



**CURRICULUM COMMITTEE  
MEETING MINUTES**

**Facilitator: Sean Moore – Curriculum Committee Chair**

**Recorder: Maya Medina / Time Keeper: To Be Announced**

**Date: September 15, 2020 / Time: 2:00 p.m. - 3:30 p.m. / Location: Via Zoom**

**Vision:**

Compton College will be the leading institution of student learning and success in higher education.

**Mission Statement:**

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

**ATTENDEES:** Don Mason\_x\_ ; Hoa Pham\_x\_ ; Corina Diaz\_x\_ ; Hassan Elfarissi\_x\_ ; Brittany Olayele\_x\_ ; Harvey Estrada\_x\_ ; Susan Johnson\_x\_ ; Charles Hobbs\_x\_ ; Abdirashid Yahye\_x\_ ; Abiodun Osanyinpeju\_x\_ ; David Turcotte\_x\_ ; Sean Moore\_x\_ ; Maya Medina\_x\_ ; Benson Atkins\_x\_ ; Todd Kler\_x\_ ; Melain McIntosh\_x\_ ; Sheri Berger\_x\_ ; Celia Valdez\_x\_

**AGENDA:**

1. **Approval of Meeting Method:** T. Kler moved to approve holding the meeting to be held remotely via Zoom. Seconded. M/S/P
2. **Approval of Agenda:** September 15, 2020. A. Yahye moved to approve. T. Kler seconded. M/S/P Approved
3. **Approval of September 1, 2020 Minutes:** H. Pham moved to approve. A. Yahye seconded. M/S/P Approved
4. **Reports:**
  - a) Vice President, Academic Affairs- Report will be given during the presentation/training
  - b) Curriculum Analyst- no report
  - c) Articulation Officer- M. McIntosh presented Articulation News Report 2020-21/Issue 1. IGETC standards for English composition, ENGL 101, have been updated. The course now needs 5,000 words of writing to be IGETC approved instead of 6,000 words. Articulation copies in ASSIST had not been completed from ECC. Also, the name change from Compton Community College to Compton College had not been updated. Articulation officers will have to republish agreements once this is completed which is double work for them. C-ID- Courses that were submitted for C-ID are still pending approval since January. Since it has been over 45 day they can be added to AD-Ts at the Chancellor's Office.
    - a. She has requested an Articulation Report from CurrIQunet which will show specific information for articulation requests. It has not been finalized. There is list of 5 year TMC review. She encouraged faculty to take part in the survey. September 30<sup>th</sup> feedback is due.
  - d) **DE Faculty Coordinator- S. Johnson-** The next DE Curriculum Subcommittee meeting is being scheduled to review addenda that were not completed over the summer. Subcommittee members are now in CurrIQunet so they can review the proposals prior to meeting dates to make notes of any problems to discuss and approve at meetings. They are working to streamline the process so addenda can be approved more quickly to meet the December deadline.
  - e) **SLO Coordinator- S. Johnson-** Faculty have received emails, they are continuing the PLO disaggregation process that SLOs and Institutional Effectiveness (IE) began last semester. As part of accreditation, they need to disaggregate SLO and PLO data, however Nuventive does not do this with SLOs easily. There are continued discussions with replacing Nuventive with E-Lumen so in the future the processes may be simplified.
5. **Reinstated Item(s):**
  - a) None.

- b) Update from M. McIntosh on ASSIST- She just received an email from ASSIST stating that the Compton College copy was completed therefore CSU and UC articulation officers who opted in for the copy process may now build agreements for Compton dependent on their publishing timeline. This was a course to course copy, not an articulation agreement copy. Articulation officers will have to go through the normal review and publishing process. The college name change in ASSIST from “Compton Community College” to “Compton College” will be updated by (September 16, 2020). Compton will have to depend on universities to build agreements. She will reach out to CSU Dominguez Hills to find out what the timeline may be.

