California Community Colleges Curriculum Committee (5C)
August 30, 2018
10 AM – 3 PM
Chancellor’s Office 6th Floor Conference Room (638/639)

Minutes

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<th>Chairs:</th>
<th>Virginia Guleff and Ginni May</th>
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| Committee Members Present: | ASCCC: Cheryl Aschenbach, Mayra Cruz, Carrie Roberson, Melinda Tran  
CCCO: Erik Shearer, Leandra Martin,  
Liaisons: Jan Young (ACCE), Kim Harrell (CCCAOE)  
CCCO: Marilyn Perry |
| Committee Members Absent: | Alice Perez (CCCO), Sylvester Henderson (ASCCC), Jackie Escajeda (CCCO) |
| Committee Members by Phone: | Carol Farrar (CCCO) |
| Guests Present: | Njeri Griffin (CCCO), LeBaron Woodyard (CCCO), Chantee Guiney (CCCO), Erin Larson (CCCO) |
| Guests by Phone: | Rachel Stamm (COCI) |
| Meeting Location: | Chancellor’s Office 6th Floor Conference Room |

Meeting called to order at 10:00 am.

1. Welcome and Introductions
   Members introduced themselves

2. Overview of 5C
   In 2016 the committee changed its name from System Advisory Committee on Curriculum (SACC) to California Community Colleges Curriculum Committee (5C). 5C is a recommending body that provides policy and guidance / policy guidance on all matters related to curriculum, including creation, implementation and endorsement of curriculum through the California Community College system.

3. Constituent Group Reports
   a. ASCCC: 4 focus areas this year 1. AB 705 implementation, 2. Diversification of faculty, 3. Strong Work Force Recommendation re: hiring and equivalency for GE, 4. Strong Work Force Recommendations re: credit for prior learning. ASCCC Academic Academy (September 13-15) is focused on Guided Pathways. Looking for an Executive Director, so we encourage questions and applications.
b. CCCCIO: Two long-time members are retiring, which impacts everyone. They will be taking a different approach for fall and spring CIO trainings at the conference (fall will be about training new CIOs while spring will be about training aspiring CIOs). CIO Board is talking a lot about how to respond to the initiatives underway.

c. ACCE: Next Friday is a First Friday Noncredit Webinar. It will be about 705 with a focus on noncredit. All First Friday Webinars can be found at http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum/NoncreditCurriculumandInstructionalPrograms/NoncreditFirstFridayWebinarArchives.aspx or http://www.acceonline.org

d. CCCAOE: Leadership conference in June. Next event is fall conference October 10-12 in Rancho Mirage.

4. 5C Workgroups
All workgroups from last year were reviewed and updated. Four workgroups have work that continues into 2018-2019. New workgroups are added as needed.

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<th>Noncredit</th>
<th>Cheryl, Jan, Leandra, Chantee Guiney</th>
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| Task: Develop draft guidelines regarding noncredit courses as prerequisites to credit by November 5C meeting. This group will also work on information regarding mirrored courses.  
2017-2018 Update: The group put forward recommendations about pre-reqs and co-reqs as well as streamlining recommendations. The pre-req and co-req input was forwarded to legal but there has not been a response. Mirrored courses are allowable, and the Chancellor’s Office is working to determine ways to approve noncredit outlines that mirrored credit automatically in COCI.  
2018-19 Update: Two issues that need to be addressed include noncredit internships/work experience for noncredit and distance education in noncredit. The workgroup will bring back the recommendations about pre-reqs and co-reqs, along with an update on streamlining of mirrored course approval. |
| Catalog rights          | Ginni, Virginia, Jackie, Melinda, Marilyn + a CSSO (?) |
| Task: Moving forward, determine whether catalogs must be printed. If not, then what guidelines need to be established around updates and online addenda?  
2017-2018 Update: Mid-2016-2017 the group requested information from legal but to date has not received anything.  
2018-19 Update: In order to move forward with this since it was originally discussed with streamlining efforts, the workgroup will now recommend guidelines for catalog rights, publication of printed versus online catalogs, etc. for consideration at a future 5C meeting. |
| COCI                    | Ginni, Virginia, Jackie, David, Chantee, Marilyn |
| Task: Workgroup works with COCI development staff to prioritize efforts to meet needs of stakeholders  
2018-2019: Group needs to continue to meet in preparation for COCI 2.0 development and release. |
| Task: Establish procedures for creation of new TOP Codes, how they are created and who would approve them; how to identify CIP code for TOP-CIP crosswalk, and how to communicate new TOP and CIP codes to the field between updates to the manual. 2018-2019 Update: *This work was not complete and is still needed.* |
|-----------------|-----------------|
| **TOP Codes**   | Ginni, Virginia, Marilyn, Jackie, Eric Nelson, Todd Hoig (possible invitee) |

