

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Ambrosio.

Recorder: L. Marquez

Members:

Present: M. Anderson, M. Bremen, J. Casper, M. Chang, M. Kline, C. Lopez, C. Martin, R. Padilla, S. Porter, G. Song, M. Wolfenstein (proxy for M. McMillan)

Ex Officio Members:

Present: E. Ambrosio, A. Grant, L. Justice, L. Marquez, L. Suekawa, L. Young

Guests: none

1. APPROVAL OF MINUTES

The minutes of 5/27/2025 were approved via email by the CCC on 6/9/2025.

2. CHAIR'S REPORT: College Curriculum Committee Chair – E. Ambrosio

Introductions took place. Chair Ambrosio reported that Cindy is now working in the Natural Sciences Division Office. VP Lopez is in the process of hiring temporary help for Curriculum Office.

3. CURRICULUM REVIEW

Standard review dates were shared onscreen. A discussion ensued regarding the new curriculum deadline in December due to an earlier catalog deadline and annualized scheduling. Any curriculum approved thereafter will need to be on a catalog addendum or the next catalog.

4. COMMON COURSE NUMBERING (CCN) UPDATE

Chair Ambrosio shared onscreen the list of courses due this semester in CCN Phase IIA (AHIS C1100 & C1200, ECON C2001 & C2002, ENGL C1002 & C1003, and HIST C1001 & C1002). Surveys are still being administered for Phase III; Edwin will send the links so faculty can participate. It was clarified that we do not have embedded support courses (our support courses are separate), so we should use the standard templates and then revise our support courses to match the other support courses.

5. CURRICULUM TRAINING

Chair Ambrosio shared the training [PPT](#) onscreen. It was confirmed that the SLO process begins at the curriculum level. Faculty must also submit a SLO form, then the Curriculum Chair sends the changes to the ALC at the end of each semester for updating in Nuventive. Chair Ambrosio confirmed that this training will count toward DEI training in Cornerstone. L. Suekawa shared

an Articulation PPT onscreen. M. Wolfenstein briefly presented on DE, asking the CCC to consider DE more in depth. More information to come.

6. CURRICULUM SPECIALIST’S REPORT: Curriculum Specialist – L. Marquez

L. Marquez reported that the COR webpage has not been updated yet due to the recent reorganization. It will be updated soon. In the meantime, please refer to the Teams site.

L. Marquez shared that there is new legislation mandating that DEI elements be incorporated into our Course Outlines of Record (CORs) by Fall 2026. She and Chair Ambrosio will get clarification on the exact requirement. More to come.

L. Marquez noted that it is wise for the CCC to adopt a policy granting authorization to the Curriculum Office to make technical changes to programs on behalf of faculty (e.g. course title changes and course renumbering). Other colleges have this to ensure catalog accuracy. It was suggested to list this as a separate agenda item and take a vote at the next meeting.

L. Marquez shared that the Technical Review Committee is considering proposing the following items later this semester: a sunset policy for inactive courses, an honors addendum, expanding the DE addenda, creating a DE handbook, and revamping the New Course Proposal Form. The errors reported on the current program proposal forms will be corrected today.

7. VICE PRESIDENT’S REPORT: Vice President of Academic Affairs – C. Lopez

No report.

8. ANNOUNCEMENTS

- Next CCC Meeting: 9/23/2025 – 2:30-4:30 p.m., DE 166/Zoom

9. ADJOURNMENT

Meeting was adjourned at 4:31 p.m

COLLEGE CURRICULUM COMMITTEE (CCC) – FALL 2025 TRAINING

Edwin Ambrosio

Chairperson, College Curriculum Committee (CCC)



El Camino College

Agenda

Topics to Be Covered

- Review of curriculum roles and timelines
- Curriculog review
- Brown Act
- Culture of the committee
- Articulation
- Distance Education
- Credit for Prior Learning

College Perspective: Local Responsibility and Equity

- Program development guidelines in PCAH include considerations of appropriateness to mission, demonstrated need, adequacy of resources, and adherence to curriculum standards, and regulatory compliance
- Streamlining curriculum means more responsibility on curriculum committees to review these areas, even if the Chancellor's Office won't be reviewing at submission
- Colleges need to document local review and approval processes for
 - accreditation
 - annual curriculum certification
 - eventual periodic review of curriculum by Chancellor's Office
- Great opportunity to explore equity and disproportionate impact on your students

Annual Certification Approval Policy

- Why do we do annual training? The Chancellor's Office requires each college to annually submit an Annual Certification signed by:
 - President/Superintendent
 - Vice President of Academic Affairs
 - Academic Senate President
 - Curriculum Chair
- Non-submission of the Annual Certification will result in a deactivation of "auto-approval" status

Composition and Responsibilities



- **5.4 Division Counselor**

- **Resource person(s)** for the Division in such matters as transfer, articulation, associate degrees, certificates, and student needs.

- **5.5 Clerical Support**

- A member of the division's clerical staff, under the direction of the Division Dean **will initiate all proposals in Curriculumlog.** The CCC representative, is responsible for forwarding DCC approved, **error-free proposal to the Curriculum Office.**

Composition and Responsibilities



- **5.6 Technical Review**

- The DCC conducts **technical review** for all proposals. Technical review ensures that **Title 5 regulations have been met**, that **local procedures** are adhered to, and that **course specifications** have been **appropriately addressed**.
- **5.6.1** The DCC is responsible for **reviewing the feasibility of online and hybrid versions** of courses and ensuring that they meet the standards for **regular and effective contact between students and instructor and among students**.
- **Note:** The DE Addendum has been revised and is a separate form in Curriculog.

DCC Meetings

- At **least two** regularly scheduled DCC meetings will be held in each Division **per semester**.
- Meeting dates are to be forwarded to the CCC Chair no later than the first day of the Fall semester.
- Division faculty members and the Counseling Division are to be notified of DCC meeting dates.
- Minutes of the meetings are to be kept on file in the Division office.
- Names of DCC members and meeting dates should be established at the end of the Spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year.



DCC Procedures



- **6.2 In-Service Training**

- All DCC members will attend **at least one in-service training session each academic year.**

- **6.3 Curriculum Review**

- DCC members will review curriculum in accordance with the ECC Curriculum Handbook, the California Community Colleges **Program and Course Approval Handbook, Title 5 of the California Code of Regulations, and District policies.** (May be found on the CCC Website)

How Important Is DCC Approval?



- DCC approval date **affirms** that:
 - Technical review has been carefully and thoroughly conducted by the DCC
 - Proposal have been carefully edited, are complete, and are error-free
 - Course outlines are “integrated” (Description, objectives, major topics, assignments)
 - The DCC has voted on and approved the proposal. (Approval does not need to be unanimous. A consensus is needed.)
- **Reminder:** Minutes of DCC meetings and voting results are to be kept on file in the Division Office.

How Important Is the CCC Rep's Approval?



- The CCC rep is the guardian of the Division's curriculum.
- Once approved by the DCC, the Division CCC rep moves the proposals forward to the Curriculum Office. (In special cases, and to keep curriculum from getting stuck, CCC reps may request that a proposal be "force approved" to the next step or to the CCC Rep level.)
- The CCC Rep votes as a DCC member, but has one more step which is to approve the proposals and move them to the Curriculum Office for review and placement on the agenda.

CCC Voting Representatives



- One Full-time Faculty Member from Each Academic Division
- One Full-time Faculty Counselor
- One Full-time Faculty Librarian
- Vice President of Academic Affairs (VPAA) or Designee
- Council of Academic Deans and Directors Representative

Ex-Officio Representatives - Non-voting Members

- Associate Dean, Academic Affairs
- Curriculum Specialist
- Distance Education Coordinator
- Member of the Associated Students Organization (ASO)
- Student Services Advisor, Evaluations Unit
- Registrar



CCC Representative Responsibilities

- Attend at least one in-service training session each academic year
- Be knowledgeable of current curriculum procedures and policies
- Carefully study and review of all curriculum proposals in advance of meetings
- Assist faculty with curriculum issues and proposal preparation



Technical Review VS Content Review

- Curriculum review takes two distinct forms:
 - Technical review ensures complete data, compliance, and consistency
 - DCC, CCC, and Ex-Officio Representatives
 - Content review can be left to discipline faculty (prior to technical review), but the curriculum committee needs to look at content, too
 - Assignment of a discipline, minimum qualifications
 - Avoiding duplication of existing curriculum
 - Appropriateness to College mission
 - Integration of elements of COR including content, objectives, and assignments
 - Ensuring prerequisites and/or corequisites are appropriate



Cycles and Deadlines - Why Are They Important?



