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All draft forms are available from the “My Forms” tab at the top of the Curriculum Proposal dashboard. Click “My Forms,” select “Pending/Draft Forms,” and then select the form to revise it.

## **CIC Review Process**

Committee members and proposers log into Google Drive and access the following folders: Curriculum & Instruction Council, Meeting Documents, Meeting Folder (dated by meeting), Committee Review, First Read, and Second Read. The process works as follows:

1. The faculty proposer submits their completed COR to the CIC chair for a Committee Review.
2. The CIC Chair generates a PDF of this first submission and posts it to the Google Drive and at the same time, the CIC Chair rejects the submission and sends it back to the proposer for editing as the review suggestions appear.
3. The CIC Chair notifies the Tech Review team and the committee at large to review the COR and post comments on the COR in the Committee Review folder—first the tech review team and then the committee a few days later.
4. The CIC Chair notifies the faculty proposer that initial review and comments by the committee are completed.
5. The faculty proposer has until the day before the meeting to revise the COR and submit it back as a First Read draft. The CIC Chair posts it to the Google Drive.
6. At the CIC meeting, the committee reviews the First Read draft, referencing comments from the previous draft and making new comments on the current draft as needed/appropriate.
7. After the meeting, the CIC Chair rejects the submission and sends it back to the proposer.
8. The faculty proposer has until the next Wednesday to revise the COR and submit it back as a Second Read draft.
9. The CIC chair reviews the Second Read draft, ensures that all discussed/captured changes are made, and posts it to the Google Drive.
10. At the CIC meeting, the committee reviews the Second Read draft that all changes are made and approves it. (Alternatively, if further changes need to be made, the process loops back to step 6 above, and repeats)
11. CIC Chair processes the COR, generating a new row on the database and creating a Pending record for board approval.

## **Programs**

### **DEI and Curriculum**

Recognizing first that all faculty members retain academic freedom in their delivery of course content, CIC encourages considerations of diversity, equity, and inclusion in regard to how a program or course ties to the college mission. Two points for CIC members to consider include the following:

1. Consider the proposal’s fit with the college’s guiding principles on inclusion, expressed in Cerro Coso’s statement below:

We commit to equitable access to higher education for all. We value diversity and encourage that our campus and classroom environments, curriculum, and programs intentionally foster inclusivity. We recognize that the individual differences of each student, faculty, and staff member contribute to the ability of the college to prepare students on their educational journeys in an increasingly diverse and globalized world.

2. Demonstrate how program or course content acknowledges and responds to the identified needs of our student and community populations.

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**Committee Name: Curriculum & Instruction Council**

**Date: September 16<sup>th</sup>, 2022**

**Time: 9:00 am – 10:50 am**

**Location: Zoom only**

**Member Attendance: Cliff Davis, Justus Scott, Guck Ooi, Melanie Jeffrey, Missy Gross, Sharlene Paxton, Sarah King, Tanner McGuire, Debilyn Kinzler, Dawn Ward, Corey Marvin, and Jaime McClure**

**Guest Attendance: John McHenry, Nicole Griffin**

- 1. Introductions** **Davis**
- 2. Minutes, April 22<sup>nd</sup>** **Davis**
  - 2.1 Action: Approved (Ayes: Motion by Jeffrey, seconded by Ooi)
- 3. Minutes, May 6<sup>th</sup>** **Davis**
  - 3.1 Action: Approved (Ayes: Motion by Kinzler, seconded by Ward)
- 4. Approval 2022 Calendar** **Davis**
  - 4.1 Action: Approved (Ayes: Motion by Kinzler, seconded by Gross)
- 5. CIC Training** **Davis, Marvin**
- 6. New Recommendations: DEIA** **Marvin**
  - 6.1 June 6, 2022 a memo went out as a result a Chancellor's Office work group regarding Diversity, Equity, and Inclusion in Curriculum (DEI) that provided guidance to colleges in terms of best practices for DEI conversations within curriculum. The focus of this work group was also to aid curriculum committees in more richly addressing concepts of diversity, equity, and inclusion. The framework for reimagining curriculum through an equity lens using the following three principles: 1) Commitment to curricular diversity, culturally responsive content, and anti-racism, 2) Commitment to change policies to remove systemic barriers to student success and equity, 3) Commitment to building system resiliency. As of now, this is an 'ask' however the committee is working on incorporating DEI into Title 5 as a requirement of the COR. Who Is the Audience for These Recommendations? Discipline/instructional faculty, curriculum committees, and local academic senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide DEI frameworks and principles in

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curriculum review and approval processes for credit and noncredit. Administrators and classified professionals who support the curriculum process at local levels also contribute to supporting equity-minded practices.