**Streamlining Certification Review Board**

| Task: Recommend a process for individual colleges to request a reconsideration of Chancellor’s Office decisions regarding certification status (relative to overall status, program status, or course status) as well as to mediate discrepancies in these situations. Status: **NEW for 2018-2019** |
|-----------------|-----------------|
| **Streamlining Certification Review Board** | Virginia, Ginni, Eric, Jackie, Kim, Mayra, Marilyn |

**Collaborative Programs**

| Task: Recommend an internal submission process that can be a pilot as well as a model for future collaborative program development and submissions. Status: **NEW for 2018-2019** |
|-----------------|-----------------|
| **Collaborative Programs** | Jackie, Kim, Melinda, Mayra, Erik |

5. **Streamlining Certification in Fall 2018 – Periodic Review and reconsideration process**
   A workgroup is needed to set up the periodic review process and communicate it to the colleges. This is needed when either a college says that they won’t certify for local approval or when the Chancellor’s Office audits a college’s curriculum and identifies that a college needs some support or assistance but the college disagrees. Reconsideration refers to a process (TBD) for a college to appeal or argue a Chancellor’s Office decision that a college is not appropriately self-certifying courses and programs. It could be considered a Certification Review Board which will mediate discrepancies between the Chancellor’s Office and a college. Workgroup members: Virginia, Ginni, Eric, Jackie, Kim, Mayra, Marilyn

6. **TOP Codes**
   *Last year’s TOP codes workgroup will work on establishing a process for requesting and implementing new TOP codes. Other information requested is a timeline for the SWP and TOP code alignment project.*

7. **Guidelines for the use of EW**
   *Guidelines helping colleges better understand when to use EW are needed to address §55024 e.1. Rather than guidelines, it seems a memo is needed to communicate the existence of the EW grade and recommend its use in cases outlined in Title 5. **Virginia and Ginni will follow up with Jackie to prepare a memo.** Memo should include a recommendation that there be local procedures and trainings initiated.*
8. Certificates of Achievement – Updates and clarifications in regards to Title 5 §55070 changes

- Changes to Title 5 §55070 went into effect August 23. The minimum number of units for submission of Certificates of Achievement has changed from 18 semester (27 quarter) units to 16 semester units (24 quarter). Certificates with 16-17.5 semester units must now be submitted and certificates as low as 8 semester units (12 quarter) may be submitted for CO approval. There are questions about the timeline for compliance and whether LMI, advisory committee minutes, and regional recommendation information need to be submitted. COCI doesn’t yet have the choice to allow submission of certificates under 18 semester units, which hinders both submission of the 16-17.5 semester unit certificates and optional submission of 8-15.5 semester unit certificates. Right now, it is unclear when COCI will be updated to allow for submissions. It is a priority. Communication needs to go to the field; Eric suggested the memo update the unit language on page 83 of the PCAH (6th ed.) to reflect current Title 5 language.

- Regarding submission requirements for 16-17.5 semester unit certificates, LMI should be recent (covers current year), even if the certificate was approved locally, because the certificate has never been chaptered by the Chancellor’s Office, and current info is necessary for Chancellor’s Office chaptering. Some of the LMI data demonstrates net labor demand which is dependent on local program offerings, and that has likely changed since the point where the local certificate was approved.

- Ginni will talk to Jackie about preparing a memo.

- There is also concern about non-CTE local certificates. This will be addressed later.

9. Noncredit Update

a. Streamlined approval – the workgroup will follow up on earlier recommendations for noncredit streamlining of programs

b. Mirrored Noncredit and Credit – the Chancellor’s Office is working on an expedited means of submitting/getting approval of noncredit courses based on the same outlines approved for credit format.

c. Cooperative Work Experience – the workgroup will work on addressing the potential for noncredit CWE.

d. Modifications to Funding for Online Courses – noncredit distance education has been considered at a disadvantage because of the attendance accounting method required and its impact on funding. LeBaron shared this summer that the funding formula can be better utilized for noncredit DE instruction to more fully capture the student participation in a course. For example: Modifying the FTES calculation for noncredit DE classes. Currently less than 1% of noncredit courses are offered through DE. FTES is calculated using positive attendance with the average student count based on two census dates. \( FTES = wsch \times \frac{(census\ 1 + census\ 2)}{2} \times \frac{17.5}{525}. \) LeBaron demonstrated an alternate method of calculating WSCH for noncredit classes. Typically, \( wsch = \) hours of instruction. He suggested that WSCH should include (hours of instruction + instructor contact+ out of class assignment). This would greatly increase the FTES produced for these classes. The chancellor’s office will continue to
work with ACCE to explore this option. Two challenges exist: 1. Communication to the field about how to navigate and 2. The perception that noncredit is at a disadvantage for distance education apportionment. LeBaron explained the calculations for DE noncredit attendance accounting. Two elements that need to be better accounted for and captured are hours of instructor contact (regular effective/substantive contact) and hours for outside of class assignments. For example, A noncredit DE addendum should include information about the number of hours of outside (independent) work expected of each student. What is needed? Communicate to the field and inform all stakeholders of what is necessary to offer DE noncredit courses and capture more equitable apportionment. Some problem-solving is necessary from a practical perspective, including how to note contact and outside-of-class hours on DE addendums and how to get info into student info systems and enterprise systems. Regarding education, there are plans to disseminate the info via First Friday Noncredit webinars, ACCE workshops, and an ASCCC Rostrum article.