- Approximately 1,400 courses
 - Previous requirements: Courses were reviewed every 6 years
 - Currently, CTE Courses (600+) must be reviewed every 2 years!
- This exponentially increased the number of proposals in need of review each year.
- It is important that we stay maintain a review schedule to remain in compliance.

Dude, Where's My Course?

- Review the Curriculum Submission Deadlines for your Division (CCC Website)
- Review the Agendas and Minutes (emailed to CCC Members and posted on CCC Website)
- Keep your Dean/Associate Dean apprised of curriculum matters after each meeting.



Where's My Course?



BUS - 101 - Introduction to Business



1 - Spring 2021 Course Review Form

Last Activity: Jun 3, 2021 11:37 AM by Lori Suekawa

- **Curriculog has solved this problem for us.**
- **Go to My Tasks or All Proposals to find the status of a proposal.**

Originator Department Dean/ DCC CCC Tech Chair Standard Curriculum
 Assoc Rep Review Review Office



Proposal was rejected at this stage. Can be revised and approved to move forward.



Process was restarted.

What happens to a course/degree/certificate after it is approved by the CCC?

1. CCC approves courses, certificates and degrees. Minutes are developed and approved.

2. CCC Approves minutes via email to expedite the process. Board item is finalized and entered into Board Docs eight (8) days prior to the BoT meeting.

3. Board Approves curriculum at monthly meeting.

Board of Trustees generally approves curricular actions as recommended by the CCC.

4. Curriculum Specialist logs the course in the Curriculum Inventory and gets a control number for new courses and creates or updates Master Course File.

ADTs, noncredit CDCP STV (short term vocational) programs, and new CTE programs not C-ID aligned are forwarded to the CO for approval.

5. Curriculum and changes are included in the upcoming the Catalog.

6. Courses are included in the schedule of classes.

Articulation Officer submits appropriate courses for CSU or IGETC GE patterns. Plan on a 2-year timeline to offer the course.

Note: Curriculum must be approved by the CCC in Dec to ensure Board Approval and inclusion in the Catalog and the schedule of classes for implementation the following academic year.

Note: Career Technical Education Certificates of Achievement must go through the LARC process prior to Board approval.

Other Deadlines to Consider

- In accordance with the established timeline, the finalized schedule of classes for the Fall term must be submitted for printing by the end of February in order to ensure distribution to counselors, students, and Veteran's Affairs and students in sufficient time for registration, especially with the new annualized scheduling plan
- Therefore, all courses for the catalog must be approved by the last meeting in the Fall semester in December



Local Degree/Certificate Forms

- **Degrees and Certificates are now on Curriculog!**
- **Include:**
 - Program Catalog Description
 - Goals/Objectives
 - Course Sequence
- Incomplete forms holds up the submission process to the Chancellor's Office.

Certificates

16 units or more	Must be submitted to CO for chaptering	Certificate of Achievement
8 -15 units	May be submitted to CO for chaptering If not submitted to CO it is a Cert of Accomplishment	Certificate of Achievement if and only if submitted to CCCCCO for chaptering
Less than 8 units	May not be submitted to CO for chaptering	Skills Certificate, Certificate of Accomplishment, or other locally-named certificate
0 Noncredit	Must be submitted to CO for chaptering	Certificate of Completion or Certificate of Competency

Note: If submitted for Chaptering it will appear on a student's transcripts.

Curriculog Review

Topics to Be Covered

- SLOs
- Primary Method of Evaluation
- IDEAA in CORs

ACADEMIC SENATE FOR CALIFORNIA
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JULY 9-12, 2025

Serving the Students We Have:
How IDEAA in the COR Can
Encourage Inclusive Instruction



Session Description

The Course Outline of Record (COR) is essential to all aspects of curriculum at our colleges and drives the decisions we make as educators in the implementation of teaching strategies and course design. We will look at specific practices for ensuring that inclusion, diversity, equity, anti-racism, and accessibility (IDEAA) are woven throughout the elements of the COR. This session will include a brief overview of the COR and discussion on the impact the elements of the COR have on providing diversity and equity in the classroom. Join us for an interactive discussion on how educators can provide rich, robust, and culturally responsive curricula to meet the needs of our diverse student populations.



Presenters



Kelly Fowler
5C, Mt. SAC, Vice
President of
Instruction



Nili Kirschner
5C, Woodland
Community College



Sarah Harris
5C, College of the
Sequoias



Sharon Sampson
Grossmont College



Session Outcomes

- Review the history and rationale for including IDEAA in the COR
- Reflect on continuing relevance of the IDEAA COR in the context of current events
- Explore how IDEAA can appropriately be incorporated across disciplines using universal design for learning and student-centered approaches to content, assessment, and other sections of the COR
- Consider next steps and ways to engage



Audience Check In

- At your tables, pair and share a time you helped a student connect with course materials or topics, or a time when you experienced that connection as a student.
- Zoom folks, share your stories in the chat
- Scan QR code for the audience poll or go to **menti.com** and enter the code **6504 7760**



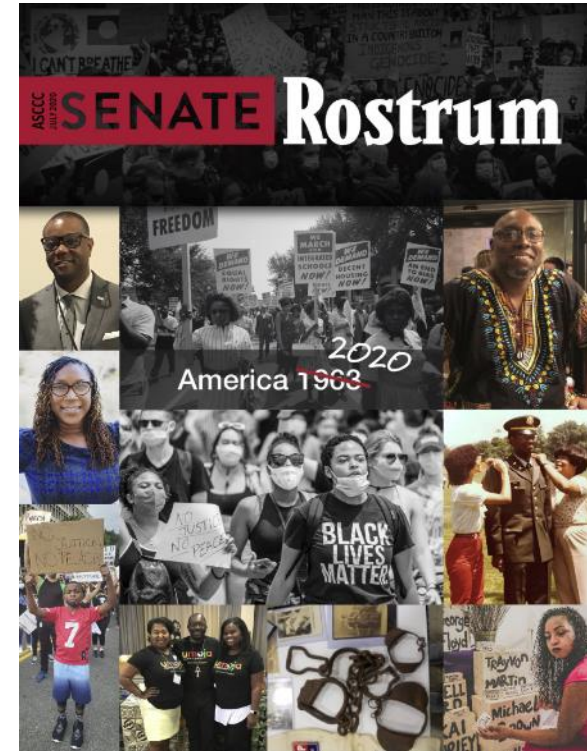
A Recent History of IDEAA in Curriculum: Starting with Statements

- [2020 Student Senate for California Community Colleges Anti-Racism: A Student Plan of Action – Calls for Curriculum Changes](#)
"Ensure that the community college curriculum is responsive to all cultures in an effort to foster cultural appreciation, awareness, acceptance, and value."
- [2020 Chancellor's Office Call to Action:](#)
Campuses must audit classroom climate and create an action plan to create inclusive classrooms and anti-racism curriculum.