#### 6. Consent Agenda Items:

- a) **Distance Education Addendum – Online:** (Open discussion for Item 6a: C. Hobbs; T. Kler seconded. M/S) A. Yahye moved to approve courses 6 a). T. Kler seconded. M/S/P Approved
- ASTR 125 - Stars and Galaxies,
  - CDEV 150 - Introduction to Children with Special Needs,
  - CDEV 152 - Curriculum and Strategies for Children with Special Needs,
  - CDEV 154 - Role and Responsibilities of the Special Education Assistant,
  - ENGL 101S - Reading and Composition Support, and
  - PHYS 111 - Descriptive Introduction to Physics.
- b) **2-year CTE Course Review- No Recommended Changes:** (Open discussion Item 6b, 6c, 6d: T. Kler; A. Yahye seconded. M/S) A. Yahye moved to approve consent agenda items under 6b, 6c, 6d. T. Kler seconded M/S/P- Approved
- CDEV 150 - Introduction to Children with Special Needs,
  - CDEV 152 - Curriculum and Strategies for Children with Special Needs, and
  - CDEV 154 - Role and Responsibilities of the Special Education Assistant.
- c) **6- year Course Review- No Recommended Changes:**
- ASTR 125 - Stars and Galaxies,
  - ENGL 101S - Reading and Composition Support, and
  - PHYS 111 - Descriptive Introduction to Physics.
- d) **Course Review- Revised Course Description:**
- DANC 250 Pilates Mat Class.

#### 7. Information

- a) **Continued CCC Training on Title 5 Regulations provided by our Vice President, Academic Affairs, Sheri Berger.** She shared a power point presentation on Curriculum and Accreditation which was distributed to the committee members in the calendar invite. She has reached out to the statewide Academic Senate requesting support from other faculty to come as guest presenters. There will be two more training sessions which will cover the curriculum committee in general and prerequisites, corequisites and advisories.
- There will be new accreditation standards by 2024, but we will be reviewed under the current standards. Curriculum Touches on 3 of the standards of accreditation. Standard I Mission, Academic Quality and Institutional Effectiveness: I.A.3- Mission; I.B.5- Program Review; I.C.2- Standards and the Catalog- Catalog requirements which includes Student Learning Outcomes. Standard II: Student Learning Programs and Support Services: II.A.1- Relates to Title 5 Section 55002, and the role of the curriculum committee ensuring educational quality and integrity based on the criteria for the different courses, ensuring alignment with mission and that they have outcomes. II.A.2- Program review, having regular review and conversations to ensure the curriculum is up to date and aligns with standards and mission. II.A.3- Outcomes and assessment. The last sentence is important as related to every class section students receive a syllabus including learning outcomes from the institution’s officially approved course outline. Instructor’s who teach at different colleges cannot use the same syllabus with the same outcomes. II.A.4- Precollegiate level curriculum and role of CCC determining course levels. This is important with English and Math, below transfer level courses. It’s important the CCC reviews the course to make sure they meet the criteria specified in Title 5 related to these courses below level of transfer. Though Title 5 and the work of the curriculum committee may seem burdensome, it is an integral part of the accreditation process of the college.
  - During team visit, team members may ask to meet with the committee chair and/or other committee members. They will ask for all syllabi from a certain semester and compare those to the

course outline of record to see if the SLOs match. They will ask what the process is for curriculum and will turn to the committee to ask what the process is.

