

Curriculum Review Committee Year-End Report to the Academic Senate, 2011-12

Curriculum Proposals Processed, 2011-12	
New Credit Courses	4
Credit Course Revisions	67
Noncredit Course Revisions	2
Experimental Courses	0
Course Archives (course can be brought back)	13
Course Inactivations (course cannot be brought back)	37
Distance Education Addendum	21
Course Administrative Changes	0
New Programs	5
Program Revisions	4
Program Inactivations	3
Program Reactivations	1
TOTAL PROPOSALS PROCESSED	158

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

MAJOR PROJECTS COMPLETED:

- Mission College Curriculum Handbook completed – October 2011
- Review of Board Policies relating to Curriculum Development – November 2011
- Review of Curriculum Approval Processes completed – April 2012
- Prerequisite Implementation Guidelines reviewed and Task Force formed - *initial meeting of Task Force 5/16*

CRC TRAININGS:

- Mission College Curriculum Academy – August 2011 (*College-wide*)
- Stand-alone Course Approval Training – September 2011 (*CRC members*)
- Northern California Regional Curriculum Meeting – September 2011 (*Cathy Cox and Jeff Nelson*)
- Northern California Regional Curriculum Meeting- May 2011 (*Cathy Cox and Steve Lipman*)

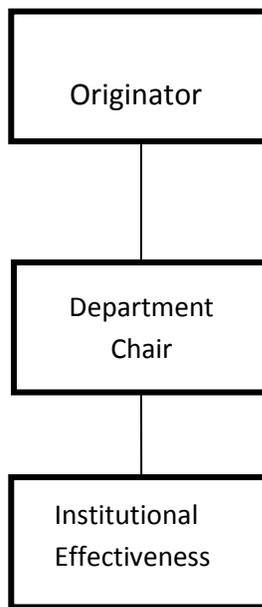
2012-13 PROJECTS:

- Revision of Curriculum Handbook to maintain currency
- Development of a CRC Chair Manual (*may be handled as a special project by the chair*)
- Approval and implementation of prerequisite approval process
- Creation of an SLO subcommittee, if recommended by the Senate
- Continued work on implementation of Title 5 changes to course repeatability

PROPOSED CHANGES TO CURRICULUM APPROVAL PROCESSES

The Curriculum Review Committee recommends the following changes to existing approval processes at Mission College. We believe that these changes will help us provide better monitoring of curriculum development, compliance with Title 5 regulations, and tracking required for accreditation. In addition, some changes have been suggested to resolve ongoing issues (i.e., lack of clarity about the distinction between “archiving” and “inactivating” courses!).

Proposed New Process: SLO REVISION



This process would allow a faculty member to launch a revision of the course SLOs without doing anything to the overall course outline.

The very brief process in Curricunet would simply track the signatures and allow us to document that the SLOs are actually being revised, which is needed for accreditation. Dates of the signoff by the Department Chair could then show on the SLO report for the course.

Notice that the course does not go through CRC.

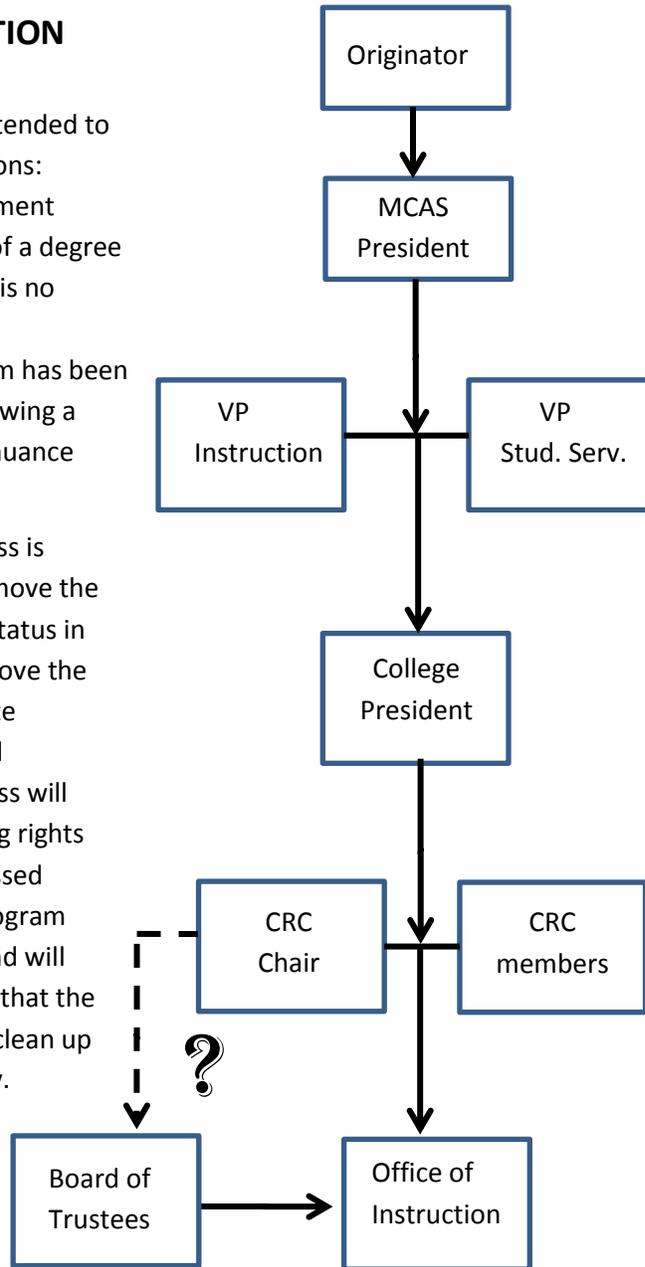
Governnet will need to create a proposal type for this process that will allow only the SLO screen to be edited.

