Academic Affairs Division
California Community Colleges Curriculum Committee (5C)
April 24, 2019
10 AM – 3 PM
DoubleTree by Hilton San Diego – Mission Valley
7450 Hazard Center Drive, San Diego, CA, 92108

NOTES

5C Members:

Members Present: Cheryl Aschenbach-ASCCC, Mayra Cruz-ASCCC, Cheri Fortin-ASCCC, Helen “Virginia” Guleff-CCCCIO, Jennifer Johnson-ASCCC, Ginni May-ASCCC, Marilyn Perry-CCCCCO, Jan Young-ACCE
Via phone: Raul Arambula-CCCCCO, David Garcia CCCCIO, Kim Harrell-CCCAOE, Carrie Roberson-ASCCC, Kevin Lovelace CCCCIO, Njeri Griffin CCCCCO,
Guest: Rachael Staat - COCI/CCC Tech Center
Not present: Carol Farrar-CCCCIO, Silvester Henderson-ASCCC, Leandra Martin-CCCCCO, Alice Perez-CCCCCO, Erik Shearer-CCCCIO, Melinda Tran-ASCCC

1. Welcome and Introductions – Meeting called to order at 10:10
2. Announcements and Information
3. Approval of Agenda - Addition to the agenda:
   Recent Memos from Chancellor’s office AA19-18 and AA19-22
   M/S Cheri Fortin/Mayra Cruz to approve agenda with addition.
4. Approval of Minutes – Approved as submitted.
5. Constituent Group Reports – ASCCC, CCCCCIO, ACCE, CCCAOE
   CCCAOE - written report
   CCCCCIO - no report
   ACCE - Jan Young reported the Weber Bill (AB1727) is now in fiscal committee. The ASCCC proposed language to clarify ‘sequence of courses’ was included in the current bill.
   ASCCC - Ginni May provided a verbal report.
   • Spring plenary (April 11-13): Almost all resolutions were approved. ASCCC elections were conducted -the new exec. team starts June 1. The 50th anniversary celebration was featured during plenary. CSU, UC, BOG, FACC, CCCCCIO, and RP partners also joined the plenary sessions.
   Sincere THANKS to the Academic Senate Staff for the planning and execution of the event. Their hard work is greatly appreciated.

