

Local Curriculum Committee Decision Guidelines

General Butte College Rules:

- Course numbers cannot be reused for a different course in the same department for a minimum of 2 years
- New courses must have approval of the Curriculum Committee, Board of Trustees, and Chancellor's Office before they can be offered. If applying for UC transfer and/or GE area status, add one year to the approval process.

General Education:

- A course will not be placed on Butte College's GE guide unless it is also approved by a higher body (CSU/IGETC) in related area

A Certificate of Achievement must meet the following criteria:

- Minimum of 16 units and one of these:
 - CTE TOPs requires Advisory minutes, Labor Market Information (LMI) data, and North Far North Regional Consortium (NFNRC) approval
 - Non CTE TOPs code requires 51% of lower division coursework of a program at a CSU
 - CSU/IGETC GE pattern (Financial Aid will not pay since not Gainful Employment)

A small certificate must meet or exceed one or both of the following requirements:

- The certificate contains a minimum of three (3) courses that lead to a meaningful outcome, such as a technical or vocational skill or a cohesive body of knowledge
- The certificate meets or reflects the training or certificate requirements of an external entity

September 10, 2012

Open Entry/Open Exit Courses – Boyd Trolinger

- Variable Unit Courses
 - On variable unit courses, Federal Financial Aid only pays for a student to take and receive a passing grade on a course two times. It has nothing to do with whether students have completed the entire curriculum one time
 - So if we have variable unit courses that require a student to retake that course more than two times, we have automatically eliminated students requiring financial aid from completing that course
 - We need to press programs to eliminate variable unit courses as much as possible, and where they need to keep them, design them so that students only need to take them twice to complete the curriculum
 - New Title IV rule as of July 2011
 - This causes a disconnect between Title IV and Title V
- It is not variable unit that drives open entry, it is open entry/exit that drives everything else
- Must be scheduled and taught per the course outline of record
 - When a course outline is approved as an open entry/exit course, the section must be scheduled per the outline; this pertains to variable unit courses
 - Currently this practice is not being implemented, but Title V indicates that we must, so the recommendation is for Curriculum Committee to adopt in the guidelines that all future sections will be scheduled per the outline of record
 - Motion to approve, L. Henson, Second: S. Carey, Vote: Unanimous

- Must have clearly defined objectives and competencies
 - We have some courses where the objectives and unit titles are purposely left vague so the courses can be used for multiple purposes
 - Recommendation is to press departments to clean up the curriculum so the objectives and unit titles so they have clearly defined outcomes on all outlines
 - We need to be vigilant to ensure there is a clear outcome for students on all courses regardless of variable unit or open entry/exit
- Can be Fixed Unit or Variable Unit
- Motion to approve, L. Henson; Second: J. Dahlgren, Vote: Unanimous, with one abstention (S. Bartlett)

September 10, 2012

Variable Unit Courses – Boyd Trolinger

- Must be Lab (cannot have Lecture component)
 - 58164 states 48 hours of recitation, study or laboratory work and does not mention lecture
 - If offered in a lecture format, how is the open entry issue addressed so that students are not repeating the same content and not completing the entire curriculum once?
 - How does the instructor structure the lecture when students are coming in and out of the section at different times?
 - In the past, lecture and lab have been distinctly different, as we move forward with different modalities and technology, this distinction has become less clear
 - Lectures can be modularized, but in the case of open entry/exit, this is not ideal
 - If there is lecture instruction in an existing variable unit course, the solution should be separate courses
 - Pedagogically it makes sense to fix units for lecture courses and allow variable units for lab courses
- Must be Open Entry/Open Exit
 - Variable unit, by definition, is open entry/exit as you can't tell students that module x starts on week x when students have the ability to come and go
- Must have objectives that reflect final outcomes based on the maximum number of units
 - Recommendation is to base the outcomes on the maximum number of units on variable unit courses and negotiate the variable units later
- Motion to approve; L. Henson, Second: S. Bartlett, Vote: Unanimous
- We should allow for exceptions on a case-by-case basis on all guidelines developed for all courses

November 5, 2012

Pedagogical Cap Guidelines – Boyd Trolinger

- The Pedagogical Cap Consideration form provides guidance and is intended to justify ped cap decisions which should include research from a variety of areas
- Per the BCEA Agreement, Article 7.1 "The District shall have a WSCH/FTE target of 530" which means an average of 35 students in a class, and we are below this target
- Per the Academic Senate paper "The primary factors in setting class enrollment maximums should be rooted in pedagogy and student success, and administration must ensure that curriculum committees consider the economic realities faced by the college at any given point in time, and thus this input is vital in establishing such limits"
- There must be a preponderance of evidence that proves the request for ped cap change, otherwise the request is denied

- Motion to accept this document as a living document with an added conservative statement that assumes no, such as “Without preponderance of evidence that proves otherwise, ped caps will remain the same”; R. White, Second: J. Cripe, Approval: Unanimous with abstentions: D. Danielson, M. Brynman, J. White

