Annual Committee Training

Fall 2023

What is AP&P?

- Standing committee of the Academic Senate
- Oversee development, review, and recommendation of curriculum to Board.
- Board approval requires further review and approval by Chancellor.
- Utilize standards that ensure highest possible quality for curriculum offerings.

Member Service

- Members serve two-year terms.
- Appointed by Faculty in Division/Department

Meeting Norms

- Meetings held 2nd and 4th Thursday, 3-5:30pm (officially)
- Quorum equals one over half of membership present in meeting room.
- Approval requires majority of those present voting in favor.
- co-Chairs can vote.

Brown Act

LEGISLATIVE BODIES

"All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."

-GC Section 54953(a)

Brown Act - Remote Attendance

- Teleconference Locations Must be Open to the Public
- Each Location must Have a Posted Agenda
- AB361
  - Ended with Governor's State of Emergency on Feb 28, 2023
- AB2449
  - Ends Dec 31, 2025
  - Allows limited remote participation.
  - Not required to open remote locations to public.
  - Quorum must be in a singular physical location.

Role of the COR

- The course outline of record (COR) is a legal document that must contain certain required elements that are outlined in §55002 of Title 5.
- The COR serves as a legal contract between the faculty, student, and the college.
- The COR ensures consistency among all sections of a course.

Certificate Programs

- Credit Certificate *(PCAH 8, Part II, Section 3)*
  - **Requires Curriculum Review and Narrative & Course COR's**
  - Can Contain Transfer Courses
  - 16 or More Units
    - Must be Chaptered
    - Called Certificate of Achievement
    - Can be on Student Transcript
  - 8-15 Units
    - May be Chaptered
    - Cannot be Called Certificate of Achievement
    - Cannot be on Student Transcript

Certificate Programs

- Noncredit Certificates *(PCAH 8, Part III, Section 3)*
  - **Requires Curriculum Review and Narrative & Course COR's**
  - Must be Chaptered to Receive State Funding
  - Types of Noncredit Programs
    - Career Development and College Preparation (CDCP)
      - Courses in Chaptered Programs Eligible for Enhanced Funding
      - Short-Term Vocational
        - Must be Reviewed Before Chaptering
        - Must Provide Evidence of High Employment Potential
    - Certificate of of Competency
      - In a Recognized Career Field
      - Articulated With Degree and Transfer Coursework
    - Certificate of Completion
      - Leads to Improved Employability or Job
    - Adult High School Diploma
    - Apprenticeship

2023 ASCCC Curriculum Institute

- PCAH, 8th Edition now out.
- Noncredit
  - COC has a separate approval process for noncredit.
  - Noncredit funding is not part of the SCFF, but just based on FTES.
  - There are over 2100 approved noncredit programs.
  - Noncredit Experts in the Chancellor's Office: Patti Blank & Yvonne Lopez.
- Highlight program name and recommendation in consortia and advisory committee minutes. They like highlighting.

2023 ASCCC Curriculum Institute

- AB 928 - Cal-GETC
  - Agreement by Dec 31, 2023 & Implementation by 2025-2026 AY
  - Only covers lower division
  - No more units than current IGETC pattern (34)
  - Currently have approved Cal-GETC standards 1.0. 1.1 coming this fall.
    - Oral communication included; adjustments to CCC courses required
    - Arts and Humanities Area limited to two courses
    - Behavioral and Social Sciences Area limited to two courses
    - Lifelong Learning and Self-Development not included
    - Ethnic Studies included
  - **All transfer students will need to meet UC standards, even if transferring to CSU.**

A sampling of...Courses meeting CSU GE Breadth but not IGETC

- Trigonometry
- Math for Teachers
- Personal Finance
- Career Exploration and Life Planning
- College Success Strategies
- Health Science
- Nutrition
- Introduction to Kinesiology
- Foundation of Fitness and Wellness
- Reading for Academic and Lifelong

Literacy
- Introduction to Career Exploration
- Human Reproduction and Sexuality
- MORE…

Cal-GETC

Area	Subject	Courses (minimum 3 semester/4 quarter units)
1	**English Communication** English Composition Critical Thinking and Composition Oral Communication	1 course 1 course 1 course
2	**Mathematical Concepts and Quantitative Reasoning**	1 course
3	**Arts and Humanities** Arts Humanities	1 course 1 course
4	**Social and Behavioral Sciences** Two disciplines	2 courses
5	**Physical and Biological Sciences** Physical Science Biological Science Laboratory (for physical or biological science course)	1 course 1 course (1 unit)
6	**Ethnic Studies**	1 course
Total Courses (units)		11 courses (34 semester units)