   • Upcoming events:
     >Career and Noncredit Institute April 25-27
     >Accreditation Institute in partnership with ACCJC (Burlingame) May 1-3
     >Leadership Institute (Sacramento) June 13-15
     >Curriculum Institute (Burlingame) July 10-13
6. Update on Action Items from prior 5C meetings:
   a. Collaborative Programs – The workgroup is preparing a document for vetting with system partners. The group also needs to get the document to faculty before the end of the academic year for vetting.
   b. PCAH 7th Edition Workgroup – Ginni May (co-chair), Donna Necke, Cheryl Aschenbach (CTE), Melinda Tran (Articulation Officer) Darlene Diaz (Curriculum Chair), Eric Wada (Curriculum Chair) Amanda Paskey (C-ID), Helen “Virginia” Guleff (Co-chair) (CCCCIO), Raul Arambula (CCCCO), plus two additional CIOs and two curriculum specialists. Workgroup will begin ASAP.
      Timeline:
      Complete 7th edition draft by end of July → to consultation council in August → to 5C for initial review in August → to BOG in Sept. (doesn’t require 2 reads by BOG). The PCAH will be written with the assumption that the pending Title 5 changes will be approved. If they are not, the group will revert back to the old language. A subsequent work group will work on the Technical manual starting in August.
      Possible members: Cheryl Aschenbach will co-lead with the incoming 5C faculty chair and the CCCCIO 5C co-chair. Eric Shearer and Marie Boyd should be included.
   c. Catalog Rights – Fully online catalog is permissible. The workgroup was unable to identify any legal requirement for a password protected catalog for Veterans. One more attempt will be made to verify the requirement. If unable to verify, the need for password protection can be determined at the local level. Virginia will create a doodle poll for the workgroup to discuss and finalize the recommendations.
   d. Forwarded Title 5 Regulations drafts:
      • Noncredit Curriculum Approval processes: This is on the May 10 ASCCC exec. agenda. 1st read at May BOG with 2nd read at July meeting.
      • Credit for Prior Learning - This is on the May 10 ASCCC exec. agenda. 1st read at May BOG with 2nd read at July meeting.
7. Curriculum Streamlining – September Certification Memo and auto-approval of local programs - On May 10 ASCCC executive committee meeting agenda. The issue: The COCI ability for auto approval of local programs is not available. Colleges submit a local program and CCCCCO reviewer will manually auto approve. COCI plans to fix this in the fall release.
8. C-ID Aligned CTE Program Streamlining Curriculum Approval
   Model curriculum workgroup (MCW) desires increased CTE participation in C-ID. This committee is considering the ability to streamline CTE programs if they are align with C-ID model curriculum. This change would unlikely require any changes to Title 5. The approval will be part of the audit process (in development) for all other auto approved programs. MCW is requesting this option to be included in the August certification form.
   Roll call vote of membership regarding support of CTE auto approval if a CTE program aligns with C-ID: no opposition.
   To move this forward, 5C requests written document from MCW for May 17 meeting.
   In addition, the streamlining workgroup needs to establish the audit process for streamlining before June with sharing of the process at July institute followed by implementation in August.
9. ESL Certificates of Achievement – Title 5 §55070
   Most of the ESL certs are in compliance which existed before auto approval.
   Title 5 currently states a cert cannot consist entirely of Basic Skills and/or
ESL. 5C requests that the Chancellor’s office identify the colleges in which this situation exists and notify them of the issue, including the Title 5 requirements. Ginni will contact TESOL for additional discussion.

10. MIS Data
   a. Certificate of Achievement options in COCI/MIS
      Recap: COCI and MIS requirements do not match. Ginni May is working with MIS to clean up the MIS coding. The ASCCC has proposed a work group to review the coding in all systems and to clean up the elements so they accurately reflect the work. The SCFFF pulls data from MIS.
   b. AB 705 Data Revision Project – Update, possible Action
      CB 21 -rubric approved at plenary
      CB 25 (local competency requirements) - rubric has been revised.
      CB 26 (transfer type) – on hold to allow for vetting amongst Articulation officers
      CB 27- (support course designation)-will now be called CB 26
      Next step: all stakeholders to convene to discuss all comments.
   c. Other Areas

11. March 18 Memo ES 19-08 COCI Update
    This memo (RFP to replace COCI) went out to field without 5C or the 5C chairs review. CCCCO is developing a team to review the RFP stakeholder process. We cannot forget the WHY behind the creation of COCI. The long-term goal is to have a system compatible with local authority that can provide a control number quickly. Whatever system is chosen, it needs to interact with any and all college systems. 5C needs to have a unified message as questions arise. Ginni will follow up with Alice.

12. Noncredit and internships, mirroring noncredit courses, comingling of community services and noncredit courses, comingling of CDCP and credit
    • Still awaiting response from Legal. Ginni and Virginia will send a written request to Alice and Mark for this issue to be a priority and to provide a legal response.
    • 5C is requesting clarification on mirrored courses. The how of scheduling and faculty payment for mirrored courses is a local decision. Definitions and clarification should be in the 7th edition of the PCAH
    • Internships cannot be offered because of accounting mechanisms which is creating an equity issue for noncredit students. Discussion ensued. Decision: develop a work group to explore/develop a proposal for noncredit internships, identifying challenges and solutions. Cheryl (lead), Jan (ACE), Kim, and Mayra will represent 5C, CIWEA (Brooke).
For consistency, co-mingling and mirrored terms should be clarified.

13. Update on COCI

The 3.1 release is planned for mid-May: Spring Feature upgrade.

