



Curriculum Toolkit: Building Better Instruction



07 Curriculum Institute

July 12 - 14, 2007

Lowes Coronado Bay Resort • Coronado, CA





A note from this year's ASCCC Curriculum Chair,

On behalf of the Academic Senate for California Community Colleges and its Curriculum Committee, I welcome you to the Curriculum Institute. The Committee reflects what is true for many of you who are attending this Curriculum Institute. Many of you are old hands with curriculum development, whether you are faculty, support staff, or administrators. However, some of you are new to this arena and are anxious to lay down a foundation of curricular knowledge that will serve you well in your new responsibilities. It is with this range and breadth of perspective, knowledge, and experience that the Curriculum Committee has put together the program for this year's Curriculum Institute.

For those newly initiated into the mysteries of curriculum, we offer the foundational tools for your curriculum toolkit, the screwdrivers and hammers as it were. For the experts among you, we offer training with more specialized tools that address specific but less encountered situations, more akin to the miter saw and the monkey wrench. For everyone, we offer news about upgrades to the tools we are already using, upgrades that we hope will make your work better. And encompassing everything we do, we focus on our project, which is building better instruction, which in turn helps our students to achieve their goals.

Although sometimes it feels as if working with curriculum is a DIY project, you are not alone. In addition to the members of the Academic Senate and its Curriculum Committee, you have your colleagues, fellow laborers in this most important of endeavors. You will bring home from this Institute not only knowledge but a network. We all encourage and support one another, a concept reflected in the words of that enormous home improvement chain, "You can do it. We can help."*

Your 2006-2007 ASCCC Curriculum Chair,

Mark Wade Lieu

** For the tool-challenged, this means "do it yourself."*

Thursday, July 12

12:00 p.m. Light Lunch

Commodore E

1:00 P.M. GENERAL SESSION



G1. Welcome and Institute Overview: The Essential Role of Faculty in Curriculum

Mark Wade Lieu, Curriculum Committee Chair and President, ASCCC

Commodore A & B

Curriculum is a group effort. It requires a dedicated Curriculum Committee; it requires experienced staff and curriculum technicians to support the work of the Committee; it requires administrators to bring an institution-wide perspective to the work. However, central to the development of curriculum are faculty. Curriculum is an area of responsibility that faculty must take on and must take seriously.

2:45 P.M. FIRST CONCURRENT BREAKOUT SESSIONS



1A. Nuts and Bolts for Curriculum Chairs

Sovereign

Facilitator: Karen Kunimura

Pam Eddinger

Essentials for effective curriculum committee chair. In this breakout, review the roots of faculty authority in curricular matters and documents essential to your work – the Program and Course Approval Handbook, the 2002 Accreditation Standards, and Title 5 Regulation. From there we cover how to run an effective curriculum committee meeting, how to work with essential subcommittees, and coordinating with your senate and other colleges in your district.



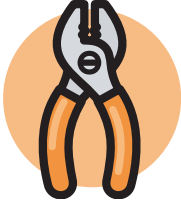
1B. Student Learning Objectives (SLOs) 101: Basics for Curriculum Chairs and SLO Beginners

Britannia

Facilitator: Janet Fulks

Marcy Alancraig, Lynne Miller, Janice Tomson, Bob Turner

What's a student learning outcome (SLO)? How is it different from an objective? How do you evaluate how well one is written? How many should a course have? Do SLOs belong in the course outline of record (COR)? How do SLOs relate to student services? In this breakout, find out the basics about how SLOs interact with curriculum and student success.



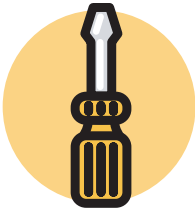
1C. Going Beyond Philosophy: Implementing Accessibility

Aurora

Facilitator: Kathy O'Connor

Laurie Vasquez

In developing curriculum, most people understand the philosophical reasons for accessibility. However, moving from the philosophical to the practical is often harder to figure out. In this breakout, learn about the concept of universal accessibility and how to implement its precepts, which benefit not only our students with disabilities but all of our students.



1D. Tutoring and Supplemental Instruction

Reliance

Facilitator: Sid Burks

John Nixon, Michelle Pilati

As colleges struggle to meet the varied needs of their students, they often venture into the somewhat murky waters of tutoring and supplemental instruction. What is and is not permissible? How can curriculum be constructed such that it effectively meets student needs and is compliant with the existing regulations? Your questions will be answered in this session by members of the System Advisory Committee on Curriculum.



1E. Changes in Title 5 Curriculum Regulations

Cambria

Facilitator: Mark Wade Lieu

Stephanie Low

Significant changes to Title 5 Regulations with regards to curriculum have been approved by the Board of Governors. These include issues of repeatability, certificates, withdrawals, noncredit, and degrees. In this breakout, we review what these changes are, how they affect curriculum processes on the local level, and when they take effect.