10. Update on Legal Issues
   a. Noncredit Streamlining – awaiting an opinion about ability to offer credit and community service courses at the same place and time. Historically, the recommendation from 2012 was that it be allowed as a mean to address repeatability. Some colleges are doing it and could provide guidance for how to ensure there is no violation of comingling of funds. Elias Regalado previously said it wasn’t allowable but never provided a formal statement of fact. Erik will provide a summary for Ginni to share with Alice, and hopefully receive a definitive response from legal and provide guidance for the field.
   b. Online Catalogs – work group will present a recommendation at a future meeting.
   c. High School Articulation / residency for CTE – There is a question of whether courses taken under a high school 2+2 agreement count toward a college’s residency requirements. Title 5 language speaks to residency for AA and AS degrees, but not certificates; it is silent on certificates as LeBaron explained. Local policy may dictate differently. It seems that there needs to be communication to the field about the residency applying only to degrees, not certificates. Ginni will talk to Jackie about including it in a future memo.
   d. RD/FW on transcripts – This was put in motion last year but held by Board of Governors. Ginni will check on status and get back to us at the next meeting.
   e. Title 5 §55063 possible revisions – math and English competency requirements for Associate degrees. Is there a need to change Title 5 to address situations where alternate math courses do not have a beginning algebra prerequisite? This can wait since §55063 will likely be revised as part of the AB 705 implementation.
   f. AB705 – Laura Hope and some of her staff are composing draft Title 5 changes and will submit recommendations to 5C for consideration per the regular consultative process.

11. COCI Update – Rachel Stamm provided an update on COCI. The system was taken offline mid-August for maintenance, preparation of training materials, and prevention of
problems caused by earlier update transitions. Control numbers are current as of now. Regular training schedule is set for Wednesdays 10am (Introductory Training) and 1pm (Course and Program Submissions) with a prescribed curriculum. Fall release will be 2.0 release. Major changes include new page layouts for program and course submissions, introduction of autocomplete and conditional display for fields based on credit category, addition of work experience hours field, auto approval for program modifications for 4 of 7 program award types, addition of bi-directional comments, a clean-up tool that doesn’t impact document status, and document organization with screens and document types available to upload.

a. COCI and C-ID – there is a plan to do a one-time data comparison of courses between C-ID and COCI and a look at entry info that is duplicative between the two systems as well as differences between the COR in COCI and C-ID.

b. Regarding new certificate unit levels, how soon will the drop-down choice be available for submission of 16-17.5 semester unit certificates and lower-unit certificate submissions (Award field options)? It will be part of the fall 2.0 release scheduled for the end of October.

12. PCAH 7th Edition – target delivery will be after Title 5 changes relative to AB 705 implementation in order to incorporate the changes. Generally, most of the document can be easily updated, so it is anticipated that the update could be done this year. It was pointed out that 6th Edition never had the guidelines published, and the field has been looking for it. Erik clarified that the guidelines were intended to be separate from the PCAH because the PCAH is a legal document and that they were written but never finalized because COCI wasn’t finished. They should be updated and refined for the 7th Edition. Njeri asked that the guidelines be released at the same time as the PCAH; it was agreed we should aim for that.

13. Collaborative Programs – LeBaron asked that 5C look at collaborative programs. It is mentioned in the 6th edition of the PCAH but not much is said other than that colleges may collaborate with other colleges to offer a program. The Chancellor’s Office has helped three colleges to organize a collaborative Certificate of Achievement with the eight courses (24 units) shared by the three colleges. One purpose, among other reasons, is to demonstrate to colleges how to do a collaborative program. LeBaron is asking that 5C work with Chancellor’s Office staff to develop an internal submission process that can be a pilot as well as a model for future collaborative program development and submissions. Work group participants: Jackie, Kim, Melinda, Mayra, Erik

Adjournment at 2:50pm

Future Meeting Dates:
September 27, 2018 10:00-3:00 at Chancellor’s Office
October 11, 2018 10:00-3:00 at Chancellor’s Office
November 9, 2018 10:00-3:00 at Chancellor’s Office
December 13, 2018 10:00-3:00 at Chancellor’s Office
January 24, 2018 10:00-3:00 at Chancellor’s Office
February 22, 2018 10:00-3:00 at Chancellor’s Office
March 14, 2018 10:00-3:00 at Chancellor’s Office
April 26, 2018 10:00-3:00 at Chancellor’s Office
May 17, 2018 10:00-3:00 at Chancellor’s Office
June 11, 2018 10:00-3:00 at Chancellor’s Office