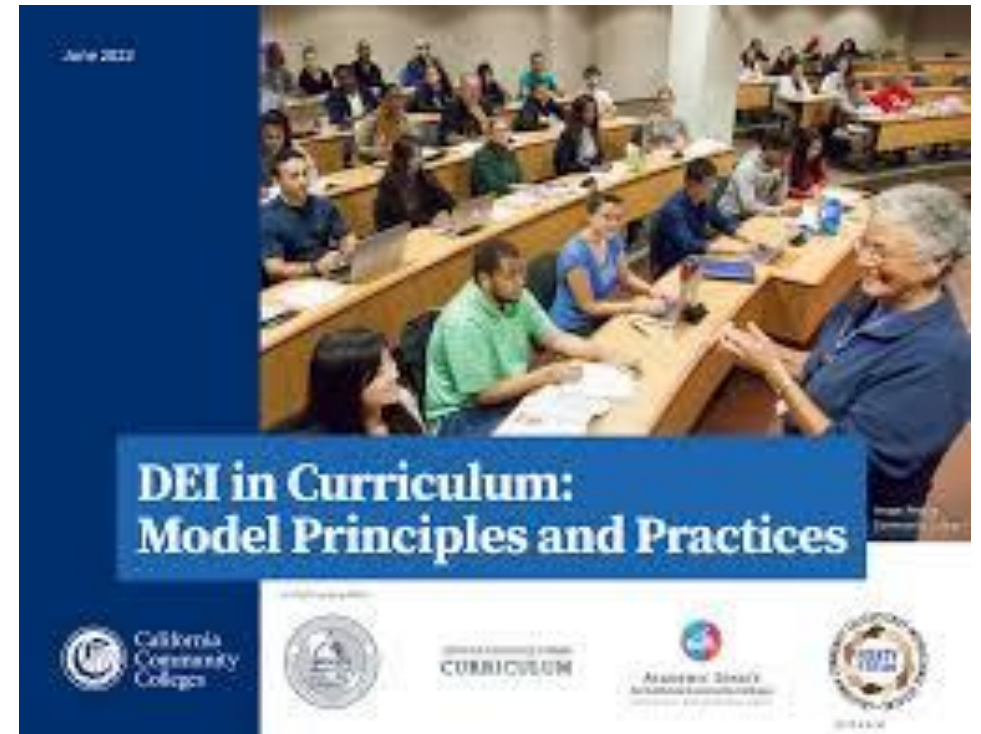
2020 ASCCC Publications

- ASCCC Paper: [Anti-Racism Education in California Community Colleges](#)
 - How can I ensure my students see themselves in the curriculum?
 - How can I ensure my students are represented in the curriculum?
 - How can I draw upon the experiences of my students and reflect that in my curriculum?
- ASCCC *Rostrum* Special Edition – July 2020



DEI in Curriculum Model Principles and Practices

- 2022: Joint publication from Student Senate, ASCCC, CIOs, Chancellor's Office, and 5C of the [DEI in Curriculum Model Principles and Practices](#)
- Followed by ASCCC publication of the [DEI in Praxis toolkit](#), with tools and examples for engaging with the Model Principles and Practices



Where We are Today: Vision 2030

Vision 2030's Strategic Directions

continue to center equity goals, with the first direction that

“All actions, policies and procedures, will be enacted centering equity and inclusion and dismantling prejudice and racism.”



Where We are Today: Title 5 Updates

- [BOG approved title 5 updates in January](#), requiring Curriculum Committees have documented procedure
 - “for ensuring that course outlines of record [...] describe approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students”
 - “to guarantee accessibility for every student to ensure individuals with disabilities can equally participate in learning through course outlines of record that reflect Universal Design for Learning strategies, which include multiple means of representation, engagement, and expression to support learner variability and diversity”



Our Mission and Our Students

- In 2020, California Code Regulations Title 5 § 51201 was updated to include a statement on Diversity, Equity, and Inclusion. It reads in part:
 - “With the goal of ensuring the equal educational opportunity of all students, the California Community Colleges embrace diversity among students, faculty, staff and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future.”
- The California Community Colleges are the largest, most diverse system of higher education in the country. We continue to move forward with the ongoing work of ensuring all of our students can see themselves reflected in their education and curriculum.



Upholding Inclusive Practices

Why IDEAA Matters

- Reflects and respects our diverse student demographics
- Promotes student success, retention, and engagement
- Aligns with institutional and accreditation priorities

Reflect Our Students' Realities

- Students bring diverse identities, cultures, and life experiences
- Inclusive classrooms affirm and validate these lived experiences
- Representation in curriculum fosters sense of belonging

Responding to the Political Climate

- National debates and executive orders challenge inclusive education
- CCCs affirm their commitment to IDEAA values
- Our classrooms remain spaces of critical inquiry and academic freedom



Upholding our Mission in Challenging Times

- We are living through a period of significant social and political turbulence
- CCCs' commitment to IDEAA is not situational; it is foundational to who we are
- We remain steadfast in our mission to empower students, advance equity, and prepare future leaders through inclusive, equity-minded education
- Reaffirming our values includes welcoming open, honest dialogue—even when uncomfortable



Serving All Our Students

By redesigning courses with IDEAA, faculty can create learning experiences that are more accessible, meaningful, and aligned with students' lived experiences and academic goals:

- Assignments that connect academic content to students' lived experiences and social realities
- More inclusive assessment methods that allow diverse demonstrations of learning and knowledge
- Emphasis on real-world application and community relevance increases student engagement and motivation
- Intentional design of courses that reflect and support students' educational and career goals
- More equitable access to course materials through adoption of free or low-cost textbooks



IDEAA is for Everyone!

- Not just for humanities and social sciences – IDEAA belongs in STEM and CTE too
- Purpose is to engage ALL students to create opportunities for learning
- Not just about *what* we teach, but *how* we teach it:
 - Universal design for learning
 - Accessibility
 - Effective practices for adult learners
- Thinking beyond content and objectives:
 - Units and hours
 - Conditions of enrollment
 - Textbooks and course materials
 - Assignments and methods of evaluation



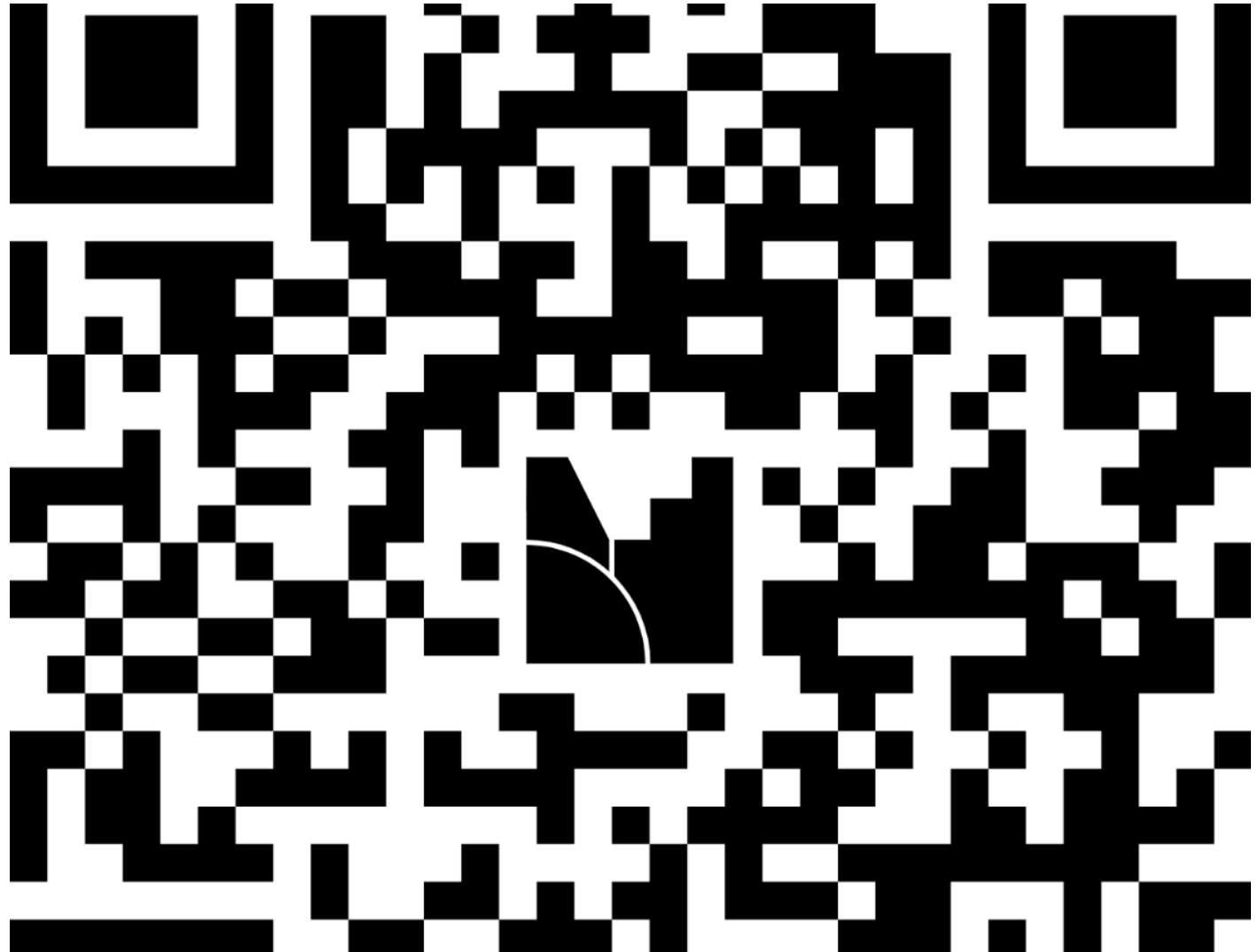
Check-in Poll

Go to

menti.com

Enter the code

6504 7760



The Course Outline of Record (COR)