- 6.2 Comments: How are we going to build this into our technical review and committee awareness when reviewing?

## 7. Fall Curriculum Template

Marvin

- 7.1 Presented the interim COR Google form for the committee to use while the CAMS/Dynamic Forms database, forms, and workflow are being developed. October 2021 all CORs and PORs were pulled down from eLumen, Office of Instruction is still pulling down docs to be maintained in the G:/ Drive. The Google form solution will not offer rich text suggestions and requires faculty to use clarifying language.
- 7.2 Recommendation: Include class size, an active discussion with Faculty Senate

## 8. Un-deleting CSCI Courses

Gross

- 8.1 The addendum showed 4 CSCI courses being deleted, recollection was that it was only 2. Corrections need to be made to eLumen and addendum for future catalog purposes.

## 9. Discussion – GE Patterns

- 9.1 Title V language is in the works to create a single pathway for transfer, we would no longer have the CSU and IGETC programs. Lifelong learning was removed, changes to the local requirements for the local GE patterns. Math requirement language is also being updated. FYI that the C-ID site is currently down and experiencing technical glitches that are deleting classes from the system.

## 10. Discussion – Determining Essential Curriculum

- 10.1 The idea was that we would look at a limited amount of curriculum during this semester as we work on the intermediary system. With the progress made the committee agrees to allow proposers to begin submitting after CIC has approved the final version of the COR Google form.

## 11. Adjourn 10:37 am – Next meeting: September 23<sup>rd</sup>, 2022

Meeting Chair: Cliff Davis

Recorder: Jaime McClure

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**Committee Name: Curriculum & Instruction Council**

**Date: October 28<sup>th</sup>, 2022**

**Time: 9:00 am – 12:00 pm**

**Location: Zoom only**

**Members: Cliff Davis, Jarrod Bowen, Matthew Wanta, Gary Enns, Sarah King, Guck Ooi, Debilyn Kinzler, Missy Gross, Dawn Ward, Sharlene Paxton, Melanie Jeffrey, and Corey Marvin**

**Also in attendance: Melissa Bowen, Lisa Darty, John McHenry, and Nicole Griffin**

1. **Minutes?** **Davis**  
  - 1.1 – Tabled
  
2. **SPCH C101** **Revision (C)** **2<sup>nd</sup> Read** **Enns**  
**Elements of Speech**  
  - 2.1 – Changes made ahead of the meeting. Approved. 1<sup>st</sup> Gross, 2<sup>nd</sup> Paxton.
  
3. **ART C853** **New (C)** **2<sup>nd</sup> Read** **Darty**  
**Intermediate Sculpture**  
  - 3.1 – Changes made ahead of the meeting. Approved. 1<sup>st</sup> Ooi, 2<sup>nd</sup> Ward.
  
4. **SWHS C116** **Revision (C)** **1<sup>st</sup> Read** **Bowen**  
**Case Management**  
  - 4.1 – Change to the title in alignment with the new Social Work and Human Services ADT. Make changes noted in the comments, hours will need to be corrected. Approved. 1<sup>st</sup> Ward, 2<sup>nd</sup> Gross.
  
5. **SWHS C102** **Revision (C)** **1<sup>st</sup> Read** **Bowen**  
**Cultural Competence in Social Work and Human Services**  
  - 5.1 – Change to the title in alignment with the new Social Work and Human Services ADT. Make changes noted in the comments, hours will need to be corrected. Approved. 1<sup>st</sup> Gross, 2<sup>nd</sup> Ward.
  
6. **DEI in Curriculum Recommendations** **Discussion** **Davis**

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6.1 – CCCCCO provided a model of principles and practices of DEI in curriculum that was intended to aid in the application of equity minded frameworks for the curriculum process. We're determining how (and if) it applies to Cerro Coso's curriculum process. After review, the committee found that most of what's being asked for is inherently built into what we're already doing. ACCJC will require that we demonstrate DEI efforts throughout our institution in a variety of ways. There will be a DEI component in the evaluation process. A lot of concern was raised over the approach of the document, not the concept of being conscientious DEI. Some of the bullets are giving guidance for things that aren't in the purview of the curriculum committee. Accepting this document would set a precedent and while this guidance is currently not a requirement, the committee is anticipating it being mandated eventually. The overarching idea being that academic freedom should remain intact and guidance provided should be meaningful and useful in closing gaps.

6.2 Actions: One recommendation from the document "include culturally responsive experts on curriculum committees", the committee will consider adding the future Director of Equity as a CIC representative. The committee elected to put trust in our subject experts, the committee will condense and incorporate guidance into our CIC handbook.

## 7. Adjourn – Next meeting: November 4<sup>th</sup>, 2022

Meeting Chair: Cliff Davis

Recorder: Jaime McClure