3:45 p.m. Break

Britannia/Cambria Foyer

4:00 P.M. GENERAL SESSION



G2: Basic Skills Initiative

Commodore A & B

Facilitator: Mark Wade Lieu

Barbara Illowsky, Rob Johnstone, Richard Mahon, John Nixon, Ian Walton

The Basic Skills Initiative and its central focus on helping colleges to address the foundational preparation of the majority of their students could be the start of the most significant change in the California Community Colleges. What is happening with the Initiative and where it is going? Our presenters bring you up to date and lay out the next steps for this important project. (<http://www.asccc.org/Events/BSI.htm>)

5:00 p.m. Free Time

6:30 p.m. No Host Reception and Dinner

Bay Terrace



Friday, July 13

7:30 a.m. Continental Breakfast

Bay Terrace

9:00 A.M. SECOND CONCURRENT BREAKOUT SESSIONS



2A. SLOs and Curriculum: SLOs and Program Review

Cambria

Facilitator: Sid Burks

Marcy Alan Craig, Janet Fulks, Adam Karp, Dee Near, Steve Reynolds

Join our experienced group of Curriculum Committee Chairs and Student Learning Outcomes (SLO) coordinators for a focus on SLOs in two parts. In Part 1, we answer: Who evaluates the SLO—how is that tied to curriculum process? Do SLO evaluations occur by an official subcommittee of the curriculum or the SLO coordinator? How do you document the process for annual reporting to the Accrediting Commission for Community and Junior Colleges? In Part 2, we answer: Is the curriculum review process, program review process and SLOs and assessment tied together? How do the SLOs affect curriculum review of general education courses?



2B. Distance Education, Technology, and Curriculum

Sovereign

Facilitator: Kathy O'Connor

Pat James Hanz, Richard Mahon, Michelle Pilati

Although distance education is now a central delivery mode for most colleges, key issues remain with regards to distance education. When and why does a distance education course require separate review? What are the elements of an effective review process and what should your curriculum committee be looking for? How should that review be done? This panel of distance education and curriculum experts provides models of good practice. There will be sufficient time for discussion and questions.



2C. Mock Curriculum Committee (Beginner)

Reliance

*Facilitator: Pat Mosteller
Pam Eddinger, Jane Patton*

Join us for a mock curriculum committee session that introduces you to the basic issues facing all curriculum committees. A review of proposals will raise such issues as choosing appropriate curriculum modes, the required elements of a course outline of record, and a quality program proposal. The session will also model how to run an effective meeting, including use of Robert's Rules of Order and creation of a meeting agenda.



2D. Mock Curriculum Committee (Advanced)

Aurora

*Facilitator: Karen Kunimura
Mark Wade Lieu, Stephanie Low*

For those with more experience, this mock curriculum committee session puts you in the middle of much thornier curricular issues. As you review course outlines and program proposals, you will deal with such issues as hidden prerequisites, materials fees, what constitutes a substantive change, and compressed calendars. Not for the faint of heart.

11:45 a.m. Lunch

Bay Terrace

Enjoy the San Diego sun and the view from the Bay Terrace for this luncheon. Don't forget to bring your sunscreen.

12:30 P.M. GENERAL SESSION



G3. Myth Busters: Curriculum Edition

Mark Wade Lieu, Stephanie Low

Commodore A & B

System Office Specialist Stephanie Low joins us to present and debunk myths about the program and course approval process. In addition, she will provide a preview of changes to the Program and Course Approval Handbook concerning the construction of the associate degree.

1:45 P.M. THIRD CONCURRENT BREAKOUT SESSIONS



3A. Curriculum Management System: Curricunet

Britannia

*Facilitator: Sid Burks
George Tamas, Steve Thyberg*

Many colleges are considering the adoption of a curriculum management system. In this breakout, you have the chance to test drive Curricunet (a product of Governet) in the @ONE mobile lab with representatives of Curricunet to walk you through its features and answer your questions.



3B. Distance Education, Technology, and Curriculum

Cambria

*Facilitator: Kathy O'Connor
Pat James Hanz, Richard Mahon, Michelle Pilati, Laurie Vasquez*

Although distance education is now a central delivery mode for most colleges, key issues remain with regards to distance education. When and why does a distance education course require separate review? What are the elements of an effective review process and what should your curriculum committee be looking for? How should that review be done? This panel of distance education and curriculum experts provides models of good practice. There will be sufficient time for discussion and questions.



3C. Myth Busters: Curriculum Edition – A Follow-up Discussion

Sovereign

*Facilitator: Mark Wade Lieu
Stephanie Low*

Join us for a follow-up to our lunchtime session where you can ask and have answered your questions about the proposed handbook revisions, how the System approval process works, and curriculum in general.



