



COLLEGE CURRICULUM COMMITTEE

Wednesday, June 19, 2002

To: Dr. Phillip R. Day Jr.
Chancellor

From: Michael A. Kelly
Chair, Curriculum Committee

Brian E. Ellison
Dean of Curriculum

Re: Curriculum Committee Report and Activities

The attached are a report on the activities of the College Curriculum Committee for academic year 2001-2002 and descriptions of some of the tasks that will be undertaken in the coming academic year.

- Proposals Summary AY 2001-2002
- Proposal development workshops
- Web site development (Curriculum Committee)
- Web site development (Office of Instruction (Curriculum))
- Online courses
- AY 2002-2003 calendar
- Agenda and minutes distribution
- Technical review of proposals
- Recognition of service
- Committee membership

If you have any questions regarding these items please contact either of us at your earliest convenience.

cc: Vice Chancellor for Instruction
President Academic Senate
President Associated Students
President Classified Senate
Chair Department Chairpersons Council
Administrators
Curriculum Committee Members

Proposals Summary AY 2001-2002

The following table documents the dedication and effort that the faculty and department chairs have devoted to the development and renewal of curriculum at City College of San Francisco.

Proposals	
Description	Count
Courses	
New permanent	81
New other (Experimental, Online, Umbrella & Topical)	15
Revisions	113
Deactivations and deletions	56
Online (new courses and new sections)	11
Total	276
Programs	
New degrees and certificates	8
Revised degrees and certificates	23
Total	31
TOTAL	307

At the same time we acknowledge the effort made to develop and revise courses, we wish to encourage departments to review their respective course inventory with an eye to removing courses that are no longer being offered or are no longer relevant to the College's mission.

Proposal Development Workshops

A series of workshops (including six new workshops) will be offered at the beginning of the fall and spring semesters. The purpose of these workshops is to train Curriculum Committee members, and to familiarize faculty, department heads and instructional administrators with the development, preparation and presentation of course proposals. The workshops are:

- ~~///~~ Creating course outlines
- ~~///~~ Submission preparation
- ~~///~~ Proposal review
- ~~///~~ Integrated outline
- ~~///~~ Proposal preparation
- ~~///~~ Technical review
- ~~///~~ Articulation of courses for transfer
- ~~///~~ Pre/Corequisites & Advisories

To prepare for technical review, faculty, department heads and instructional administrators are strongly encouraged to attend the complete series of fall and spring curriculum workshops. Additional information on the topics covered in the workshops and the dates, times and locations of the workshops are shown in the Curriculum Committee AY 2002-2003 calendar (see attached).

Curriculum Committee web site development

A web site is currently under development for Curriculum Committee matters. When completed the site will provide access to the Curriculum Committee calendar, agendas, minutes, forms, guidelines, resources and the Curriculum Handbook.

Office of Instruction (curriculum) web site development

A web site is currently under development for the Curriculum Office. When completed the site will allow restricted access to approved course outlines and other curriculum office resources.

Online courses

To date the Curriculum Committee has approved 35 online sections of existing courses and one online only course. In anticipation of the development of additional online sections and courses the committee is reviewing the protocol for the presentation of such proposals with the intention to simplify the work for developers and to improve the committees' ability to review these proposals.

AY 2002-2003 calendar

The Curriculum Committee AY 2002-2003 Calendar offers new features:

- ✂✂ Workshop dates, descriptions and target audience
- ✂✂ Details on workshop contents
- ✂✂ Technical review submission guidelines
- ✂✂ Proposal submission guidelines
- ✂✂ Information regarding State approval for "pending" proposals
- ✂✂ Web site URLs
- ✂✂ Names and contact information for various resource personnel
- ✂✂ Detail information on important deadlines
- ✂✂ Dates for committee meetings

Agenda and minutes distribution

About a dozen times a year, paper copies of the Curriculum Committee agendas, minutes and other documents are sent to more than 100 individuals and offices. For the last two years the same information has also been distributed as email attachments to most of the same addresses.

At the beginning of the fall semester we will distribute a re-subscription form to all persons and offices on our mailing list to submit a request that they wish to continue to receive paper copies of these documents.

Technical review of proposals

For the past two years the committee has offered technical review of proposals prior to proposal submission for approval. The review is a one-to-one meeting between a proposal developer and a committee member to verify that a draft proposal conforms to the requirements of Title 5, California State Academic Senate guidelines and the City College of San Francisco course outline template.

Many department heads and faculty have been through the review process and the quality of proposals being presented to the committee has improved.

Please note that the technical review process does not review the suitability, merit or rigor of a proposal. Such work is the domain of the committee, not of the technical reviewer. **Please note - technical review is not a guarantee of committee approval.**

Although one goal of technical review is to reduce the number of approvals with stipulations, the higher goal is to allow the committee to focus on the suitability, merit and rigor of a proposal and not the format, word use, spelling and grammar of a proposal.

To further this goal, beginning in the spring 2003 semester, technical review of all proposals, course and program, will be required. All technical review submission dates are two weeks prior to a proposal submission date. Guidelines for submission to technical review are provided on the Curriculum Committee calendar.

To prepare for technical review, faculty, department heads and instructional administrators are strongly encouraged to attend the complete series of fall and spring curriculum workshops.

Recognition of service

Two long-term members are leaving the committee. Joe Estupinian and Tom Tragardh have both been active representatives of their groups, Professional Occupations and English as a Second Language respectively. We appreciate their commitment to the college community by their serving on the committee and the committee will miss them. Thank you to you both.

Committee membership

The Curriculum Committee has the following representative membership:

Group	Members	Distribution
Faculty (two 3-year terms)	18	3 - Group A (Behavioral & Social Sciences and Business) 3 - Group B (Engineering, Mathematics and Sciences) 3 - Group C (English, ESL and Foreign Languages) 3 - Group D (P.E. & Dance, Visual Arts and Performing Arts) 3 - Group E (Professional Occupations) 2 - Group F (Student Services and Special Programs) 1 - Group G (Library & Learning Resources)
Administrators (3-year term)	6	1 - Permanent (Dean of Curriculum) 1 - Student Services 3 - Instructional Deans 1 - Instruction / Services (rotating)
Students (1 year term)	2	Appointed at large
Classified (3-year term)	1	Appointed at large

The committee currently has a complete roster of administration and classified members and new student members will be appointed in August. However, the committee is not fully represented by faculty. Faculty members are needed to represent the following constituencies:

Group	Faculty members needed
A	1
C	2
D	1
E	1

Department heads and other members of the college community are encouraged to recruit faculty to serve on the committee. Faculty who are interested in serving on the committee should contact the Academic Senate office at x3611. Orientation and training is provided.