- Essential to all aspects of curriculum at our colleges and drives the decisions we make as educators in the implementation of teaching strategies and course design.
- Legally binding document that sets the tone and expectations for the course. Changing the COR can have ripple effects into the classroom and the college:
 - CORs guide all instructors
 - All faculty benefit from looking at their CORs with fresh eyes
 - Transfer institutions look at CORs to determine equivalency
 - Students see parts of the COR in the catalog and schedule



IDEAA and Common Course Numbering

- CCN templates developed with IDEAA in mind:
 - Guidelines specify student-centered language in title and description, inclusion of OER, by discipline faculty workgroups
 - Discipline faculty workgroups embed elements of IDEAA into template
- Colleges can and should still design curriculum with their students and communities in mind:
 - Optional Part 2 of description, objectives/outcomes, content, and methods of evaluation
 - Non-standardized sections of COR like typical assignments





Bright IDEAAAs from the Field

Real-world examples of IDEAA in the COR:

- Course Description: Biology
- Unit and Hours: Child Development
- Limitations on Enrollment: Physics
- Course Content: Child Development
- Objectives and Outcomes: Earth Science, English
- Assignments: Computer Science, Automotive
- Distance Education: Business Management



Course Description - Biology

(Beta Meyer, Mt. SAC)

BEFORE:

Human Development, from conception to death. Conception, growth, maturation and aging are studied as a natural continuum, influenced by our biophysical and psychosocial environment. Includes developmental theories and scientific methods used to study development. Field trips to several off-campus sites are required.

AFTER:

Human development over the lifespan. Starting before conception, the continuum of life events are influenced by genetics and environment. Learn how biological, physical, psychological and social factors impact development, and what pattern and timing is considered average in human development. Follow conception through pregnancy as a child develops. Learn about childbirth, and how postnatal maternal and child health is assessed. Continue development through childhood into adolescence, with both sexual development **and the acquisition of gender identity**. Watch development progress through the rest of lifespan into young adulthood, middle age, and older adulthood. **At all stages, common diseases and injuries are considered.** Look at development through the lens of development theorists and **see how developmental theories have evolved**. Apply scientific thinking and analysis **to look at health disparities and how these can impact lifespan development**. At the end of life, learn about hospice care and the death process. After death, **learn about choices to handle human remains** including cremation, burial, and ceremonies. **Field trip required.**



Units and Hours – Child Development

(College of the Sequoias)

CHLD 149 Introduction to Curriculum

- 3 lab hours were removed from the course and 1 lecture hour was added.
- Equity Review Description: “The lab component on this class is presenting a barrier to students for completion, retention, class scheduling, ability to move through courses and achieve certificate or degree in timely manner, and transfer. Department has made the determination to remove the lab component.”



Limitations on Enrollment - Physics

(College of the Sequoias)

PHSY 055

- Faculty reviewed and updated validation to confirm current prerequisites were required for transfer
- Equity Review: “We obtained class copies of the Knight textbook so all students have access to a quality text from the first day of class. We discussed, with course material and transfer institution requirements in mind, what prerequisites were actually needed.”

Validation Type [Required by 4 Year Institution](#)

Course [MATH 065](#)

List two (2) transfer courses from UC/CSU with an equivalent prerequisite/corequisite required:

[CSU, Fresno; 2022-2023; PHYS 4A](#)

[Cal Poly, San Luis Obispo; 2022-2023; PHYS 141](#)

Validation Type [Required by 4 Year Institution](#)

Course [MATH 066](#)

List two (2) transfer courses from UC/CSU with an equivalent prerequisite/corequisite required:

[CSU, Fresno; 2022-2023; PHYS 4A](#)

[Cal Poly, San Luis Obispo; 2022-2023; PHYS 141](#)



Course Content- Child Development

(College of the Sequoias)

CHLD 148, Child Health, Safety, Nutrition

- “Course has been updated to include most recent state recommendations including culture, diversity and linguistic application of working with children and families in an early childhood education program.”
- Course Topics updated to center collaboration and student/family perspectives. For example:
 - Original: Promote good health with families, teachers and children involved in culturally, linguistically, and developmentally appropriate ways.
 - Revised: Collaboration with families and other professionals to promote health, safety and nutrition



Learning Outcomes – Earth Science

(College of the Sequoias)

ESCI 001, Intro to Earth Science

- Outcome #1 updated to read: “Given an earth science topic, students will design and execute a lesson plan that utilizes the scientific method **and an accessible STEM-based activity** to explore that topic.
- Equity Review states: “Accessibility is explicitly discussed with the students with the objective of producing cognizant future educators.”



Objectives/Outcomes – English CCN

(Grossmont College)

ENGL C1000 Part 2: Additions to Objectives

- Read and analyze selections of significant culturally relevant literature representing diverse backgrounds and perspectives.
 - Distinguish specific rhetorical strategies writers employ to advance their arguments, taking into account purpose and audience.
 - Critically examine and analyze the historical, cultural, biographical, and political contexts wherein all writing takes place.
 - Locate and evaluate primary and secondary sources for depth, breadth, credibility, and relevance, for use in their own writing.
 - Identify, evaluate, and synthesize multiple points of view, noting how various perspectives inform, complicate, and/or build upon one another.



Assignments – Automotive

(College of the Sequoias)

AUTO 237: Automotive Air Conditioning

“Edited possible writing assignments to include opportunities for students' self-expression and opinions.”

BEFORE:

Assigned worksheets for the classroom manual chapters shall be completed in writing by the students and turned in to the instructor for gradings. These worksheets reinforce reading material.

AFTER:

Possible writing assignments would include opinion essays on environmental impacts of refrigerants and other automotive chemicals, allowing student self-expression in sensitive subjects. Technical report writing may also be included, with opportunity for interpretation of activities or diagnostic steps, reflecting the students' own way of relaying this information.



Assignments – Computer Science

(Jonathan Johannsen, Mt. SAC)

BEFORE:

1. Assume that the content of the memory location for a variable declared as "float b;" is "8311 0000" in hexadecimal. What is the actual value of b as a real decimal number?
2. Given the following recursive definition: $s(2) = 3$, $s(n) = 5 * s(n-1) + 6$, implement the corresponding program and use it to calculate $s(7)$. How many invocations are made to the function `seq ()` when calculating $s(7)$?

AFTER:

1. Select and research a topic that is interesting or important to you. Write a one-page proposal on how a computer program might be used to help others interested in this topic. The program must include the following: decision structures, loops, arrays, and files.
2. In a group, research one or two famous Computer Scientists and prepare a short five-minute presentation for the class. Possible subjects will be listed by the professor to emphasize the many rich and diverse voices in the field.



DE Addendum – Business Management

(Woodland Community College)

- Business Management course revised to expand content and objectives related to IDEAA and add OER textbooks
- Included rationale for expanding DE modalities:

“Woodland Community College serves a wide range of communities including some that are very rural. To ensure equitable delivery of our program curriculum to all of our WCC students regardless of where they live, it is necessary to utilize all available distance education technologies. From a pedagogical perspective, this subject matter is well suited for distance education.”





Future steps: Engage and Make it So

Our students and communities count on us to do this work.

What is one thing you can do to move the needle?

- Individual efforts
- Institutional efforts



Continue the
discussion

Saturday
July 12
9-10:15am

Holodeck: IDEAA in the COR

Come share local practices for ensuring that inclusion, diversity, equity, anti-racism, and accessibility (IDEAA) are woven throughout the elements of the COR. Join us for an interactive discussion on how educators can provide rich, robust, and culturally responsive curricula to meet the needs of our diverse student populations.

Learn more about how you can share ideas with ASCCC's DEI in Curriculum Praxis.



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JULY 9-12, 2025

The Brown Act: The Prime Directive for Curriculum Committees

Eric Narveson

Edgar Perez

(Online)

Session Description

Curriculum committees, which are often established as sub-committees of local academic senates, can promote transparency and inclusion by legally complying with the Brown Open Meeting Act. The Brown Act applies to legislative bodies of local agencies and requires business to be conducted during open and public meetings, with few exceptions. At a foundational level, the Brown Act allows the public to be informed when a legislative body acts on their behalf. This basic/introductory level session will review the legal requirements of the Brown Act, its application to curriculum committees, and ways that you can not only ensure compliance but maximize meetings to promote transparency and inclusion.