- i. A. Yahye- How do they determine if a course or program meets the mission statement of the college.
  1. S. Berger- They must meet the mission of the college, not just the mission statement. The mission is also articulated through the college's vision and goals. Do the course or programs lead to employment or attainment of a degree or transfer to a university; help them become better, more productive citizens.
- c. Report- M. Medina compiled a list of courses scheduled for Winter 2020 though they have not been approved for distance education and S. Moore has been sending that information out so the courses be submitted for the review process. She will begin working on a similar list for spring 2021 classes currently scheduled. It is essential that these all get approved by the end of the semester. Dr. Curry will be making an announcement about spring 2021 on September 25<sup>th</sup>.
- b) The following divisions have faculty member vacancies: BIS, H&PS, and STEM divisions.
- c) S. Moore welcomed David Turcotte as the new CCC Counselor representative.
- d) Curriculum, SLO, and DE Addendum Open Lab are scheduled on 9-15-20, 10-20-20, and 11-17-20 from 3:30 p.m. – 5:30 p.m. The member ID is posted on the Professional Development webpage.

#### 8. Action Items:

- a) **Rescind the CCC Handbook approval from our 9-1-20 CCC meeting.** (S. Johnson/T. Kler motion to open discussion M/S)
  - a. S. Moore- After working on revisions to the handbook, and approval, he received feedback from faculty regarding the election process. He shared it with the handbook revision team, and they decided to address the recommendations. To formally begin this process, they will need to rescind the CCC handbook proof they recently approved. He wants to make sure the
  - b. A. Yahye- What are the reasons? S. Moore- The counselors do not need a dean's approval to appoint their counselor representative. It was a process they want to be active in. Also formalize how the dean and division chairs are appointed. When rescinded, he has the revisions to share with the committee.
  - c. S. Moore called for a motion to rescind the CCC handbook approval from the September 1, 2020 CCC meeting. C. Hobbs moved to approve. A. Yahye seconded. M/S/P
- b) **First read - Revised CCC Handbook:** Please see the attached revised CCC Handbook document.
  - a. S. Moore shared the proposed revisions, which is technically a first read and called for recommendations. There will be a second read for approval then will go to Academic Senate for review and approval.
    - i. A. Yahye- include specifying that a faculty member can serve their first year. It states this for Academic Senate that they can serve.
    - ii. H. Estrada- Some faculty come with prior experience serving from other colleges, or part of their hiring is developing curriculum.
    - iii. M. McIntosh- Besides the senate bylaws, ensure there are no conflicts with contracts.
- c) **Second Read: Board Policy 4260 and Administrative Regulation 4260 Prerequisites and Corequisites.** Please see attached document.
  - a. H. Pham moved to approve. A. Yahye seconded. M/S/P- Approved
- d) **Second Read: Board Policy 4020 and Administrative Regulation 4020.** Please see the attached document.
  - a. A. Yahye moved to approve. T. Kler seconded. M/S/P- Approved

#### 9. Discussion Items:

- a) Additional comments or questions by committee members and all attendees.

#### 10. Future Agenda Items:

- a) DE Addendum Updates- S. Moore will provide an updated spreadsheet with dates.
- b) Adjourn: 3:24pm



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

### AR 4020 Program, Curriculum and Course Development

Issued: November 17, 2020

#### **References:**

*Board Policy 4020 – Program, Curriculum, and Course Development  
Title 5 Sections 55002.5, 55100, 55130, and 55256.5  
Chancellor’s Office Program and Course Approval Handbook  
Code of Federal Regulations Title 34 Parts 600.2, 602.24, 603.24, and 668.8  
ACCJC Accreditation Standard II.A*

*Procedures for program and curriculum development and review are located in the Curriculum Handbook which is housed in the Office of Academic Affairs, division offices and the College Curriculum Committee web page. Additional guidelines for Program, Curriculum and Course Development are provided in the Chancellor’s Office Program and Course Approval Handbook, available on the Curriculum Committee web page.*

*To monitor for compliance with state and local regulations related to credit hour calculations, the President, Vice President of Academic Affairs, Academic Senate President, and the Curriculum Chair shall annually certify to the Chancellor’s office compliance with the following for credit courses:*