Ease of use new features added:

- Date of proposal/last entered status can be seen by all users
- Export to excel option for courses and programs. Additional fields are added beyond what is available in the public reports. Next update will include courses associated in programs
- Added a C-ID integration link. User can add a link on the COR (in course detail section) works similar to the process to add courses to a program.
- Creating a working copy which can be saved. No one else can see a working copy. To locate it, you must return through edit mode and is only visible by college and those with specific admin role. When finished, select finalize changes. An overlay will display the changes made. Working copy will merge with official version, then submit changes and working copy will go away.

Rachel will present a summary of all changes/updates at the May 17 meeting.

14. Distance Education Guidelines and the Course Outline of Record

DEETAC has been working on updating the 2008 DE guidelines. Three proposed definitions for online education were taken to plenary. 1) fully online: no aspect can be required F2F. 2) Hybrid: partially online- any percent online with regular class hours replaced with online. 3) Online with in person proctoring: fully online with in person proctored exam. There are restrictions for specifying a date a location.

The intent is to clarify the definitions from a student experience perspective. However, in several venues, concerns regarding definition #3 were raised. All comments/feedback will be provided to DEETAC for consideration. We should have a draft document for our May meeting.

15. Credit for Prior Learning recommendations from CPL Workgroup

Recommendations will be provided at the May meeting.

16. Additions to the agenda: Recent Memos from Chancellor’s office sent to the field.

AA19-18:
Discussion will be delayed until Alice will be available for discussion.
Discussion considerations: interpretation of high employment potential

AA19-22:
This memo was signed off by the advisory committee and the 19 colleges
providing programs to incarcerated persons. However, 5C was not included in the vetting process. Course/Program offering are matters of curriculum therefore 5C should be included BEFORE information is sent to the field. In addition, 5C is requesting the language from CDCR (California Department of Corrections and Rehabilitation) regarding what can be offered in the prison setting.

17. Future Meetings

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<tr>
<th>Month</th>
<th>Date</th>
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<tbody>
<tr>
<td>May 2019</td>
<td>5/17</td>
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<tr>
<td>June 2019</td>
<td>6/11</td>
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**Future Agenda Items:**

1. Clinical Hours (AB 2134) leave as an item to be addressed by initiator. If not updated, it will be removed.
2. Alleviating substandard grade with another course leave as an item to be addressed by initiator. If not updated, it will be removed.
3. Career Development included with Community Services Courses remove
4. Title 5 Regulations around disaster management from an instructional point of view a Virginia will research Title 5 and bring forth any items that would be appropriate for 5C (i.e. new coursework to address community needs after a disaster such as construction etc. Other concerns may include completion of course hours via other modalities)
5. Navigating with CSU on ADTs – report from CCCCO(tabled)

**Information/Planning for next year**

The Academic Senate appointment to 5C is for one year. Interested members need to re-apply.

Meeting adjourned at 2:10 pm

Respectfully submitted,

Jennifer Johnson

**5C Webpage:**

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

**Workgroups**

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<thead>
<tr>
<th>Noncredit</th>
<th>Cheryl, Jan, Leandra, Chantee</th>
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<tbody>
<tr>
<td>Update</td>
<td>Agenda Item</td>
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<tr>
<td><strong>Catalog rights</strong></td>
<td>Ginni, Virginia, Raul, Melinda, Marilyn + a CSSO (?)</td>
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<td>Update:</td>
<td>Virginia will convene this group 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.</td>
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<td><strong>COCI</strong></td>
<td>Ginni, Virginia, Raul, David, Chantee, Marilyn</td>
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<td>Update: Agenda Item</td>
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<tr>
<td><strong>Streamlining Certification Review Board</strong></td>
<td>Virginia, Ginni, Erik, Raul, Kim, Mayra, Marilyn</td>
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<td>Update:</td>
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<tr>
<td><strong>Title 5 Regulations</strong></td>
<td>Virginia, Ginni, Raul, Chantee, Erik, Cheryl, Marilyn, Jan, Kevin, Melinda</td>
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<td>Update:</td>
<td>No new regulations under consideration at this time</td>
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