Proposed Title 5 Associate Degree GE Pathway

Area	Subject	Courses (minimum 3 semester/4 quarter units)
1	**English Communication, Oral Communication, and Critical Thinking** English Composition Oral Communication and Critical Thinking	 1 course 1 course
2	**Mathematical Concepts and Quantitative Reasoning**	1 course*
3	**Arts and Humanities**	1 course
4	**Social and Behavioral Sciences**	1 course
5	**Natural Sciences**	1 course
6	**Ethnic Studies**	1 course
Total Courses (units)	Courses must be transfer-level courses. *Exceptions: Students in career technical programs seeking a certificate or associate degree with specific requirements, as dictated by the program's advisory or accrediting body, that cannot be satisfied with transfer-level coursework. See EDC §78213	7 courses (21 semester units)

Cross-walk for CCC GE Changes

Existing CCC General Education and Competencies			New CCC General Education		
Area	**Description**	**Units**	**Area**	**Description**	**Units**
D1 *and* Written Expression Competency	English Composition / Written Expression	3	**1A**	English Composition	3
D2	Communication and Analytical Thinking	3	**1B**	Oral Communication and Critical Thinking	3
Math Competency	Mathematics	-	**2**	Mathematical Concepts and Quantitative Reasoning	3
C	Humanities	3	**3**	Arts and Humanities	3
B	Social and Behavioral Sciences	3	**4**	Social and Behavioral Science	3
A	Natural Sciences	3	**5**	Natural Sciences	3
Grad Requirement	Ethnic Studies course in one of the above areas.	-	**6**	Ethnic Studies	3
Locally determined	Three more units to meet 18 minimum	3	**-**	*Colleges may still include additional local requirement*	-
	Minimum Total	**18**		**Minimum Total**	**21**

2023 ASCCC Curriculum Institute

- AB1111
  - Supposed to be in place by July 1, 2024
  - Taskforce currently having bi-monthly meetings
    - Mostly focussed on understanding concepts such as "student facing", alignment with COR elements, taxonimies, minimum standards across campuses, and technology
    - Now in workgroups and hoping to finalize recommendations for a "high level implementation plan" by Dec, which would end the taskforce.
    - Jan, 2024: Create a "new governance structure to further determine implementation details".

Three Primary Areas of Responsibility

- Representation
- Facilitation
- Communication

Representation

- Representing his/her division on all curriculum/academic matters referred to the division for discussion and implementation *(#14)*.
    - Reports are your divisions opportunity to communicate to AP&P and your responsibility to represent that communication.
    - Don't be afraid to use email.
- Representing his/her division when courses are up for review by committee *(#8)*.
    - Be aware of what's going through.
    - Have your name added as author.
    - Ask questions of faculty authors.
- Reviewing <u>all</u> agenda items prior to meeting and coming prepared to discuss material *(#13)*.
    - Keep up on your workflows.
    - Remember Stage 4.

Facilitation

- Meeting often with faculty who are in the process of course or program development/revision *(#2)*.
  - Be active in engagement with faculty.
  - Ensure faculty authors are at Tech Review and AP&P meetings.
- Ensuring that discipline/division faculty review and discuss the Course Impact report, *Course Proposal/Content Review* and the Course Outline of Record before they are submitted to the AP&P committee; the faculty representative's signature ensures approval at the division level *(#4)*.
  - When you approve in eLumen as Division Rep, you're partly ensuring all of this.

Facilitation

- Completing review of all forms, making sure that all information is complete and accurate, in line with the AVC mission, goals of the college, and free from excessive grammatical or typographical errors that would result in the material being pulled from the agenda *(#5)*.
  - More eyes is better quality.

Communication

- Keeping his/her division informed of all AP&P matters, guidelines, and timelines *(#1)*.
    - Communicate, communicate, communicate.

Leadership & Resources

Dr. Scott Lee, Faculty co-Chair (scott.lee@avc.edu)

Dr. Kathy Bakhit, Administrative co-Chair (kathy.bakhit@avc.edu)

Robyn Serrano & Debbie Lindsey, Curriculum Specialists (curriculum@avc.edu)

Dr. Jessica Eaton, Articulation Officer (jessica.eaton@avc.edu)

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