RECOMMENDATIONS ON VOICE OF FACULTY ON CURRICULAR MATTERS AND GENERAL TRANSPARENCY

September 2019

The following three recommendations were developed during the September SGW meeting. We believe there is a need to put in place a system of checks and balances that are transparent and collegial and are in line with NECHE recommendations and standards as well as current practices on each campus. There is concern that the lack of a structural outline that would serve as the basis for the implementation of proper procedures for all of the system-wide committees is responsible for the misinterpretation of the scope of the charge of many consolidation committees and the spread of misinformation about what is occurring in these committee meetings. Further, if curriculum and policy decisions precede the existence of the shared governance bodies the SGW is charged with recommending, it is not clear to what extent true shared governance can be exercised.

Recommendations:

1. **Interim Curriculum Committee:** All curricular work, including FYE and General Education, will immediately cease until an interim curriculum committee can be created.
    a. Interim curriculum committee will be made up of 3 elected faculty members from the large colleges (GWCC, MCC, NCC, NVCC) and 2 elected faculty members from all other colleges.
    b. The ICC will replace the SFASACC as the body responsible for reviewing college votes and feedback on consolidated curriculum as described in step 4 of the curriculum adoption process on p.17 of the April 2019 NECHE update. The ICC will also be tasked with verifying that the proposal is ready for college vetting (step 2 of the process). The governance process for consolidation of curriculum will be modified accordingly.
        See   Addendum I: Process Including Proposed ICC
        and   Addendum II: Process as described in April 2019 NECHE update.

    c. The interim curriculum committee will be required to maintain detailed meeting minutes that will be made publicly available using the process outlined in recommendation #2.
    d. Formation of an Interim curriculum committee aligns with NECHE standard 3.15. As such, the SFASACC's charge does not include curriculum.
    e. The committee will be established and implemented by the end of the Fall 2019 semester.
    f. The first task of the committee will be to review current curricular work such as FYE and General Education and make recommendations using guidelines that incorporate evidence of student learning and include rigorous learning outcomes while defending the quality of the curriculum.
    g. It should be made clear that Guided Pathways is independent of curriculum and that any item that has not been reviewed by college curriculum committees and moved forward by the ICC will not be included in the curriculum of the Consolidated College
2. **Meeting Minutes:** All statewide committees are required to post detailed and accurate minutes within 30 days of their meeting (including meetings at the semester end).
    a. Recommendation for a standard template to aid clarity. Sample template will be provided by this committee
    b. Meeting minutes will provide contact information for individuals in case clarification(s) is(are) needed
3. **Timeline:**
    a. Readjust the timeline to allow for thoughtful, meaningful discussion and for the implementation of appropriate governance structures (Curriculum Committee, Senate etc) and to allow the current governance structures at each college adequate time to review and comment on any proposed actions.

b. Adjusted timeline will emphasize process over haste.

ADDENDUM I: PROCESS INCLUDING PROPOSED ICC

1. Workgroups meet and develop a proposal.

2. The proposal is reviewed by the ICC for adherence to consolidation guidelines and requirements.

3. The proposal then proceeds to the colleges for curriculum review, endorsement vote, and written feedback. Colleges will follow established local curriculum approval and governance processes and report the results of endorsement. Colleges that choose not to endorse a program or proposal are asked to submit clear reasons.

4. The colleges report the results of their governance processes to the ICC. In cases where the ICC determines that a vote tally or feedback from one or more colleges justifies it, the proposal is returned to the appropriate workgroup or body in order to address concerns raised and the proposal proceeds through steps 1-3 again.** Otherwise, the ICC recommends its adoption to the SFASACC

5. SF ASA CC, in consultation with CCIC, decides whether to send it to the Board of Regents or return to the workgroups for further revision. If returned to the workgroups, the item re-enters the process at step 1. (again, unless conditional approval has been given)

6. Upon receipt, the Board of Regents considers the final tally of endorsement votes as well as any specific feedback submitted by the colleges.

7. Once a proposal is approved by the Board of Regents, it then becomes part of the curriculum for the single college.

**unless the adjustments are minor and the proposal has been given conditional approval

ADDENDUM II: PROCESS AS DESCRIBED IN APRIL 2019 NECHE UPDATE (p.17)

1. Workgroups meet and develop a proposal.

2. The proposal is reviewed by the SF ASA CC for adherence to consolidation guidelines and requirements.

3. The proposal then proceeds to the colleges for curriculum review, endorsement vote, and written feedback. Colleges will follow established local curriculum approval and governance processes and report the results of endorsement. Colleges that choose not to endorse a program or proposal are asked to submit clear reasons.

4. The colleges report the results of their governance processes to the SF ASA CC. In cases where the SF ASA CC in consultation with the CCIC determines that a vote tally or feedback from one or more colleges justifies it, the proposal is returned to the appropriate workgroup or body in order to address concerns raised instead of being forwarded to the BOR. Otherwise, the SF ASA CC recommends to the CCIC that the proposal be sent to the Board of Regents for final approval. The CCIC decides whether to send it to the Board of Regents or return to the SF ASA CC for further revision. Upon receipt, the Board of Regents considers the final tally of endorsement votes as well as any specific feedback submitted by the colleges.

5. Once a proposal is approved by the Board of Regents, it then becomes part of the curriculum for the single college.