1. Welcome and Introductions
Cheryl Aschenbach agreed to take minutes.
Minutes from 12 May and 17 June 2016 approved.
Calendar: the 21 Oct meeting has been changed to 20 Oct to accommodate ASCCC Curriculum regionals in the Bay Area and ACCE regionals in Sacramento on 21 Oct.

2. Constituent reports
ASCCC – Curriculum Institute in Anaheim in July a success. 2017 Curriculum Institute will be held in Riverside 2nd weekend of July. Curriculum regionals will be October 21-22. North on Oct 21 in Bay Area and South at Mt. SAC.

CIOs-Two-day retreat in July. CIOs are doing a lot of conference planning. Tuesday, Oct 25 will be a pre-session about the Chancellor’s Office Curriculum Inventory and PCAH. CIOs unanimously endorsed the SACC charter. They are really supportive of creating the definition of local approval, regional endorsement, and Chancellor’s Office certification and are interested in exploring streamlining processes with the Chancellor’s Office. Looking at regional alignment between CIOs and CSSOs, especially critical as curriculum acceleration is considered.

CCCAOE – Conference coming up September 27-29 with pre-conference workshops on Monday. Regions have been surveyed regarding suggestions for co-mingling classes and that information was shared.

ACCE – Valentina thanked SACC for spearheading the effort to update progress indicators for noncredit which is anticipated to pass Board of Governors. There is a need for training faculty, administrators, and MIS technicians to understand SP and use and submit grades for noncredit courses. ACCE is focusing on two areas: professional development to assist colleges with implementing noncredit given the increased interest; and opportunities in noncredit promoting policy development, including a local approval for noncredit stand-alone courses and revision of
Title 5 regulations to allow noncredit courses to be recognized as a way of meeting prerequisite and advisory requirements for credit courses. (See ACCE Update handout)

Follow-up discussion based on reports:

1. Jackie recommended that we have a noncredit workgroup under SACC to pull noncredit representatives from the various committees into one group working together to address noncredit issues, which are primarily curricular issues.
2. There was discussion that guidelines for using noncredit as prerequisites still need to be developed.

4. SACC Charter
Last year a workgroup recommended revisions to the original charter. The new charter emphasizes the committee’s role as a recommending body rather than as an advisory committee; Additionally membership is clarified, including resource members. SACC reviewed the proposed revisions to the charter in May and June, CIOs reviewed in July, and Academic Senate reviewed in August. Revisions include changing the title, removing specific member appointment groups except for CIOs and Academic Senate. It was reviewed by Chancellor’s Office legal in June.
Action: Charter was approved as revised. With approval, committee will now be called 5C: California Community College Curriculum Committee.

5. Stand Alone Courses
The Stand Alone report for the legislature is nearly done. It had to go to the Secretary of State and Office of Administrative Law. Rollout will begin once it’s approved and procedures are established; hopefully rollout prior to CIO conference and ASCCC regionals in October. There may be a statement of certification that CIOs would have to sign, and that certification would recognize acknowledgement of standalone guidelines, financial aid, and nonsub credit courses, which would be automatically approved.
Action: Jackie will begin drafting procedures for vetting at the next 5C meeting.

6. High School Articulation
The language that went to BOG in July needed clarification. A few SACC members worked with Jackie to clarify Title 5 language; it’s prepared to go to BOG next month for a second reading.
Action: Jackie will send final draft to members of the 5C workgroup for any modifications

7. PCAH Rollout
PCAH was revised in SACC workgroup last year. It went to BOG in July as an information item. An additional document with submission guidelines is nearly finished. At the July BOG meeting, there was a request for standalone information to be included, so that revision is being made. The rollout of the 6th edition of the PCAH is anticipated.
Action: It was agreed that messaging needs to be organized by 5C in coordination with the Chancellor’s Office and needs to go out to all the listservs and groups available. It will also be talked about at the CIO pre-conference and ASCCC Curriculum regionals in October. A glossary, index, and final review need to be finished soon to allow for rollout to the field. A 5C
workgroup (Dolores, Virginia, Craig, Kirsten, Kathy Carroll from the CO, and Jackie) will meet on 16 September to prepare final revisions and version to be sent out.

8. COCI Update and Timeline
Jackie is seeking a recommendation to give Vice Chancellor Walker so she can make final decision about timeline and launch of COCI. Craig Rutan gave a brief background of the COCI and potential problems with the current timeline. There is consideration of delaying until April or May but some issues and challenges exist. If we wait, product is expected to be better, colleges can meet catalog dates better, and the Chancellor’s Office can handle submission waves better. If we wait, Governet contract would need to be extended; however, Governet may not make changes necessary to address CI issues like accommodating standalone approvals. Additionally, curriculum development and approval prior to catalog development would possibly be delayed given the time the Chancellor’s Office needs to take CI v.2. offline in order to address all submissions in queue prior to rollover to v.3. There may also be some political ramifications of not rolling out in December.
Action: The 5C approved recommendation to the Chancellor’s Office is to extend Governet contract another six months and wait until mid-spring to do full conversion. This would also include expanding number of pilot colleges using minimal viable product in January as well as opening an opportunity for early adopters to follow soon behind pilot colleges.