February 25, 2013

Butte Area B Ped Cap Agreement – Mike Findlay

- Butte GE Area B faculty have discussed a compromise on consistency in their area to set all caps at 38
- This has a gain of 65 seats per semester as opposed to a reduction of 200+ without the compromise
- Laurel Hartley spoke for SOC, in support of the change
- Motion to approve the ped caps in ANTH, POS, PSY, and SOC; J. Cripe, Second: R. White, Approval: Unanimous

April 29, 2013

Unlimited Major/Double Counting GE – S. Carey

- Degree Audit programming brought the limitation of double counting to light
- Local rule has been that students can only count 2 courses in both the major and general education
- After asking other colleges for feedback, we found that we are the only college that limits this
- Double counting is being encouraged in the development of Transfer Model Curriculum
- Recommend lifting the 2 limit rule and allow for unlimited double counting in major and general education
- Motion to approve; J. Dahlgren, Second: R. White, Approval: Unanimous

October 21, 2013

Associate Degrees for Transfer & General Education

- The intent of SB 1440 is to ease transfer from community college to CSU
- It is a senate bill that became law and is now part of Ed code
- Part of SB 1440 includes rules we have to follow, the CSU has to follow, that dictate and suggest how we can ease transfer for students
- SB 1440 includes degrees called TMC’s (Transfer Model Curriculum) common to community colleges in a variety of disciplines created in conjunction between CSU’s and Community Colleges
- This guarantees students into a CSU that has a similar major
- When students transfer they only have to do 60 more units to earn their bachelor’s degree
- Where it is a little tricky is modifying the major to keep it updated and accurate
- Two things that we need to discuss related to this issue
 - GE paperwork for courses required for a major
 - How to handle modifications to these degrees already approved
- Several categories of courses:
 - Required core – a list of courses that have to be in your major no matter what
 - Courses that require articulation in a particular major
 - Any CSU transferable course that our program feels is acceptable for that major
- When we approve degrees, course articulation may not yet exist, so we need to modify degrees as articulations are approved
- Students will have more opportunity (more courses to choose from) as articulations occur
- Many of the degrees were approved very quickly, per state mandate
- Many now need updating

- As we find courses that are articulating and placed in the majors, the Chancellor's office and CSU have agreed that they go in a different list
- An articulation occurs when a CSU agrees that our course is comparable enough with their course to include it in their degree
- Since our process is lengthy, how can we expedite the process to modify a degree when articulation occurs and the department agrees?
- Can it be a non-voting item? Or an Information only item?
- Motion to allow minor modifications of ADT majors to be approved through Tech Review Process and be information only items on agenda as course articulations occur; S. Sloan, Second: M. Brynman, Approval: Unanimous

February 3, 2014

High Unit Majors – Boyd Trolinger

- A high unit major is any major over 40 units
- Students also have to complete 20 units of GE to get an associate's degree
- It is good practice not to exceed 60 units at a 2 year college
- We are already on this road for the ADT's
- The Student Success Taskforce is strongly encouraging us to move students towards completion and also to not impose undue burdens on students when it comes to excess units where they are de-prioritized for registration and financial aid
- There are some programs that are pushing up the units
- Some programs are mandated to be higher units
- The new priority registration requires students with 100+ units to register last
- CSU capped their degrees at 120 units; it makes sense to cap ours at 60
- The longer it takes students to complete a program, the less likely they are to finish it
- Is the committee behind limiting degrees to 40 units? If above 40 do we require a justification as to why they go higher?
- The committee endorsed limiting degrees to 40 units and requiring justification if higher than 40 units

April 21, 2014

Program Prerequisites Policy – Susan Carey

- Addition of prerequisites to programs must be published in the catalog for one year before they are enforced, unless mandated by a governing agency or accrediting body
- Motion to approve policy and be included in the Butte PCAH; M. Latham, Second: S. Sloan, Approval: Unanimous

April 27, 2015

C-ID Course Modifications – Susan Carey/Boyd Trolinger

- Courses that are already C-ID approved will only be updating books during curriculum review unless the C-ID requires a resubmission due to major changes

April 27, 2015

30 Unit Cap for Certificates of Achievement – Boyd Trolinger

- The Chancellor's office sets an 18 unit minimum for Certificates of Achievement. Does the curriculum committee want to set a local maximum unit limit on them as well?
- We agreed to cap the majors at 40 units as 20 units of General Education makes up 60
- A Certificate of Achievement really should be attainable in a year
- If the student takes 15 units per semester, the student would be able to complete in one year
- Motion to cap at 30 units unless mandated by the state or other 3rd party; S. Carey, Second: D. Adams, Approval: Unanimous

November 2, 2015

Chancellor's Office Policy Change on Unit Calculation - B. Trolinger

- The Chancellor's office has a new policy on how to calculate units
- No more rounding up - if units do not fit the range of hours determined by the State, we must round down to the nearest half unit

