

Curriculum Committee of Bakersfield College

September 5, 2013 – 2:30 p.m. – 4:30 p.m.

Collins Conference Center

Agendas, Minutes and Meeting Materials on the Committee Website

<http://committees.kccd.edu/committee/curriculum-committee>

AGENDA

BC Curriculum Committee Goals 2012-2013

Goal 1: Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.

- Linked to Academic Senate Goals 1, 2, 3, 4
- Linked to BC Strategic Goals 1, 2, 4, 5

Goal 2: Address technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.

- Linked to Academic Senate Goals 1, 2, 3, 4
- Linked to BC Strategic Goals 1, 2, 4, 5

Goal 3: Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.

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- **CALL TO ORDER**
- **REVIEW AND APPROVAL OF THE MINUTES**
- **REPORTS**
 - Co-Chairs' Report (10 min)
 - Articulation Officer Report (5 min)
- **OPPORTUNITY TO ADDRESS THE COMMITTEE (15 min)**
- **ADDITIONS TO THE AGENDA (added with a 2/3 vote of members)**
- **UNFINISHED BUSINESS (5 min for each agenda item)**
 - Content Review Guidelines Task Force Update
 - Skills Prerequisite Task Force Update
 - Repeatability Status Update
- **NEW BUSINESS (5 min for each agenda item)**
 - Review of Committee Charge and Goals
 - Stand-Alone Course Approval Training
 - COR/CurricUNET Training
 - Curriculum/Assessment Clinics
- **FIRST AGENDA (5 min)**
 - FIRE B62 Fire Fighter I Academy (compliance issue)
 - VNRS B68 Basic Medical Surgical Nursing (corequisite issue)
- **GOOD AND WELFARE AND CONCERNS**
- **ADJOURNMENT – NEXT MEETING September 19, 2013**

BAKERSFIELD COLLEGE CURRICULUM COMMITTEE

Draft: 8-30-2013

CHARGE

The Curriculum Committee is a standing governance committee that functions as a vital subcommittee of the Academic Senate. The primary purpose of this committee is to ensure that curriculum is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. Curriculum includes programs of study (degrees and certificates) and individual courses. As such, it must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.

SPECIFIC TASKS

- Oversees origination, modification, deletion, and review of all curriculum, including all elements of both programs of study (degrees and certificates) and individual courses in an ongoing systematic review process.
- Independently evaluates requests for prerequisites and advisories in accordance with Title 5 regulation.
- Independently evaluates requests for Distant Education in accordance with Title 5 regulation.
- Evaluates requests for General Education and articulation.
- Develops and implements procedures to assure an effective means of facilitating the curriculum review process while adhering to the requirements of law and regulation.

COMPOSITION

- The committee is co-chaired by the Executive Vice President of Instruction and Faculty Representative(s).
- Two administrative representatives
- Articulation Officer
- 27 Academic Senate representatives (24 department reps and 3 members-at-large)
 - Unrepresented department positions will fall to the department chair
- One Student Government Association Representative

SCOPE

Faculty has primary responsibility for the origination, modification, deletion, and review of all curriculum in accordance with the mission of the college. In accordance with the requirements of the Brown Act, all Curriculum Committee agendas will be publicly posted 72 hours prior to regularly scheduled meetings.

Recommendations for approved curriculum will be forwarded to the Kern Community College District Board of Trustees. Curriculum approved by the Board of Trustees will be forwarded to California Community Colleges Chancellor's Office.

BAKERSFIELD COLLEGE
Curriculum Committee Goals: 2013 – 2014

Draft: 8-30-13

Goal 1: Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum.

- Linked to Academic Senate Goals 1, 2, 3, 4
- Linked to BC Strategic Goals 1, 2, 4, 5, 6

Goal 2: Address process issues that are impeding the approval and renewal of curriculum.

- Linked to Academic Senate Goals 1, 2, 3, 4
- Linked to BC Strategic Goals 1, 2, 4, 5, 6

Goal 3: Address technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum.

- Linked to Academic Senate Goals 1, 2, 3, 4
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BAKERSFIELD COLLEGE
Academic Senate Goals: 2012 - 2013

Goal 1: Ensure active faculty participation in developing processes and procedures that impact Academic Senate purview and responsibilities.

- Linked to BC Strategic Goals 2, 3

Goal 2: Address issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance. For example: staff and faculty involvement in committee work, encourage faculty training.

- Linked to BC Strategic Goals 2, 3

Goal 3: Increase faculty participation in college governance activities, in particular curriculum and program review.

- Linked to BC Strategic Goals 2, 6

Goal 4: Continue to ensure the Academic Senate effectively fulfills its defined role in the accreditation process in #7 of the 10 +1 “academic and professional matters,” which addresses “faculty roles and involvement in accreditation processes, including self-study and annual reports.” In an effort to embed accreditation into the culture of the college.

- Linked to BC Strategic Goals 2, 7

BAKERSFIELD COLLEGE
Strategic Goals: 2012 – 2015

Goal 1: Student Success – Become an exemplary model of student success by developing and implementing best practices.

Goal 2: Communication – Enhance collaboration, consultation, and communication within the college and with external constituents.

Goal 3: Facilities, Technology, & Infrastructure – Improve maintenance of college facilities and infrastructure.

Goal 4: Oversight & Accountability – Improve oversight, accountability, sustainability and transparency in all college processes.

Goal 5: Integration – Implement and evaluate existing major planning processes.

Goal 6: Professional Development – Provide relevant, timely professional growth opportunities to enhance the effectiveness of our employees and institution.

Bakersfield College Curriculum Committee 2012 – 2013

- **Charge:** Standing governance committee that functions as a vital subcommittee of the Senate charged with the following:
 - Oversees all curriculum modifications by reviewing, evaluating, and approving (or rejecting) curriculum. In addition to the technical review, committee members look at a variety of items on the COR, such as Student Learning Outcomes, evidence of Critical Thinking, Methods of Instruction, etc.
 - Evaluates program component revisions, updates, and new program proposals.
 - Develops and implements processes for curriculum and program deletions.
 - Evaluates new proposals for and revisions of certificates of achievement and certificates of job skills.
 - Determines course applicability to certificates and degrees, General Education applicability and transferability.
 - Assesses compliance with curricular requirements such as adherence to Title 5.
 - Evaluates previously approved curriculum processes and procedures and alignment to the college mission.

- **Scope of Authority**
 - Faculty have the primary responsibility for curriculum and programs of study. Recommendations for approval go to the Board of Trustees.

- **Reports to**
 - Reports to Academic Senate President, the Senate Executive Board, the Executive Vice President of Academic Affairs/Student Services, and the Academic Senate.

- **Communicates with**
 - Communicates regular updates through the CurricUNET website, maintaining clear communication channels with the college community.

- **Composition**
 - Co-chaired by Exec VP of Academic Affairs/Student Services and faculty representative
 - 2 administrative representatives (non-voting)
 - 23 academic senate representatives (22 departments, 1 adjunct)
 - 1 Student Government Association representative

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