Presenters

- Eric Narveson, Past Curriculum Chair – Evergreen Valley College
- Edgar Perez, ASCCC Area C Representative



Caveat

- We are not lawyers
- Seek advice from a trained professional. Many districts have in-house counsel.



WHY?



Why the Brown Act?

- “In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”
- Courts and the CA Attorney General have sided in favor of greater public access and narrowly view exceptions
- “There is more to be gained than lost by conducting business in the open”



History of the Brown Act

- Michael A. Harris- San Francisco Chronicle 10 part series “Your Secret Government” (1952)
- Lead to Ralph M Brown Act in 1953
- Ralph M. Brown – Elected to the Assembly in 1942, Served 19 years in the Assembly, 3 years Assembly Speaker and later became an appellate court justice.



Intent of the Brown Act

“The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”

- [Government Code Section 54950](#)





WHO?



Who?

<https://www.shutterstock.com>



Legislative Body (Gov Code §54952)

- Local body created by state or federal statute
- Committee (decision-making or advisory) created through **formal action** of a legislative body
- Standing committees with a continuing subject matter jurisdiction **or** a fixed meeting schedule established by **formal action**



What about our Academic Senates?

- *Title 5, section 53202* establishes the procedures for the formation of an academic senate.
- The steps include a vote of the faculty, plus certain actions by the district board after the faculty vote (recognition of the senate, authorization for faculty to establish structures and procedures, etc.).
- “The legally mandated joint action to be taken by the faculty of a community college and a district board in establishing an academic senate constitutes the requisite “formal action” contemplated by [the Brown Act].”

- Attorney General Opinion No. 83-304 (1983)



What about the Student Senate?

- The Student Senate for California Community Colleges (SSCCC) was created by Title 5 §50002

“The Board of Governors recognizes the Student Senate for California Community Colleges as the statewide community college student organization to represent community college students within the California Community Colleges, including before the Board of Governors and the Chancellor's Office.”

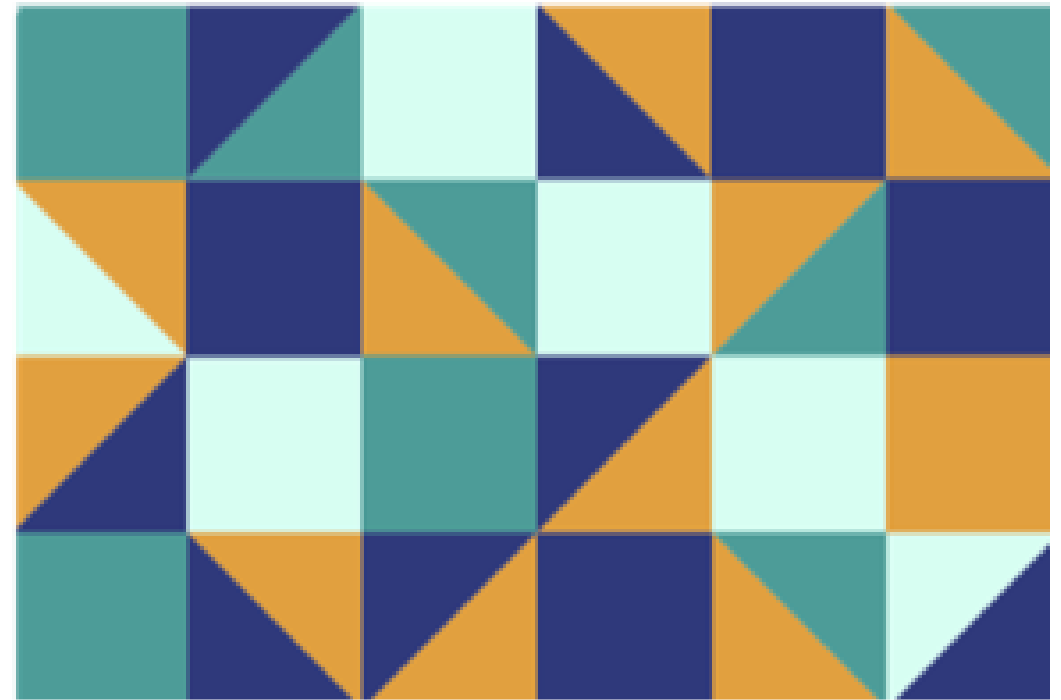
Cal. Code Regs. Title. 5, § 50002

- All Standing Committees of the SSCCC are therefore legislative bodies including regions and their committees
- Ad hocs/task forces/work groups are not legislative bodies and do not apply



What about the Student Body Associations?

- A community college district board may take action to establish a student body association
 - “The governing board of a community college district may authorize the students of a college to organize a student body association” Cal. Ed. Code § 76060
- This constitutes a formal action



Appointed Bodies – The Waterfall Effect

- **Subcommittees:** What about subcommittees created by the District Academic Senate (if any), Student Senates, or College Academic Senates?
- **Bottom Line:** Committees created by formal action of a legislative body are subject to the Brown Act.



Appointed Bodies – Standing Committees

- Standing Committees of a legislative body are **ALWAYS** subject to the Brown Act.
 - Standing committees, irrespective of composition, which have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by resolution or formal action of the legislative body.
- **Examples:** long-term committees on budgets, transportation, professional development, or curriculum.



Appointed Bodies – Temporary Advisory Committee Exception

- ***Ad Hoc***: “Made or happening only for a particular purpose or need.”
- A temporary advisory committee **composed solely of less than a quorum** of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.



Case Scenario: Student Senate Logo Committee

- The local college's Student Senate establishes a two-member advisory committee to make a recommendation on a new logo for the Senate.
- The logo committee's two members are both members of the Student Senate.
- Are the meetings of this logo committee subject to the Brown Act?

NO!



WHAT?



Meetings

- “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”
Section 54953(a) -GC



What is a “Meeting?”

- “Any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action upon any item that is within the subject matter jurisdiction of the legislative body.”

- GC Section 54952.2(a)

- The Brown Act is not limited to “meetings” where a final decision is made!
 - “HEAR”
 - “DISCUSS”
 - “DELIBERATE”





Serial Meetings

- “A majority of the members of a legislative body shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.”
 - GC Section 54952.2(b)(1)
- Common Types of Serial Meetings:
 - "Telephone game"
 - Hub and Spoke
 - Email



Brown Act Key Requirements

- Agenda posted 72 hours in advance
- Specify time and location of meeting
- Posted in a location that is freely accessible to members of the public and on committee website (if there is one)
- Provide opportunity for members of the public to attend and address the legislative body
- Only deliberate on items on the agenda
- Publicly report any action taken and vote of each member present
 - No secret ballots for actions



Agendas

- Agenda must contain a brief description of the items of business to be transacted or discussed in either open or closed session.
 - In general, agenda descriptions need not exceed 20 words per item.
 - Agenda descriptions should provide sufficient information to allow members of the public to decide whether or not to attend the meeting or participate in the agenda item.
 - Closed session items must include reference to specific statutory authority for the closed session.



Agenda Descriptions - Example

Is this agenda item descriptive enough?

Item No. 1.3: Consideration of contract 

Item No. 1.3: Consideration of contract with JK Consulting 

Item No. 1.3: Consideration of contract with JK Consulting in the amount of \$50,000 

Item No. 1.3: Consideration of contract with JK Consulting in the amount of \$50,000 for design services related to the new DAS logo 



The Public's Place at the Table (1)

The legislative body must provide an opportunity for members of the public to directly address the body on each agenda item before or during the legislative body's discussion or consideration of the item.

Every agenda for a regular meeting must also allow members of the public to speak on any other item of interest within the subject matter jurisdiction of the legislative body (even if not on the agenda).



The Public's Place at the Table (2)

The legislative body may not prohibit criticism of policies, procedures, programs or services of the legislative body/agency.

Reasonable regulations on public comment may be adopted (example: time limits for individual speakers).

The legislative body may remove individuals from a meeting who willfully interrupt proceedings.