Prefix and course numbering - B. Trolinger

- We need to eliminate prefix and course number changes as they are problematic with Student Ed Planner
- When a student builds their plan, the plan remains static. So when course prefix and numbers change, this doesn't update on their plan
- Local Policy Procedure: Motion to require a substantive and meaningful rationale to change a subject prefix or course number; R. White, Second: D. Adams, Approval: Unanimous

Removing Work Experience from all programs - B. Trolinger

- Should we remove Work Experience from all programs?
 - Work Experience is waived over 90% of the time
 - Placement is often hard for students to find even if it is volunteer work
 - It puts a great deal of pressure on students
 - It would be nice if departments provided these placements for students, but this is not the case
 - Grades are posted late which often delays degrees
- This would not remove work experience courses or these opportunities for students
- Boyd will ask individual departments to consider removing work experience from their programs

Certificates of Achievement higher than 30 units - B. Trolinger

- Boyd shared the list of CA's that are higher than 30 units
- The message will be "Limiting CA's to 30 units is good for students because it allows for basic skills courses, exploration of other courses, or time to switch career paths"

2019-20 Year

Recommended Prep deleted - R. White

- Recommended prep will be deleted from all outlines

Chancellor's Office Unit Thresholds and Requirement for Certificates of Achievements

- A certificate that requires 16 or more semester units or 24 or more quarter units of degree-applicable coursework must be chaptered by the Chancellor's Office and must be called Certificate of Achievement. A certificate that requires fewer than 16 semester units or 24 quarter units may be submitted to the Chancellor's Office for chaptering if it requires at least 8 semester units or 12 quarter units of degree-applicable coursework, and it must be called a Certificate of Achievement.

April 4, 2022

Hybrid Scheduling Options - R. White

- Hybrid scheduled meeting pattern for lecture only or lecture component courses is 50% online and 50% face-to-face
- Motion to implement a 50/50 hybrid pattern for lecture only or lecture component courses: D. Adams; Second: S. Choflá; Approval: Unanimous

2022 Summer

Local GE Requirement 21 Units Effective 2022-23 Catalog Year

- ENGL 2 changed from 3 to 4 units which has caused Area D to increase to 4 units
- Overall GE requirements is 21 units instead of 20 units
- Degrees will now be capped at 39 units, unless State Mandated requires override

September 12, 2022

Online Scheduling Options for Hybrid and Activity Courses

- Activity courses scheduled online must be taught synchronous
- Motion to place on consent; S. Wakim; Second, L. Henson, Approval: Unanimous with one abstention:
A. Ferro

November 7, 2022

Ethnic Studies Course Cross Listing Form

- The purpose of the Ethnic Studies Course Cross Listing form is to provide guidance when departments are requesting to cross list courses with Ethnic Studies for General Education consideration
- Any course applying for CSU Area F and/or IGTEC Area 7 is eligible for cross listing with Ethnic Studies
- The course outline of record must be assigned to the correct discipline(s)/minimum qualification(s), including Ethnic Studies
- Curriculum review will be conducted by the department that requested the cross listing
- All individuals signing this form must have met and agree to the cross listing
- Motion to approve the ETHS Cross Listing form as amended; S. Wakim, Second: I. Gonzalez Cuadros, Approval: Unanimous

Short Term Modality Request Form

- The current short term modality process allows for Curriculum Committee consideration and approval for courses offered less than 6-weeks in duration
- There is no legislative requirement and/or mandate that requires approval for short term courses
- Motion to no longer require the short-term modality form for courses offered less than 6-weeks: S. Wakim, Second: K. Bull, Approval: Unanimous with one abstention: P. McDougall

March 27, 2023

Local Policy for ADT Development

- ADT Development Policy Language:
 - *“When departments develop or revise Associate Degrees for Transfer (ADTs), the degree will default to including all course options presented on the TMC for which there are locally approved courses. Faculty may present a rationale for restricting course options on the ADT to the Curriculum Committee at first reading. The Curriculum Committee retains the ultimate responsibility for recommending the final list of courses for approval by the Board of Trustees.”*
 - Including all course options in an ADT allows students more flexibility to complete the degree
 - If a department wishes to limit the courses offered in an ADT, they must provide a rationale

Motion to approve ADT policy language along with possibly creating a rationale form;
S. Choflá, Second: M. Cervantes, Approval: Unanimous with one abstention: I. Gonzalez Cuadros

April 21, 2025

Local Policy for Noncredit Mirrored Courses

- Noncredit mirrored courses must be reviewed and approved by the Curriculum Committee simultaneously with the credit course for alignment

September 8, 2025, and September 22, 2025

Local Policy for Field Trip Course Outline (COR) Alternative Assignment Language

- Field trips required must be listed in the COR content and noted in the course schedule
- Field trips listed in sample COR assignments are not required, but should include accessibility options:
 - “Alternative options to complete this assignment will be identified in the instructions.”

Motion to approve standard COR language “Alternative options to complete this assignment will be identified in the instructions”; M/S/P