

## Curriculum Review Committee

### Year-End Report to the Academic Senate, 2010-11

| CRC Goals for 2010-11  | Update  |
|--|---|
| 1. Continue with curriculum audit of all courses and programs.   | Audit partially complete; will continue over summer 2011. Codes used for state reporting now show correctly in Curricunet for approx. 80% of courses.   |
| 2. Work with the Office of Instruction to develop regular process of CurricUNET maintenance (user authorizations, etc.)  | This did not happen as expected, in part due to staff shortages and changes in the Office of Instruction. However, the shutdown of Curricunet for launching was a successful experiment in Spring 2010, and will continue to be a regular part of the curriculum cycle to allow adequate down-time for maintenance of the system.   |
| 3. Continue to coordinate with Program Review  | A Curricunet report implemented in Fall 2010 gave information on course revision status to each program for use in the preparation of their program review. A new report is being developed for Fall 2011 to provide additional information for departments on degree and certificate status, program revisions, etc.   |
| 4. Provide better training and resources for CRC members and faculty in curriculum development processes and CurricUNET. | <ul style="list-style-type: none"> <li>• CRC members have received extensive additional training this year on stand-alone course approval; SB1440 program development; Curricunet processes; Title 5 changes and compliance issues; and more.</li> <li>• Several Flex activities were provided for faculty on both Title 5 changes and on Curricunet.</li> <li>• The first-ever Mission College Curriculum Academy is being planned for August 2011 to provide professional development in curriculum to faculty college-wide.</li> </ul> |

| Curriculum Proposals Processed, 2010-11                 |            |
|---|------------|
| New Courses   | 41         |
| Course Revisions  | 263        |
| Experimental Courses                                    | 4          |
| Course Archives<br>(course can be brought back)         | 7          |
| Course Inactivations<br>(course cannot be brought back) | 66         |
| Distance Education Addendum                             | 54         |
| Course Administrative Changes                           | 6          |
| New Programs  | 9          |
| Program Revisions                                       | 31         |
| Program Inactivations                                   | 1          |
| <b>TOTAL PROPOSALS PROCESSED</b>                        | <b>482</b> |

#### In addition:

1. Hybrid Course document was developed to provide guidance to faculty in the development of courses that are offered in a variety of different instructional methods.
2. Streamlining of the technical review process has reduced the backlog of proposals waiting for approval at that level from over 200 at the beginning of Fall to fewer than 30 at present.
3. The program approval process was streamlined for AA-T and AS-T degrees developed in compliance with Transfer Model Curricula (SB1440 Transfer Degrees)
4. The "New Programs" on the chart to the left include FOUR new AA-T/AS-T degrees (Psych, Sociology, Comm Studies, and Math); additional Associate Degrees for Transfer are already under development for next year.

## **CURRICULUM PROCESS CHANGES RECOMMENDED BY CRC:**

1. Currently, **administrative changes** are limited to changes of course title, catalog and/or schedule description, and changes to update the textbooks for a course. CRC recommends two additional types of administrative changes be allowed without requiring full review by the committee:
  - a. Changing of the allowed grade type (i.e., from “Grade Only” to “Pass/No Pass Option” or vice-versa)
  - b. Changes to reduce repeatability on courses if required to comply with Title 5 regulations (changes to increase repeatability would still require a regular revision).
2. Currently, there are no **time limits** imposed in our approval process. This is a problem, particularly in how long originators can take to make changes requested when a course goes through Technical Review. This has resulted in some courses sitting in the approval queue waiting for Tech Review sign-off for months or years. CRC is recommending a change to the approval process so that once a course has undergone Technical Review and the originator has been notified of recommended changes, the originator will have **three weeks** to respond and make the recommended changes. If requested changes have not been addressed in three weeks, the proposal will be removed from the approval queue and returned to “Draft” status (which will require re-launching of the proposal).
3. As a reminder, last year the Senate approved a change in the process used for **cross-listing courses** between two departments. This change still has not been implemented in Curricunet due to programming issues; however, it has not dropped off the radar entirely and we are still working with their programmers to see how to best implement it.

## **ISSUES FOR NEXT YEAR:**

1. CRC – and the entire college – will need to begin discussions of how and whether to implement prerequisites in compliance with recent Title 5 changes.
2. CRC is also requesting that the Senate consider possible changes to the process used to approve new educational programs (degrees/certificates that have not been offered before, even if they are in an existing department). This should probably be done as a joint process between CRC and ADC, and then a proposal for any changes brought to the Senate for discussion and consideration.