and noting the effect of those changes on the curriculum process.	There is a review process in place. However, for the review process to truly work, the committee chairs need to meet regularly. To that end, we have set up monthly meetings with co-chairs for the SLO and DE committee. However, these meetings are often cancelled last minute and overall happen infrequently.

Long-Term Goals

Objective	Yuba College Objective(s) Addressed	Accreditation Standard(s) Addressed	How is the committee evaluating its progress towards this objective? (Metrics)	What is the current status of this task? (Base Line)
Facilitate and/or participate in the discussion about finding a new curriculum management system.	2.2	I.A, I.B, I.C, II.A, & III.C	Discussions and/or task forces	Meta does not work. It is not possible for me to pull data out of the system. When possible, we are participating in and/or leading the discussion about replacing Meta.
Review the General Education requirements for local (i.e., CTE and non-transfer) degrees.	1.3	I.A, I.B, I.C, & II.A	Discussions and/or task forces	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.	1.4	I.A, I.B, I.C, & II.A	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

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				curriculum committee may not need to be involved in the decision, the committee should be made aware of changes.
Review and revise the existing out of date (and compliance) GE degrees.	1.3	I.A, I.B, I.C, & II.A	Discussions and/or task forces	We started the discussion in the CC retreat a few years ago. Additionally, we have met with counseling and developed subcommittees to evaluate the current degrees. That said, the GE degrees still exist and have only gotten more out of date.