

FOOTHILL COLLEGE CURRICULUM COMMITTEE 101

Processes, Responsibilities, and Other Interesting "Stuff"
October 5, 2010

Who "Owns" Curriculum?

FACULTY!!!

Per Title 5, curriculum is one of the 10+1 areas of primary reliance given to the Academic Senate.

"The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate."

Title 5, §55002.

Who Serves on Foothill's College Curriculum Committee?

- **The CCC is co-chaired by:**
 - the VP of the Academic Senate and the VP of Instruction & Institutional Research.
- **Meetings are open to...**
- **Voting faculty members include:**
 - Academic Senate Co-Chair (votes only in event of tie)
 - Up to two representatives from each division (each division has one vote)
 - Articulation/Curriculum Officer
- **Voting Non-Faculty members**
 - Three instructional deans
- **Non-voting participants include:**
 - Co-Chair/VP Instruction and Institutional Research*
 - Others: ASFC representatives, the curriculum coordinator, and an FA representative.

What is the role of the CCC?

- Establish practices and processes for curriculum development (in collaboration with the Academic Senate).
- Review and approve new degree and certificate programs.
- Review and approve Foothill GE courses.
- Ensure compliance with Title 5, Ed Code, and other state/local regulations.
- Develop campus-wide educational policy.
- Be well-versed and guide colleagues with CCCCO Stand-Alone guidelines.

|| The CCC Role

- Review proposed programs to ensure consistency with educational master plan.
- Prevent unnecessary duplication and overlap among programs.
- Validate transfer and vocational programs in terms of educational and employment opportunities.
- Approves stand-alone courses
- Approves non-credit courses*

|| The Foothill CCC does *not*....

- Approve new credit courses (a division/department responsibility)
- Create processes that are followed at the divisional/departmental level (determined locally by the faculty in each department/division)

|| What are the Roles & Responsibilities of CCC Representatives?

- Arrive prepared, having read the agenda and attachments prior to the meeting
- Represent your Division at all CCC meetings (rather than your personal opinion)
- **PROMPTLY** report to the **ENTIRE** Division regarding CCC activities, information, and decisions
- Familiarize self with the Foothill processes for curriculum development and approval

|| More CCC Rep. Responsibilities

- Understand and communicate GE guidelines and processes to your Division (full time and adjunct)
- Promptly provide the Curriculum Coordinator with local curriculum committee minutes identifying all course and program changes*.
- Provide individual faculty with guidance and support on course outlines.
- Ensure that your division is represented at each CCC meeting

* **Electronic form available**

Why are Course Outlines of Record So Important?

- Course Outlines of Record (COR):
 - are required to adhere to specific Title 5 guidelines & regional accreditation standards
 - serve as the basis for approval of degrees, certificates, and system-wide general education requirements
 - are the basis for articulation agreements
 - are part of the Program Review process
 - provide quality control across all sections of a course

It's not about "rubber stamping"

Work with colleagues on new/revised courses to:

- Edit language of catalog description per FH standards.
- Ensure relationship between units and hours.
- Ensure that course objectives are measurable.
- Determine whether content satisfies the stated course objectives.
- Help determine placement within appropriate Associate Degrees, certificates, GE and transfer preparation.
- Support validation of course prerequisites and co-requisites.
- Review advisories.
- Review appropriate cross-listings.
- Examine courses for distance-ed and/or stand-alone purposes.
- Prevent unnecessary duplication and overlap among courses.
- Ensure course numbers are aligned with Foothill policy.

The CCC Commitment

- Attend CCC Meetings
 - Usually twice monthly
 - Generally Tuesdays at 2:00 (*via MeetingMaker*)
 - Essential to arrive prepared
- Additional responsibilities
 - Review course outline proofs and consult with course authors as needed
 - **Communicate promptly with Division colleagues**
 - Familiarize oneself with local, campus-wide and state-wide curriculum issues, policies, best practices

Foothill's Curriculum History

- Foothill is unique in its curriculum process.
- 1992 decision allowed individual divisions to approve their own curriculum.
 - STRONG division committees are imperative in order for this to work
- Result: CCC focuses on developing campus-wide educational policy.

▮ Foothill Curriculum Contacts

- Eloise Orrell: Interim VP Instruction and Institutional Research, Co-Chair CCC
- Carolyn Holcroft: Co-Chair CCC, VP Academic Senate
- Cori Nuñez: Curriculum Coordinator (C3MS)
- Denise Perez: Curriculum Scheduling
- Bernie Day: Articulation/Curriculum Officer
- Division Deans
- Curriculum Reps