3D. Basic Skills Initiative: Using the Literature Review and Self-Assessment Tool

Aurora

*Facilitator: Karen Kunimura
Barbara Illowsky, Rob Johnstone*

The Center for Student Success' review of effective basic skills practices has been published, and with it a self-assessment tool that colleges can use to evaluate their existing processes with the goal of identifying steps to take to improve how to address their students' basic skills needs. Find out how to use the self-assessment tool on your campus to effect much needed change in basic skills.



3E. Developing Noncredit Courses and Programs

Reliance

Facilitator: Pat Mosteller

Andrea Sibley-Smith, Roma Weaver

Noncredit has many similarities to credit, but there are enough differences to warrant a special look, whether or not your college already has significant noncredit instruction taking place. In this breakout, find out about the nine areas that noncredit serves, how noncredit courses function differently from those in credit, how noncredit is funded, and about the emerging definition of what constitutes a noncredit program.

3:15-3:30 p.m. Break

Britannia/Cambria Foyer

3:30 P.M. FOURTH CONCURRENT BREAKOUT SESSIONS



4A. Curriculum Management System: WebCMS

Britannia

Facilitator: Sid Burks

Pedro M. Campos

Many colleges are considering the adoption of a curriculum management system. In this breakout, you have the chance to test drive WebCMS in the @ONE mobile lab with a representative of WebCMS to walk you through its features and answer your questions.



4B. Choosing Curriculum Course Types

Reliance

Facilitator: Pat Mosteller

Esther Matthew, Andrea Sibley-Smith, Roma Weaver

There are five types of courses that can be offered through the community colleges: degree-applicable credit, nondegree-applicable credit, noncredit, contract education, and not-for-credit (aka community service). We discuss the differences between the five types and how you decide which type to choose for a specific course.



4C. Prerequisites, Co-Requisites, and Advisories

Cambria

Facilitator: Pam Eddinger

Richard Mahon, Jane Patton

What is the difference between a prerequisite, a co-requisite, and an advisory? Is it really that difficult to validate a prerequisite, and how is it done? Join us for a review of this perennially thorny topic and what is being discussed statewide as a result of the Board of Governors' recent motion on assessment and the work of the System Strategic Plan Action Group on Assessment and Placement.



4D. [REPEAT] Basic Skills Initiative: Using the Literature Review and Self-Assessment Tool

Aurora

Facilitator: Karen Kunimura

Barbara Illowsky, Rob Johnstone

The Center for Student Success' review of effective basic skills practices has been published, and with it a self-assessment tool that colleges can use to evaluate their existing processes with the goal of identifying steps to take to improve how to address their students' basic skills needs. Find out how to use the self-assessment tool on your campus to effect much needed change in basic skills.



4E. Mandatory Uniform, Common Assessment: A Discussion

Sovereign

Facilitator: Mark Wade Lieu

Ian Walton

In March 2007, the Board of Governors approved a motion calling for the System to move forward with mandatory, common, and uniform assessment. Since then, the Academic Senate has moved forward with a Task Force to work to respond to the Board of Governors' motion. Find out what is happening and the issues that still need to be addressed as we move towards the Board of Governors' November 2007 deadline for action.

6:00 p.m. Hosted Reception

Bay Terrace

Dinner On Your Own Tonight

Saturday, July 14

7:30 a.m. Breakfast Buffet

Commodore A & B

Room checkout is at 12:00 p.m. However, you are encouraged to check out during this time.

9:00 A.M. FIFTH CONCURRENT BREAKOUT SESSIONS



5A. Noncredit Quality Standards: Hot Issues for Discussion

Cambria

*Facilitator: Pat Mosteller
Lynda Lee, Andrea Sibley-Smith*

Under SB361, the equalization of funding between noncredit and credit instruction took its first step. With further proposed enhancements to noncredit funding, noncredit will come under increased scrutiny and pressure to address a variety of quality standards. Join us for a discussion of the hot issues in noncredit, including limits on course repetition, minimum qualifications for faculty, the FT:PT ratio, and class size.

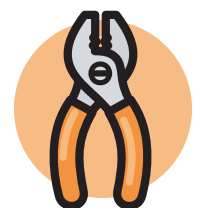


5B. Articulation Issues

Britannia

*Facilitator: Janet Fulks
Jane Patton*

Issues around articulation with universities and with high schools remain an ever-evolving proposition, yet curriculum committees benefit from knowing the latest. This session will review such transfer and articulation topics as CSU's LDTP, Streamlining UC, C-ID (the new numbering system), and Statewide Career Pathways: Creating School to College Articulation. Bring your own issues to share and discuss.