- *The Curriculum Committee and the District governing Board have approved each credit course pursuant to Title 5 §55002.5 and the Chancellor’s Office Program and Course Approval Handbook.*
- *The college promptly reports all credit courses approved by the district governing board to the Chancellor’s Office Curriculum Inventory and Management Information Systems.*
- *College personnel involved in the credit course approval process, including members of the curriculum committee, are provided with training regarding the rules, regulations and local policies applicable to the approval of credit courses per Title 5 §55100 and §55130.*

#### **Credit Hour**

*The College Curriculum Committee reviews all credit courses for compliance with credit hour calculations in accordance with Title 5 and Chancellor’s Office policy.*

*Title 5, section 55002.5(a) defines one credit hour of community college work (one unit of credit) as a minimum of 48 hours of total student work, which may include inside and/or outside-of-class hours. The Chancellor’s Office further defines this by using each college’s fiscally approved calendar as the divisor for the calculations of units using the following equation. At Compton College the primary terms are 18 weeks in length but are currently offered in a 16-week compressed format. This makes the hours-per-unit divisor 54 hours. Title 5, section 55002.5(e) allows credit hours for all courses to be awarded in increments of one unit or less. The Chancellor’s office requires colleges to award units of credit in a minimum of 0.5 units.*



**COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS**

1. *Standard Formula (relationship) for Hours and Units of Credit*

*Courses not classified as cooperative work experience use the following formula for calculating units of credit: Divide the hours of total student work (lecture, laboratory, activity, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 units. Expressed as an equation:*

$$\frac{\text{(Total Contact Hours + Total Outside of Class Hours)}}{54} = \text{Units of Credit}$$

*The result of this calculation is then rounded down to the nearest 0.5 increment.*

*Definitions for the terms used above:*

- *Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in Title 5, §§58050 - 58051. This number is the sum of all contact hours for the course in all calculation categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.*
- *Outside-of-class Hours: Hours students are expected to engage in course work outside the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.*

*The ratios of in-class to outside-of-class hours for each type of instructional category offered at Compton College shall be determined as follows based on one (1) unit of credit:*

<i>Instructional Category</i>	<i>In-Class Hours*</i>	<i>Outside-of-Class Hours*</i>
<i>Lecture (Lecture, Discussion, Seminar and Related Work)</i>	<i>1 hr/week 18 total hours</i>	<i>2 hrs/week 36 total hours</i>
<i>Activity (Activity, Lab w/ Homework, Studio, and Similar)</i>	<i>2 hrs/week 36 total hours</i>	<i>1 hr/week 18 total hours</i>
<i>Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)</i>	<i>3 hrs/week 54 total hours</i>	<i>0 hrs</i>

*\*Standard weekly hours based on an 18-week semester.*



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

### 2. *Cooperative Work Experience Formula*

*Credit hour calculations for work experience are governed by the regulations set forth in title 5, section 55256.5. In title 5, section 55256.5(c)(1-2) the following requirements are specified:*

- *Each 75 hours of paid work equals one semester credit.*
- *Each 60 hours of non-paid work equals one semester credit.*

### 3. *Clock Hour Courses/Programs*

*Credit for clock-hour designated programs shall be awarded consistent with the Code of Federal Regulations Title 24 Part 600.2. In this regulation, a program is considered to be a clock-hour program if it is required to measure student progress in clock hours when:*

- *Receiving Federal or State approval or licensure to offer the program*
- *Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.*

*Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 Part 668.8:*

- *One unit of credit is 37.5 clock hours of instruction.*



**AR 4260 Prerequisites and Corequisites**

**Issued: November 17, 2020**

**References:**

*Board Policy 4260 – Prerequisites and Corequisites  
Title 5 Sections 55000, 55003, and 58106*

*Prerequisites, corequisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles to student success and access.*

*The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for establishing prerequisites and corequisites through the curriculum process. The approval of a prerequisite or corequisite must be based on the determination that it is necessary and appropriate for a student's readiness to enter a course or program.*

