

Department Chair Council: Curriculum Updates

August 11, 2021



Curriculum Office

1. Josh Adams, Administrative Co chair
2. Ann Foster, Faculty Co chair
3. Chas Crocker, Curriculum Specialist, Programs
4. Kate Blackwell, Articulation Officer
5. Kathy Matthies, Administrative Assistant III

Curriculum Writer's Handbook

1. Senate approved updated handbook in Sp. 2021
 - a. Aligned with board policies, legislation, ACCJC standards, and local processes.
 - b. Plan is to keep current by updating sections as policies, legislation or local processes change
 - c. [SRJC's Curriculum Writer's Handbook](#)

Course Revisions

1. Curriculum Office sends regulate updates
2. Important deadlines on CRC's homepage

12/24/2021	1/24/2022 2/14/2022 2/28/2022	Effective Summer/Fall 2022: All course, certificate, or major changes including new, revised, inactivated courses, certificates and majors must be submitted by this date. <i>Any courses past due for six-year review are subject to removal from the schedule of classes</i>
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Course Revision and Collaboration

1. Distribute courses among faculty
 - a. Seek funding for part-timers to participate if this works best in your department.
2. Create working group/committee
3. Plan ahead to distribute courses over several years.
 - a. Example:
 - i. One cluster has 10 courses due this AY and 31 the next. So, they are planning on looking at 10 courses from next AY to even the two years out.

Noncredit Distance Education Updates

1. Emergency DE valid for Fall 21.
2. Need/interest for Noncredit DE process emerged over the last year.
3. Curriculum Office worked with Distance Education department on new form to align with new legislation.

Noncredit Distance Education Updates

1. Timeline for NC DE
 - a. 8/23--CRC will discuss (potentially approve form)
 - b. 9/1--On Senate agenda for approval
 - c. 9/2--Form available
 - d. 9/8--Paperwork due to Distance Education
 - e. 9/21-DE Reviewers submit to Curriculum
 - f. 9/27--Courses on 9/27 CRC agenda

PDA Workshop-August 13 from 10:20-11:50

Course Outlines of Record and DEIA

“Join your colleagues in learning more about developing and revising Course Outlines of Record with a Diversity, Equity, and Inclusivity (DEI) lens. Three faculty from Long Beach City's College Cultural Curriculum Audit team will discuss and present changes LBCC faculty made to Course Outlines of Record in a range of disciplines using a DEI lens. Breakout sessions will allow for discussion of DEI principles as they impact curriculum development and curriculum.”