Minutes

5C Members present:

Guests: Steve Klein, CCC Technology Center (Zoom); Rachel Staam, CCC Technology Center (Zoom); Chantee Guiney, CCCCIO

1. Welcome and Introductions
2. Announcements
3. Approval of Agenda
4. Approval of Minutes
   Minutes approved with one minor revision to 5C Noncredit workgroup report
5. Constituent Group Reports
   a. ASCCC – The ASCCC has hired an executive director effective January 1, 2019; Krystinne Mica. Faculty diversity regionals will be held in February: 21st at Bakersfield, 25th at Yuba, and 28th at Norco. ASCCC is also very involved in the IEPI Diversity Summit being held February 8-9 in Los Angeles. South Curriculum regional was held in November; the north was cancelled because of the poor air quality and college closures resulting from the Camp Fire. Regional meetings for spring are being planned. Planning is underway for the Curriculum Institute, July 10-13 at the SFO Hyatt. New AB 705 FAQ #2 has been released by Executive Vice Chancellor Laura Hope and ASCCC President John Stanskas, and Vice Chancellor Alice Perez and John Stanskas released the AB 705 ESL FAQs. CB21 Revisions Project is underway with the intent to recode courses to support AB 705 and Student Centered Funding Formula. CB21 rubrics will no longer be effective because of restructuring of courses below transfer level. Model curriculum for non-transfer disciplines will be making some progress in the spring.
   b. CCCIO – CIOs are planning for the spring conference, to be held in San Francisco. Pre-meeting will be a deans event with a focus on information for deans who want to be CIOs.
   c. ACCE – Successful First Friday webinar on distance education for noncredit at the beginning of December. Practitioners from Santa Barbara and College of the Canyons participated in the presentation. It is apparent that the accounting for noncredit distance education and alternate attendance is very difficult given current
MIS systems. One idea surfaced was to consider applying the credit apportionment calculation to distance education noncredit since the sections are typically managed enrollment. ACCE Conference is February 6-8 in San Diego.

d. CCCAOE – Kim Harrell submitted a written report

6. Update on Action Items from last 5C meeting:

a. Memo on use of EW grade per Title 5 §55024 e.1 and reconsideration of refund of fees – Dean Jackie Escajada had a preliminary meeting with ASCCC representative Conan McKay and a Chancellor’s Office analyst who works with A&R. Someone from the A&R organization will be involved as well. They’ve examined the Title 5 language and will be drafting a memo for consideration at the January or February 5C meeting. Ultimately, the goal is a joint memo from Vice Chancellors Alice Perez and Ronda Mohr.

b. Credit and Community Services/Not-for-Credit comingling legal response – Jackie, Alice, and Ginni met with legal on Tuesday. Chief legal counsel was given the background, and a sense of urgency was expressed. He will review the relevant sections of Ed Code and will get back to us.

c. RD/FW on Transcripts – Mohr and Escajeda to draft memo for 5C consideration. Legal counsel had concerns that using RD primarily for academic dishonesty situations would unfairly target or highlight students being investigated, and that the Board of Governors would likely not support that communication. Since RD is already being effectively used and determinations for use are local, it was decided that no memo or additional action is needed.

Given the aftermath of the Camp Fire that significantly affected Butte College, there was discussion about the need for better understanding across the system for suspension of policies and procedures. Alice will take the suggestion to Chancellor Oakley. Jennifer also suggested the need for breakouts regarding coping with disasters and scheduling with that potential in mind (setting up hybrid in advance, considering alternate hours, etc). Erik further explained that most local emergency protocols do not include any provisions for academics and instruction.

d. Update from meeting with legal council

- the ASCCC passed a resolution to equalize curriculum processes for noncredit curriculum. Legal encouraged 5C to begin the process of Title 5 revisions needed to streamline noncredit curriculum. Jackie shared that right now COCI does not have the processes needed for streamlining, nor does her division have the staffing needed to do all the approvals. Jan shared that this was part of the Noncredit workgroup’s conversation. There are problems with colleges still not understanding what is possible with noncredit, so improper submissions are common.

- Relative to online catalogs, legal counsel supported online catalogs and will look further into possible parameters needed for special populations including veterans/military and accessibility. Guidance to the field will come from the legal office. There is a need for guidance to also address catalog addendums and catalog rights.

- High school articulation and residency. Some colleges are not letting students use/apply articulated high school coursework until after they have completed college courses (residency). There are inconsistent practices across the state, and this impacts students particularly in CTE disciplines. Legal language is currently permissive, but colleges may need guidance
from Educational Services to help reduce local barriers and increase consistency across the state. Jackie and Alice will follow-up with Ronda Mohr.

- Area of Emphasis degrees. It seems earlier issues have been addressed, but clarification can be included in the PCAH as it is revised. Sources of that info include talking with Randy Beach or Nili Kirchner, reviewing minutes from 2017-2018, and their presentation at Curriculum Institute. Jackie will follow up with Melinda to determine whether any additional action is needed. PCAH updates will be worked on in the spring.