*The level of scrutiny required to establish prerequisites, corequisites, and advisories on recommended preparation shall be based on content review or content review with statistical validation. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements. Prerequisites, corequisites, and advisories shall be reviewed at least once every six years, except that prerequisites, corequisites, and advisories for vocational courses or programs shall be reviewed every two years.*

*No prerequisite or corequisite may be established or renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established. A prerequisite or corequisite need not be scrutinized using content review or content review with statistical validation if:*

- 1. it is required by statute or regulation;*
- 2. it is part of a closely-related lecture-laboratory course pairing within a discipline;*
- 3. it is required by four-year institutions;*
- 4. baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite; or*
- 5. it is a corequisite that has been recommended through placement guidelines approved by the Chancellor for the California Community Colleges.*

*A course Prerequisite, Corequisite, Recommended Preparation or Enrollment Limitation is subject to change. Questions regarding the status of the conditions of enrollment for a particular course should be directed to the academic division responsible for the course.*

*The curriculum review process is described in the College Curriculum Handbook.*



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

### **Definitions:**

*Prerequisite:* A Prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite must be met before enrolling in a course or educational program.

*Corequisite:* A Corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously to enroll in another course.

*Recommended Preparation:* Recommended Preparation is a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

*Enrollment Limitation:* An Enrollment Limitation means that a student may be required to meet certain conditions before enrolling in a course. This may apply to such courses as intercollegiate competition courses, public performance courses, or honors courses, or courses with legal requirements imposed by statutes, regulations, or contracts.

### **Challenging a Prerequisite or Corequisite:**

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite; or
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.





COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 4260 ~~Pre-Requisites~~Prerequisites  
and ~~Co-requisites~~Corequisites**

**Issued: October 18, 2016  
Revised: November 17, 2020**

**References:**

Title 5 Sections 55000 and 55003

The *President/Chief Executive Officer (CEO)* is authorized to establish ~~pre-requisites~~ *prerequisites*, ~~Corequisites~~, and advisories on recommended preparation for courses in the curriculum *in consultation with the Academic Senate*. All such ~~pre-requisites~~ *prerequisites*, ~~co-requisites~~ *corequisites*, and advisories shall be established in accordance with the standards set out in Title 5. Any ~~pre-requisites~~ *prerequisites*, ~~co-requisites~~ *corequisites*, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a ~~pre-requisites~~ *prerequisites* or ~~co-requisites~~ *corequisites*, and advisories shall be identified in District publications available to students.

The *President/CEO Chief Executive Officer* shall, in consultation with the Academic Senate, develop and submit to the Board for approval procedures to assure that the policy is implemented according to the standards set *forth* in Title 5.

*Applicable Administrative Regulations:*

*AR 4260 - Prerequisites and Corequisites*



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 4020 Program, Curriculum,  
and Course Development**

**Issued: November 21, 2016  
Revised: November 17, 2020**

**References:**

Education Code Sections 70901(b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
~~34~~ Code of Federal Regulations *Title 34 Sections-Parts* 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9 Philosophy and Criteria for Associate Degree

The programs and curricula of the District shall be of high quality, relevant to our mission, community, and student needs, and evaluated regularly to ensure quality and currency. To that end, the *President/Chief Executive Officer (CEO)* shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

The *President/CEO* delegates to the *Vice President of Academic Affairs/Chief Instructional Officer (CIO)* the development of procedures to initiate and review curriculum and program development. These procedures are developed jointly by the Academic Senate and the CIO or designee. The procedures are located in the College Curriculum Handbook.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development; *and*.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

## **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The *President/CEO* will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The *President/CEO* shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The *President/CEO* shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

The *President/CEO* delegates to CIO the development of procedures regarding the “credit hour” and “clock hour”. These procedures are developed jointly by the Academic Senate and the CIO. The procedures are located in the College Curriculum Handbook.

*Applicable Administrative Regulation:*

*AR 4020 Program, Curriculum, and Course Development*