-GC Section 54957.9



The Public's Right to Attend

- All meetings must comply with the ADA (Americans with Disabilities Act).
- Any person may record the proceedings via audio recorder, video recorder or still motion camera.
- No conditions may be set for attendance at or participation in a public meeting:
 - Sign-in not required
 - Self-identification not required as a prerequisite to speak
 - No fees may be charged for providing notice



Closed Sessions

- The Brown Act authorizes closed sessions for specific topics, including:
 - Existing or anticipated litigation
 - Real property negotiations
 - Public employee appointments, evaluation and discipline
 - Labor negotiations
 - Threats to security
- Note: There is no statutory exemption for topics that are embarrassing, difficult, sensitive uncomfortable or controversial





WHERE?



Ever wonder why legislative bodies largely meet in person?

- Teleconferencing requires (§54953b):
 - All votes by roll call
 - Agendas posted at all teleconference locations
 - Each teleconference location is identified in the agenda and notice of meeting
 - Each teleconference location is accessible to the public
 - Members of public may address the legislative body at each teleconference location



AB 1855 Arambula 2024

- This bill, until January 1, 2026, authorizes a California Community College student body association to use similar alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if, among other requirements, the board of trustees of the community college district has adopted an authorizing resolution and $\frac{2}{3}$ of an eligible legislative body votes to use the alternate teleconferencing provisions, as specified.

PASSED



AB 409 Arambula (Pending)

- A bill which would extend the provisions of AB 1855 from January 1, 2026 to January 1, 2030 and would make legislative findings demonstrating the interests protected by the provisions of AB 1855



AB 2449 (Rubio, Blanca)

- IF a quorum of members is at the same location in-person
 - Then some may participate via teleconference IF
 - Non-emergency: "just cause" and provides notice OR
 - "Emergency circumstances" as well... BUT
 - Limited to 3 months or 20% of regular meetings
- Teleconferencing must have both video and sound
- Process for ADA compliance
- All votes still by roll call
- Teleconference disruption precludes taking any action
- In effect until Jan 1, 2026



AB 2449 (Rubio, Blanca) Cont.

- Emergency circumstances: personal or family medical emergency
- Just cause:
 - Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
 - Contagious illness
 - Physical or mental disability not otherwise accommodated
 - Travel while on official business of the legislative body or another state or local agency
- Bill proposes to extend the AB2449 provisions to January 1, 2030 (previously was indefinitely).
- Status - passed the Assembly, now assigned Senate committees
- Resource:
 - [ASCCC Legislation Tracker](#)



Questions and Reminder of Caveat

We are not lawyers

Seek advice from a trained professional





Resources

[Brown Act \(full text\)](#)
[Open and Public](#)

Questions: info@asccc.org

Request a [local senate visit](#) or other visit





TO BOLDLY EXPLORE

EQUITABLE CURRICULUM IN AN AI UNIVERSE

CURRICULUM INSTITUTE

JULY 9-12, 2025

ONTARIO CONVENTION CENTER

HYBRID EVENT

Parliamentary Procedures: The Culture of Committees

Captain's Log, Supplemental (Session Description)

In the vast expanse of governance and shared decision-making, order and efficiency are essential for survival. Across countless systems and starbases, *Parliamentary Procedures*—most notably **Robert's Rules of Order, Newly Revised**—guide the conduct of deliberative assemblies, helping crews navigate difficult questions with structure, fairness, and speed.

But even the most logical systems can harbor unintended consequences. For many new to these formal protocols, the rules may seem more alien than familiar—unwelcoming, even intimidating. The result? Silence where there might have been insight, hesitation in place of bold participation.

This session boldly goes where many fear to tread:

- Learning the foundational elements of effective meeting procedures
- Engaging in simulations to practice meaningful contribution
- And charting a course toward inclusive, empowering engagement for all aboard

Set phasers to *participate*—and prepare to transform how we meet, decide, and lead.



Presenters

- Eric Narveson, Evergreen Valley College
- Erik Woodbury, De Anza College, ASCCC North Representative



Outline

- Framing
- Role & principles of parliamentary procedure
- Basics of Robert's Rules of Order Newly Revised
- Relationship between parliamentary procedure and Brown Act
- Building an agenda
- Relationship between curriculum committee and academic senate
- Tools for chairs
- Resources, including alternatives to Robert's Rules



Framing

- Who is in the meeting? Curriculum members? Senators?
- Styles of processing
- Ways to participate
- Cultural component
- Complexity of parliamentary procedure
- Intentional onboarding
- Community agreements
 - Okay to vote no
 - Decisions are by the body



Order of Operations

- Federal law (e.g., ADA)
- California Law—Education Code & Government Code (Brown Act)
- California Code of Regulations Title 5
- Board Policies / Administrative Procedures
- Bylaws
- Parliamentary procedure



Relationship Between Parliamentary Procedure and the Brown Act

- Brown Act is law
- Parliamentary procedure are guidelines
- Examples of overlap:
 - Consider items on agenda only
 - Recording of votes
 - Public comments
 - May impose time constraints
 - Chair (and other members) do not respond
 - Types of voting: for example, roll call vote when teleconferencing



Mission Parameters: Role of Parliamentary Procedure

- Effective meeting management
- Arrive at the general will on the greatest number of questions in the minimum amount of time, while being inclusive
- Reach decisions regardless of whether there is total harmony or impassioned division of opinion



Principles of Parliamentary Procedure

- All voices are heard
- Ability for each member to provide input on topics
- All members have equal rights, privileges, and obligations
- Full and free discussion with a diversity of ideas
- Maintenance of order



Basics of Robert's Rules of Order Newly Revised



Role of the Chair

- Introduces agenda items and provides factual context
- Recognizes speakers
- Keeps discussion centered on current item/motion
- Facilitates votes on motions and other items, and announces the results
- Ensures that all members understands exactly what is being voted on
- Remains impartial during the debate
- Maintains the integrity of the parliamentary process



Quorum

- Must have quorum to make decisions
- Majority of voting members (more than half)
- Must be maintained throughout meeting
- Note that your bylaws may define quorum differently



Basic Process for Motions

- Member obtains recognition of the chair
- Member makes a motion
- Motion must be seconded by another member
- Chair states the motion and opens debate
- Maker of motion may speak first in debate
- Debate ensues
- Chair puts the question, aka facilitates the vote
- Chair announces the results
- Note: Brown Act requires all votes be listed in the minutes



Rules of Engage! (..ment)

- Collegiality and supporting students is the common goal
- Debate ideas, not personalities
- Keep debate focused on the current motion/item being considered
- All remarks are addressed to the chair



General Rules of Debate (partial)

- Members may only speak if recognized by chair
- All discussion must be relevant to motion/item
- Members may speak up to twice on a motion/item
- Each time, members may speak up to 10 minutes
- Members that have yet to speak in a motion/item have preference
- When possible, alternate between pro and con speakers
- Any of these can be altered in local committees



Request for Information, Parliamentary Inquiry, and Point of Order

- Request for Information
 - Inquiry as to the facts affecting the business at hand
- Parliamentary Inquiry
 - Request for the Chair's opinion on a matter of parliamentary procedure as it relates to the business at hand (not a ruling)
- Point of Order
 - May interrupt the current speaker if timely
 - Member calls attention to a violation of the rules of the assembly
 - Must be raised promptly at the time the breach occurs



A Few Common Motions

Motion	Wording	Second?	Debate?	Amend?	Vote
Main motion	I move to...	Yes	Yes	Yes	Majority
Amend	I move to amend the motion...	Yes	Yes	Yes	Majority
Commit or Refer	I move that [X] be referred to a committee...	Yes	Yes	Yes	Majority
Postpone/Table	I move to postpone...	Yes	Yes	Yes	Majority
Previous question (end debate)	I move the previous question	Yes	No	No	2/3
Request for information	I have a request for information	No	No	No	--
Parliamentary inquiry	I would like to make a parliamentary inquiry	No	No	No	--
Point of order	Point of order!	No	No	No	--



Unanimous Consent

- Full process is, perhaps, a bit time-consuming
- Unanimous consent provides a streamlined process
 - Chair asks if there is any objection to the desired action
 - If there are no objections, the chair declares agreement on the desired action
- Useful for routine matters and those without opposition
- Consent calendar / Consent Agenda
- Acclimation



Chair's Participation in Voting

- Chair ought to remain impartial
- Does not participate in debate or vote
- Exceptions:
 - Chair's vote will change the results of the vote
 - Vote is by ballot
- Changing the outcome examples for majority vote
 - If tie vote, motion fails and chair may vote for motion so it passes
 - If pro exceeds con by only one vote, chair may vote against causing motion to fail with a tie