**Proposed New Process:
PROGRAM DELETION**

This new process is intended to be used in two situations:

1. When a department wishes to get rid of a degree or certificate that is no longer needed.
2. When a program has been discontinued following a program discontinuance process.

In either case, a process is needed to actually remove the program from active status in Curricunet and to remove the program from the State Inventory of Approved Programs. This process will ensure that the catalog rights of students are addressed prior to pulling the program from the inventory, and will allow us to make sure that the steps are followed to clean up the inventory properly.



Originator: Launches proposal to delete program

MCAS President: Signs to indicate program discontinuance process has been carried out and completed (if applicable) or to indicate that the program is not required to go through Program Discontinuance

VPI/VPSS: Sign to indicate that plans have been implemented to protect student catalog rights, and that appropriate administrative concerns have been addressed.

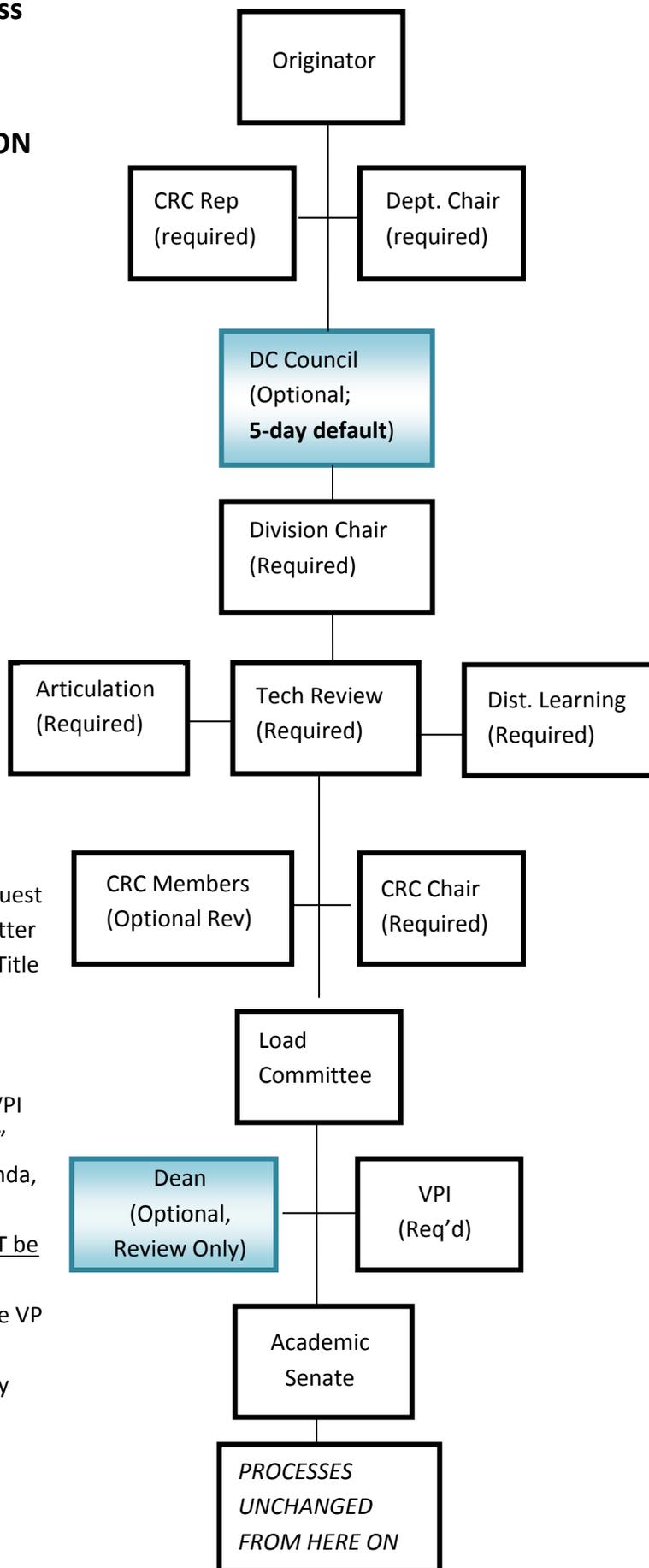
College President: signs off for final approval.

CRC Chair: Signs after CRC has reviewed discontinuation of program; indicates that the curriculum process has been followed and appropriate departments, etc. have been involved. Decides if Board review is needed.