7. 5C Workgroups Updates

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<th>Noncredit</th>
<th>Cheryl, Jan, Leandra, Chantee</th>
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<td>Update: The work group met this week. One way to help reduce improper noncredit submissions is to have a checklist/guidance document for submission of courses for each noncredit category. Chantee has a document used previously that the group will work with to develop a resource. Mirrored classes and streamlined approval – a couple of issues have been identified, including the need to include the credit control number on the noncredit course when submitted in COCI in order to link the two courses and help with automatic updates if only one CoR is revised at a later date. Currently, the COCI 2.0 release set noncredit back quite a bit. The work group would like to see a solution that helps speed up course approval and reduce the growing queue that has resulted from many colleges developing more noncredit courses. Regarding streamlining, cross-training is occurring within Academic Services for non-CDCP courses. This may help reduce the queue. Last year, noncredit programs were talked about as a starting point for streamlining, but it really isn’t possible because of the financial impacts. That is why the group is looking more at solutions that help provide more info to the field and, where possible, provide “commuter lanes” in isolated situations like mirrored courses. The Noncredit workgroup will work with the Title 5 Revisions workgroup to begin Title 5 and Ed Code revisions. Regarding educating the field on noncredit, webinars will continue; topics will be determined in January. The Vision Resource Center is also working with representatives to develop educational modules about noncredit. Ginni asked the group to bring drafts of forms and checklists that were talked about. <strong>Catalog rights</strong></td>
<td>Ginni, Virginia, Jackie, Melinda, Marilyn, Alice + a CSSO (?)</td>
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<td>Update: Waiting for response from legal – Mohr Virginia will convene this group in January to begin preparing a guidance memo to come out with the legal memo regarding online catalogs and parameters to meet the needs of special populations. <strong>COCI</strong></td>
<td>Ginni, Virginia, Jackie, David, Chantee, Marilyn</td>
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<td>Update: Report – see below. <strong>TOP Codes</strong></td>
<td>Ginni, Virginia, Marilyn, Jackie, Todd Hoig</td>
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On hiatus due to TOP2CIP Data Migration Project

Streamlining Certification Review Board
Virginia, Ginni, Erik, Jackie, Kim, Mayra, Marilyn

Update: January 2019
The group will be meeting in January.

Collaborative Programs
Jackie, Kim, Melinda, Mayra, Erik

Update: Report attached

Curriculum Training
Jackie, Ginni, Virginia, Marily, David, Jennifer, Cheri

Update: January 2019

Title 5 Regulations
Virginia, Ginni, Jackie, Erik, Cheryl, Marily, Melinda

Update: Report
This group will work with the Noncredit workgroup to begin Title 5 and Ed Code revisions needed for noncredit curriculum streamlining.

8. Title 5 Regulations for compliance with AB 705

Marc LeForestier, legal counsel at the Chancellor’s Office, joined 5C for discussion of this item. Ginni explained the process of incorporating AB 705 and AB 1805 language as well as consideration of the guidance documents already published by the Chancellor’s Office. As is traditional, proposed new language is noted with underlines while proposed deletions are noted with strikethrough.

a. Regulations to be considered: §§55002, 55003, 55063, 55522 (drafts attached, AB 705 and AB 1805 also attached)
   • Proposed revisions for each Title 5 section were reviewed.
   • The committee approved the proposed language with the minor changes discussed (Erik Shearer/Cheri Fortin, MSC; 1 abstain: Tran). Should the chairs determine that the changes made by legal go further than what was discussed, the changes will be brought back to 5C.

b. In particular: differences among assessment, competency, placement; C- grade accepted for Golden Four by CSU, what about CCC; guided self-placement opportunity for some or all students; noncredit as prerequisite/corequisite

c. Possible AB 705 Guidelines document/handbook

9. Student Centered Funding Formula – Ed Code §84750.4

A process is needed to monitor the degrees and certificates submitted under the SCFF. Ginni and Alice assert that we have a rigorous curriculum process as well as documents and presentations promoting the development of degrees and certificates only to advance students, not solely to generate more funds through the SCFF. It was also pointed out that the current
processes have been undergoing continued scrutiny and evaluation for improvement (continuous quality improvement). Alice would like to run these thoughts by Vice Chancellor Christian Osmeña to see if these points of information are enough for him to share with the Legislature.

10. Update on COCI
Rachel reported that the 2.0 upgrades happened before Thanksgiving break. Two maintenance pushes were also done. There were some unanticipated down times which impact planning for future upgrades. Reviewer issues: page for submitters was rendering all versions of documents submitted with a course, but reviewers could only see one version (not often the most recent version). This was fixed with a quick release yesterday, so viewers should now see multiple versions of CoRs and attachments.

Rachel reviewed the COCI roadmap for Jan-June 2019. Given the roadmap, there were questions about the project timeline for delivery of the certificate modifications in COCI; there is concern that not being able to submit certificates under the new unit regulations/cutoffs will negatively impact colleges’ SCFF calculations for this year. It was shared that the COCI update release in April would incorporate the new unit thresholds per Title 5 §55070. Colleges are concerned that they cannot submit some Certificates of Achievement due to limitations in COCI.

11. Repeatability/Course Repetition — To retake a course for employment purposes (Ex. Automotive courses) Need a Reminder in the form of a Memo to the Colleges that some students may retake courses to stay current in their jobs. This should not be a barrier to the student to retake these courses. It was mentioned that this may also be an issue for performing arts (continued training). **Bring examples to Jackie Escajeda for a Memo regarding course repetition required by industry (for December meeting).**

12. Future Meetings

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**Future Agenda Items:**
1. Internships vs Cooperative Work Experience vs Apprenticeship
2. PCAH 7th Edition Work Group
3. Clinical Hours (AB 2134)
4. Alleviating substandard grade with another course
5. Noncredit: (1) Non-Credit and internships (2) Mirroring Non-Credit courses Program Approval (3) AB1809 considerations (issues related to Distance Education accounting and collecting apportionment for Non-Credit -Fiscal matter to make suggestions)
6. Career Development included with Community Services Courses

5C Webpage:  
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/CaliforniaCommunityCollegeCurriculumCommittee.aspx