Role of Parliamentarian

- Committees may or may not have formal parliamentarian positions
- Parliamentarian serves in an advisory role, helping the chair
- The parliamentarian does not have the final word
- Only the chair may rule on the final application of the rules



Alternatives to Robert's Rules of Order

[Consensus Decision-Making: A Virtual Learning Center](#)

[Democratic Rules of Order](#) (this has to be purchased)

[Simplified Rules of Order](#)

[Atwood's Rules](#)

[Comparison of Robert's Rules, Consensus Process and Dynamic Facilitation](#)

[Martha's Rules of Order](#)

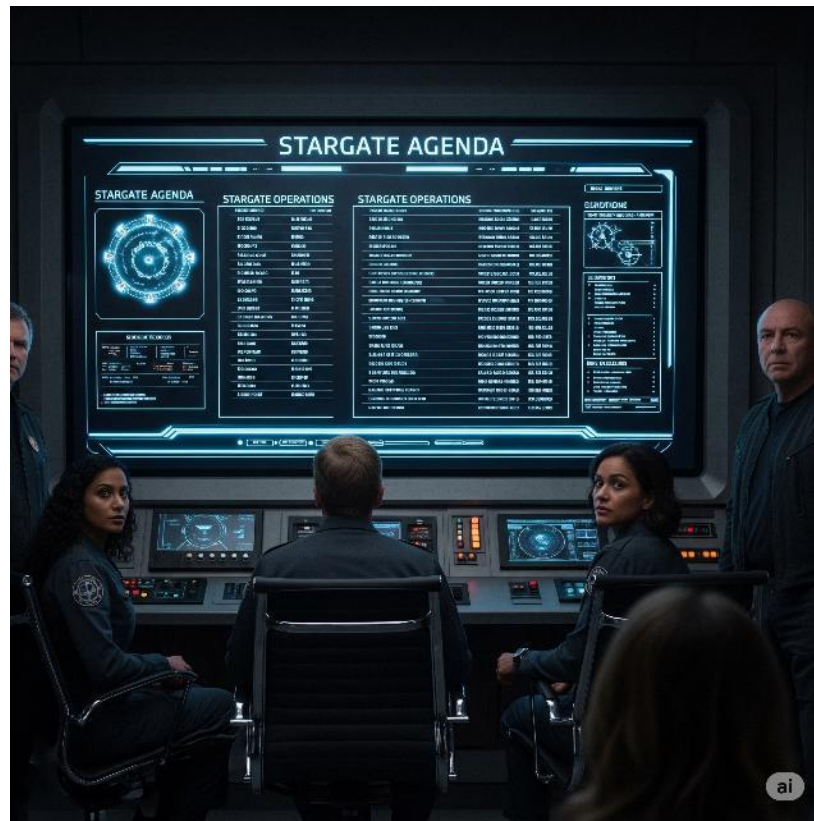


Relationship Between Curriculum and Academic Senate

- Will vary by college
- Does curriculum approved by the Curriculum Committee go directly to the board (or perhaps district curriculum committee)?
- Or does curriculum approved by the Curriculum Committee go to Academic Senate for final approval?



Building an Agenda



Building an Agenda: Sample Agenda Structure 1

- Call to Order*
- Adoption of the Agenda*
- Public Comments*
- Approval of the Minutes
- Action Items
- Discussion/Information Items
- Reports (chairs, AO, etc.)
- Adjournment



Building an Agenda: Sample Agenda Structure 2

- Call to Order*
- Adoption of the Agenda*
- Public Comments*
- Approval of the Minutes
- Unfinished Business
- New Business
- Reports
- Adjournment



Tools for Chairs



Professional Development Opportunities

- Committee retreat or first meeting of the academic year cover such topics as
 - Charge/purpose of committee and place within participatory governance structures on your campus
 - Roles and expectations of committee members
 - Parliamentary procedure
 - Brown Act



Tools For Chairs Under Pressure

- You got this!
- Deep breaths
- Find your village
- Ensure members understand what is being considered
 - No such thing as repeating the motion too much
- Alternating pro and con
- Twice is the max on a motion
- Time limits (default is each time one may speak for 10 minutes)



Resources

[Robert's Rules of Order in Brief](#)

[Robert's Rules for Dummies](#)

[Roberts Rules Online](#)

Questions: info@asccc.org

Request a [local senate visit](#) or other visit



Practice

- Move to approve presented courses
- Move that coffee ought to be provided at all curriculum committee meetings
- Move to change curricular management system



ARTICULATION

Lori Suekawa



Articulation Overview 2025-2026

Lori Suekawa

Articulation Officer

SSC 257, X3517

lsuekawa@elcamino.edu

Question One:

What is Articulation?

- o The process of developing an agreement that identifies courses taken at El Camino College are comparable to, or acceptable in lieu of courses at the receiving campus.
- o It may not be an “EXACT” equivalent
- o UC - they deem a course comparable if 75-80% is similar and specific content addressed.

Role of the Articulation Officer (AO)

- Manage, update, and disseminate current articulation data.
- Initiate articulation agreements with four year institutions.
- Serve as a resource for faculty as appropriate.

Articulated versus Transferable

- o Transferable- a course offered at El Camino College that is accepted at another institution for transfer/elective credit.
- o Articulated- a course that has been determined as comparable in content to a course at another institution.

Types of Articulation

- o CSU/UC transferable
- o General education (Fall 2025 Cal-GETC, (IGETC, CSU Breadth sunset date summer 2025))
- o Lower division major preparation

Question Two

How do we determine what courses are transferable to the UC and CSU systems?

UC Transferable Agreement TCA

- Courses are submitted to the University Office of the President (UCOP)
- Courses that are considered UC transferable should have a comparable course taught at the lower division level (usually numbered 1-99) at a UC campus
- <https://www.ucop.edu/transfer-articulation/transfer-course-agreements/tca-policy/regulations-by-subject-area.html>

UC Subject Area Guidelines

Architecture

Transferable courses:

- Emphasize architectural design and theory.
- May include the technical, aesthetic, and cultural components of design, as well as environmental history, sustainability, behavioral sciences, resource management, and design theory.
- Acceptable courses may include, but are not limited to: Architectural Design; Architectural Design Fundamentals; Architectural Design Studio; Architectural Graphics; Freehand Drawing; Computer-aided Design; History of World Architecture; Introduction to Architecture and Environmental Design; Introduction to Design; Introduction to Visual Representation and Drawing; and People and Environmental Design.

Not transferable:

- Applied aspects such as building/construction technology.

Art

Transferable courses:

- May include history, theory, and practice.
- Stress aesthetics, concept, content, and context, in tandem with technique.
- Integrate knowledge and appreciation, principles and concepts that unify knowledge as well as the methods of investigation that characterize specific disciplines, including topics such as color, line, dimension, and design theory.
- Acceptable courses may include: art history; art appreciation; beginning sculpture; color photography; digital and computer art courses; drawing; history of multi-cultural art; history of photography; introduction to contemporary visual culture; mixed media; painting; printmaking, etc.

Not transferable:

- Commercial or professional art courses (e.g., advertising; commercial photography; interior design, etc.); craft courses (e.g., calligraphy; jewelry making; weaving, etc.).

[Back to top](#)

Music

Transferable courses:

- Theory, history, and performance.
- Acceptable courses may include: guitar; keyboard; elementary voice; fundamentals of music; history of music; composition; introduction to musical literature; jazz band; musicianship; music theory; musics of the world; orchestra; structures of music; voice; woodwind technique, etc.
- UC does not limit credit for the number of appropriate music courses a student may transfer.

Prerequisites:

- Electronic music courses should have prerequisites or include music theory and/or music history.

Not transferable:

- Courses that focus primarily on the commercial aspect of music.

Theater Arts

Transferable courses:

- Theory, performance, and production.
- May include topics such as acting technique; costume design and makeup; directing; history; filmmaking; lighting design and stage electrics; performance; production/stagecraft; scenic design and stage properties; scriptwriting; sound design and technology; theory, etc.
- Acceptable courses may include: acting history and practice; acting fundamentals; appreciation of modern theatre; costume design; design fundamentals for dance and theater; introduction to performance; introduction to theater; stage makeup; movement for the stage; play analysis; scenic design; scene study and characterization; stage lighting design; theater production; technical aspects of dramatic production, etc.
- Scripts are accepted in lieu of textbooks for courses in performance.