Board of Trustees: If the program has not gone through program discontinuance, it needs to be sent to the Board at this point. If the program previously went through formal program discontinuance, it can go straight to the next step (Office of Instruction).

Office of Instruction: Submits paperwork for deletion of program to the Chancellor's Office to remove program from the State Curriculum Inventory.

**Proposed Process Change:
NEW COURSE;
COURSE REVISION**



NEW COURSES ONLY:

Since the implementation of CurricUNET in 2006/07, there has been no systematic sharing of course proposals across the divisions such as used to happen in the paper process.

This change would insert a step into the process where all DCs would be alerted of **new course proposals** before they are approved by the “owning” DC. DCs in other divisions would have a 5-day window during which they could review proposals and make comments. After 5 days, the proposal would move on to the “owning” DC for approval.

The review is optional and has a default time to prevent proposals from being delayed unnecessarily; however, DCs could still continue to log in and review proposals after that time. Comments entered into CurricUNET would be visible to subsequent reviewers.

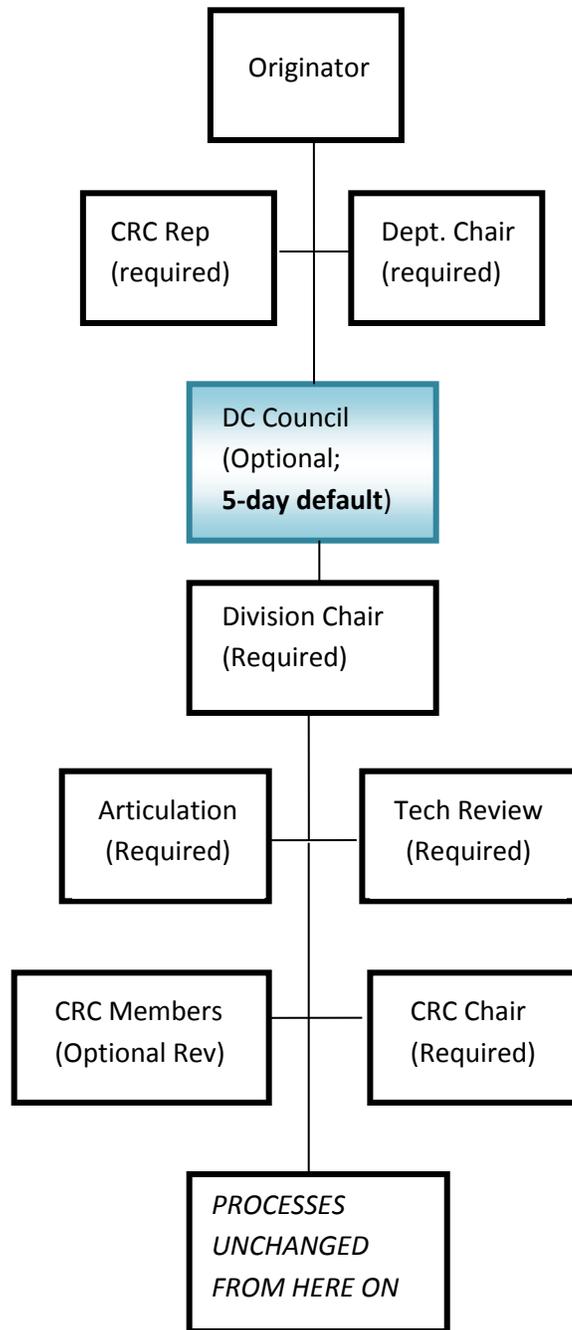
As recommended by CRC, this step would ONLY apply to new courses. Course Revisions would not include this step at this time.

NEW COURSES and COURSE REVISIONS

Review by the Deans is a request of the VPI so that she can better ensure that proposals meet Title 5 regulations.

Typically there is a time lag between CRC approval and VPI approval because we “batch” proposals for the Board Agenda, so this should not delay approvals. Deans would NOT be “approving” proposals, only doing a prelim. review for the VP similar to the CRC members review prior to the signoff by the CRC chair. Comments entered by Deans would be visible to the VPI.

**Proposed Process
Change:
NEW PROGRAM**



The same optional DCC review used for courses should be inserted into the process for new and revised PROGRAMS to allow sharing of proposed changes at an earlier stage in the process.

Additional Process Changes:

1. **CHANGE NAME** of **Course Inactivation** to **Course Deletion**

This will clarify the intent of the proposal type; what we have historically called a “Course Inactivation” results in permanent deletion of the course from our inventory of approved courses.

NOTE: These courses will show a status of DEL in CurricUNET (this is a change; currently they show a status of Inactive)

2. **Course Archive** will remain; this is the proposal type used when we want to remove a course from the catalog but may wish to bring it back in the future.

NOTE: These courses will continue to show a status of INACTIVE in CurricUNET (as they do now)

3. **REPLACE** Technical Review with review by **Articulation Officer** for Course Archive and Course Deletion. This is needed as course deletions/archives may impact articulation and degree requirements for some students.

4. **CHANGE NAME** of **Course Activation** to **Course Reactivation** to clarify intent of the proposal type – this is what is done when an archived course is brought back to active status.

NOTE: These courses will show a status of ACTIVE when they are reactivated.