9. Short Term Noncredit Public Safety Courses
Can colleges offer short term public safety courses that are advanced rather than beginning? It is the Chancellor’s Office Academic Affairs division opinion that you cannot because of the use of “for employment” in the Short Term Vocational noncredit category title. The opinion also includes an expectation that the category potentially moves a student from no employment to some employment, not some employment to more employment.
Action: It was recommended that the Chancellor’s Office send out the opinion to the field and include feasible options for those considering advanced public safety in noncredit.

10. CWE Partial Units Resolution
Resolution passed by ASCCC in Spring 2016.
Action: This was tabled until a later meeting. Also, a list of all spring resolutions being tasked for 5C will be compiled.

11. Portability of CTE Courses and Articulation/C-ID
It’s necessary to figure out what 5C’s role is in addressing the curriculum-related Work Force Task Force recommendations, including this one. A small group met previously to look at how to meet Work Force Task Force recommendations related to the portability of CTE courses between colleges. Use of C-ID for CTE courses could allow for portability like in transfer courses, except that CTE courses often are more varied between colleges. Guidance about who should be submitting CTE C-ID courses at colleges since it may not be the articulation officer being that courses aren’t transferable. It is a challenge across the state to establish descriptors and model curriculum because courses and programs in some disciplines are so different
between colleges. Uniformity may also be difficult because employers in different parts of the state may have different needs from programs and expectations of students.

Action: To begin with, it could be helpful for 5C to define what portability means, especially since it can exist in many different ways. On a related note, 5C needs to have a conversation about establishing policy regarding the amount of access colleges should be able to have to information from other colleges in the new Curriculum Inventory. Also, policy needs to be developed to determine what information remains in the CI.

Action: This will be a standing agenda item.

12. Catalog Rights and Curriculum Streamlining

This is a question that has been coming up often. Virginia has been sharing Title V language regarding publishing information on courses and programs (with the specific word catalog not used, which is inconsistent with common interpretation), ACCJC standards regarding having a catalog, and an ASCCC Rostrum article by Craig Rutan and John Freitas which includes information about alternatives to holding courses until published in a catalog. There are other organizations like veterans’ organizations that require either a printed catalog or a password encrypted PDF. Despite the push to speed up curriculum approval processes so classes can be taught sooner, the perceived need to publish all information in a printed catalog is a barrier. This can be addressed, but then the issue of catalog rights becomes a factor. Some colleges print an addendum to a specific year of catalog, which allows colleges flexibility in offering new curriculum but also establishes clear catalog rights. Some colleges include new courses and programs in addendums but do not allow revision of programs within an academic year. There is still a question of what needs to be published and what that looks like for Federal Financial Aid.

Action: An article for Rostrum or listservs may be helpful in order to make colleges aware of all the areas that need to be looked at for unintended consequences. Ginni May and Cheryl Aschenbach volunteered to participate on a work group to suggest best practices; at least one CIO will be asked to participate as well. Consultation with the new CSSO resource member will also be helpful.

13. Chancellor’s Office Update:

- ADTS: 2054 active, 28 approved last month; 148 back for revision. Staff worked very hard to help review those submitted to meet the deadline for four degrees. Chancellor’s Office will be surveying the field about challenges caused by not having higher unit degrees in areas like STEM to meet regulation. Follow-up regulation may be necessary, and UC Transfer Pathways may be one way to work with higher unit degrees.
- Baccalaureate Degrees: July 6 BD summit with Constance Carroll and Senator Block. Nine colleges offering degrees this fall with others starting Fall 2017. September 22 meeting at the Chancellor’s Office will discuss differences with ACCJC policy and units.
- Approval Process/Inventory Update: Handout with data regarding queue as of 8/24/16. Progress has been made reducing the course and program queue with new internal procedures.
• Credit/Community Service Class Guidelines/Comingling: Some guidelines had been worked on in November 2013, but it’s not clear whether those went to legal or not. It has now been submitted; Jackie will continue conversation with legal.
• Dual Enrollment: Conference at Doubletree Ontario Oct 27-28. College agreements with K-12 should be submitted to the Chancellor’s Office.
• Military Education: Advisory for credit for prior learning for military experience was released in July and discussed in a breakout at Curriculum Institute in July.
• Adult Education: Advisory for credit for prior learning for non-military experience still needs to be developed and hopefully will be released this fall. The Chancellor’s Office is looking at other ways to assess besides credit by exam as well as identifying challenges.
• Financial Aid Curriculum Workshops: one in North (9/26) and one in South (9/22).