5C. Curricunet Users Issues Forum

Aurora

*Facilitator: Sid Burks
Wheeler North*

Calling all Curricunet users. This forum provides a time and place for a sharing of issues related to using Curricunet, in particular how to integrate Curricunet with your college's enterprise resource management and planning systems such as PeopleSoft, Datatel, and Banner. Of particular interest to scheduling and catalog technicians.



5D. Upcoming Changes to the Associate Degree

Sovereign

*Facilitator: Karen Kunimura
Michelle Pilati*

Title 5 Regulations have been proposed that modify and clarify the requirements for the associate degree. In this breakout, we focus in particular on clarification of and changes to what does and does not constitute a major or “area of emphasis,” the role of IGETC and CSU/GE in associate degrees, and the new grade requirement for courses in an “area of emphasis.”



5E. Alternative Mathematics and English Courses

Reliance

*Facilitator: Kathy O'Connor
Barbara Illowsky, Richard Mahon*

Many colleges are searching for options to the new associate degree requirements for courses at the levels of Freshman Composition and Intermediate Algebra that might be more relevant for many students. Join us for a review of alternative courses and approaches in mathematics and English that can be tailored to different student populations and still meet the new associate degree requirements. (http://faculty.rcc.edu/mahon/English_Math.html)

11:30 A.M. GENERAL SESSION



G4. Training in Stand-alone Course Approval: Implementing AB1943

Commodore A & B

*Facilitator: Mark Wade Lieu
Stephanie Low, John Nixon, Jane Patton, Michelle Pilati*

While most courses are approved by the System Office collectively with the approval of a program application, AB1943 now permits districts to independently oversee the approval of courses that are not part of a program. However, under the new regulations, each college must receive training about stand-alone course approval. Today's training will clarify the new requirements and suggest how to effectively set up a process for local approval. Offered through the System Advisory Committee on Curriculum.

G5. Closing Remarks

Commodore A & B

Members of the Curriculum Committee

2007 Curriculum Institute Presenters

Marcy Alancraig, *SLO Coordinator*, Cabrillo College
Sid Burks, *SLO Coordinator*, Chaffey College
Pedro Campos, *WebCMS*, Information Technology Partners Inc.
Pam Eddinger, *Executive Vice President*, Moorpark College
Janet Fulks, *North Representative*, Academic Senate (Bakersfield College)
Barbara Illowsky, *North Representative*, Academic Senate (De Anza College)
Pat James Hanz, *Dean, Academic Success and Technology*, Mt. San Jacinto College
Rob Johnstone, *Curriculum Co-Chair*, Foothill College
Adam Karp, *Curriculum Committee*, American River College
Karen Kunimura, *Physical Education*, Sacramento City College
Mark Wade Lieu, *President*, Academic Senate (Ohlone College)
Stephanie Low, *Specialist, Academic Planning and Credit Programs*, CCCC
Richard Mahon, *South Representative*, Academic Senate (Riverside City College)
Lynne Miller, *Anthropology*, Mira Costa College
Pat Mosteller, *Older Adults*, San Diego Continuing Education
Dee Near, *Curriculum Chair*, Merced College
John Nixon, *VP of Instruction*, Mt. San Antonio College
Wheeler North, *Area D Representative*, Academic Senate (San Diego Miramar College)
Kathy O'Connor, *Physical Education*, Santa Barbara City College
Jane Patton, *Vice President*, Academic Senate (Mission College)
Michelle Pilati, *Treasurer*, Academic Senate (Rio Hondo College)
Steven Reynolds, *Interim Dean*, Liberal Arts and Sciences, Siskiyou, College of the
Andrea Sibley-Smith, *DSPS - Noncredit*, North Orange County CCD Noncredit
George Tamas, *Curricunet*, Governet
Steve Thyberg, *Curricunet*, Governet
Janice Tomson, *Geology*, Long Beach City College
Bob Turner, *English*, Mira Costa College
Laurie Vasquez, *Assistive Technology Specialist*, Santa Barbara City College
Ian Walton, *Past President*, Academic Senate (Mission College)
Roma Weaver, *Child Development/Parent Ed*, San Diego Community College

2006-2007 Curriculum Committee

Mark Wade Lieu, *ESL*, Ohlone College, **Chair**
Sid Burks, *Applied Technology*, Chaffey College
Karen Kunimura, *Physical Education*, Sacramento City College
Pat Mosteller, *Older Adults - Noncredit*, San Diego CCD
Kathy O'Connor, *Physical Education*, Santa Barbara City College
Pam Eddinger, *CIO Representative*, Moorpark College

ASCCC and this year's Curriculum Committee would sincerely like to thank all the presenters who contributed to making this Institute a success.

A special thanks to @ONE for their continuing support of the ASCCC and its functions.
www.cccone.org