Not transferable:

- Practical courses in broadcasting, such as radio/TV or other commercially-oriented courses.

CSU Transferable Courses (Bacc List)

- o Executive Order 167

- o Guidelines:

- a) remedial coursework not considered

- b) occupational coursework are considered when the primary emphasis on theory and concepts that underlie concepts

- c) Enhances understanding of analytical, scientific, or cultural concepts are generally transferrable.

Question Three

What do curriculum committees need to know about the cycle for articulation submissions and decisions?

Time line for UC Transfer, Transfer GE patterns

<u>Document</u>	<u>Submittal Month</u>	<u>Notification</u>	<u>Effective Year</u>
Submit courses for UC TCA	June-Sept ECC (August)	Sept/Oct	Current academic year
Submit courses for GE (must be UC transferable)	Mid- December	Late April	Following academic year

How timeline affects course offering at ECC

FALL CCC 2025

- Courses brought to curriculum in fall 25
- Submit in summer 2026 for UC transfer
- If a GE course, submitted for Cal-GETC in December 2026
- Decision April 2027
- Offer fall 2027

Courses that were brought to curriculum prior to fall 2025, (early spring 2025 January and February and fall 2024)

- Submitted in summer 2025 for UC transfer
- If a GE type course, submit for Cal-GETC in December 2025
- Decision in April 2026
- Offer fall 2026 or 2027

Question Four

What are the top reasons
courses are denied or cause
articulation problems?

Answer:

- Outline is too old (5 years)
- Textbooks are outdated, more than 5 years (standard discipline should be listed)
- Content- missing specific topics
- Description, content, and objectives not aligned
- Not comparable
- Course does not meet GE standards (too practical and applied)
- University not accepting articulation for a course

assist.org

official repository of articulation



The official course transfer and articulation system for
California's public colleges and universities

ASSIST is here to help

i ASSIST is best used in combination with seeing a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.

Important Notes from ASSIST

The 2023-2024 academic year is available
Modernized articulation agreements begin 2023-2024. Visit the [ASSIST Modernization Project](#) for information page, and view ASSIST [Frequently Asked Questions](#) for details.

Navigating the ASSIST website

Click the link below for video tutorials, including a new [ASSIST Website Overview video](#)

Frequently Asked Questions



Search below for articulation agreements

Major, department, and campus-specific general education agreements

Academic Year

2023-2024

Institution

Select an Institution

CCC, CSU, or UC

Agreements with Other Institutions

Select an Institution

[View Agreements](#)

Search below for transferable courses

Courses approved for transfer and general education

Academic Year

2023-2024

Community College

Select a Community College

- ☐ CSU Transferable Courses
- ☐ CSU GE-Breadth Certification Courses
- ☐ CSU US History, Constitution, and American Ideals Courses (CSU AI)
- ☐ IGETC for UC and CSU
- ☐ UC Transferable Courses
- ☐ UC Transfer Admission Eligibility Courses

[View Transferability Lists](#)

Common Course Numbering (CCN)

- o Follow template.
- o May add content in areas
- o All courses are resubmitted for UC transfer
- o Articulation may be reviewed
- o Most CSU's typically accepting CCN courses that had previous articulation
- o UC's, still discussing

What is C-ID?

C-ID = **C**ourse **I**dentification Numbering System

- o Began in 2009 (mandated in 2013 with Associate Degrees for Transfer)
- o Supra Numbering System for CCC only
- o Courses are approved to course *descriptors*
- o <https://c-id.net/>



COURSE IDENTIFICATION NUMBERING SYSTEM

Academic Senate for California Community Colleges

Login

Search

[COURSES](#)

[C-ID COURSE DESCRIPTORS](#)

[FACULTY PARTICIPATION](#)

[TRANSFER EFFORTS](#)

[RESOURCES](#) ▾

[GOVERNANCE/ABOUT US](#)

C-ID is a supranumbering system being developed to ease transfer and articulation in California's higher education institutions. To learn more about C-ID, please visit our [GOVERNANCE/ABOUT US](#) page.



View C-ID Results

- o www.c-id.net
- o Log in: elcamino
- o Password: articulation
- o Course review tab
- o View submitted courses
- o Click on view shows the review comments

C-ID # ↑	Descriptor ↑	Articulation Create Date ↑	Dept Name ↑	Dept Number ↑	Local Course Title ↑	College ↑	Submitter ↑	Submitted Date ↑	Date Approved ↑	Status ↑	Expiration Date ↑
ARTS 100	2-D Foundations	11/10/2014	ART	130	Two-Dimensional Design I	El Camino College	Lori Suekawa	11/10/2014	01/12/2015	Approved	
ARTS 101	3-D Foundations	07/30/2014	ART	160	Three-Dimensional Design	El Camino College	Lori Suekawa	07/29/2014	03/27/2015	Approved	
ARTS 101	3-D Foundations	01/29/2013	ART	31abcd	three-Dimensional Design	El Camino College	Lori Suekawa	01/28/2013	01/18/2015	Approved	
ARTS 110	Fundamentals of Drawing	12/19/2012	ART	10ab	Drawing Fundamentals I	El Camino College	Lori Suekawa	12/18/2012	02/27/2014	Approved	
ARTS 110	Fundamentals of Drawing	05/22/2014	ART	110	Drawing Fundamentals I	El Camino College	Lori Suekawa	05/21/2014	03/29/2015	Approved	
ARTS 200	Figure Drawing	01/29/2013	ART	17ab	Life Drawing I	El Camino College	Lori Suekawa	01/28/2013	04/11/2014	Approved	
ARTS 205	Intermediate Drawing	01/29/2013	ART	11abcd	Drawing Fundamentals II	El Camino College	Lori Suekawa	01/28/2013	03/29/2015	Approved	
ARTS 210	Introduction to Painting	01/29/2013	ART	22ab	Fundamentals of Painting I	El Camino College	Lori Suekawa	01/28/2013	03/29/2015	Approved	



DESCRIPTOR

Discipline: Studio Arts		Sub-discipline:
General Course Title:		Min. Units 3
Introduction to Digital Art		
General Course Description:		
Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.		
Number: ARTS 250		Suffix:
Any rationale or comment		
Required Prerequisites or Co-Requisites		
Advisories/Recommended Preparation		
Course Content:		
1. Elements and principles of design as they relate to digital media. 2. Concept development as it relates to digital and time-based art. 3. The use of technology to create art through various digital media input and output methods. 4. Principles and uses of vector and raster-based software in the creation of digital art. 5. Characteristics of color in additive and subtractive color systems. 6. History, contemporary trends, language, aesthetics and emerging media as they relate to digital art. 7. Group and individual critiques of digital images utilizing relevant terminology and concepts.		
Laboratory Activities: (if applicable)		
1. Create art through various digital media input and output methods using vector or raster-based software.		



Course Objectives: *At the conclusion of this course, the student should be able to:*

1. Apply the elements and principles of design in finished digital images and time-based works;
2. Create a portfolio of work demonstrating formal, conceptual, and technical development;
3. Produce digital images and time-based work through various digital media input and output methods using vector or raster-based software;
4. Examine and describe contemporary approaches, language, aesthetics and emerging media in digital art;
5. Safely handle and maintain digital imaging hardware and materials;
6. Evaluate and critique digital images and time-based works utilizing relevant terminology and concepts.

Methods of Evaluation:

Portfolio of completed work;
Group and individual critiques in oral or written formats;
Written assignments, which may include quizzes, essays, exams, or reports.

Sample Textbooks, Manuals, or Other Support Materials

Arntson, Amy E. Digital Design Basics.

London, Stone and Upton. A Short Course in Digital Photography.

FDRG Lead Signature: Date: June 1, 2011
5-Year Review: July 9, 2106

[For Office Use Only] Internal Tracking Number

Curriculum Recommendations

- o Faculty respond to descriptors and provide input to the C-ID and CCN faculty discipline groups
- o Review content of C-ID and CCN
- o Update textbooks, unless truly a discipline standard
- o If denied, provide a rationale for an appeal or make changes

Pros/Cons

◊ Pros:

1. Improvement in some outlines, content more clear and specific
2. Updated texts
3. CCC's held to same criteria
4. Descriptor reviewed every 5 years

◊ Cons:

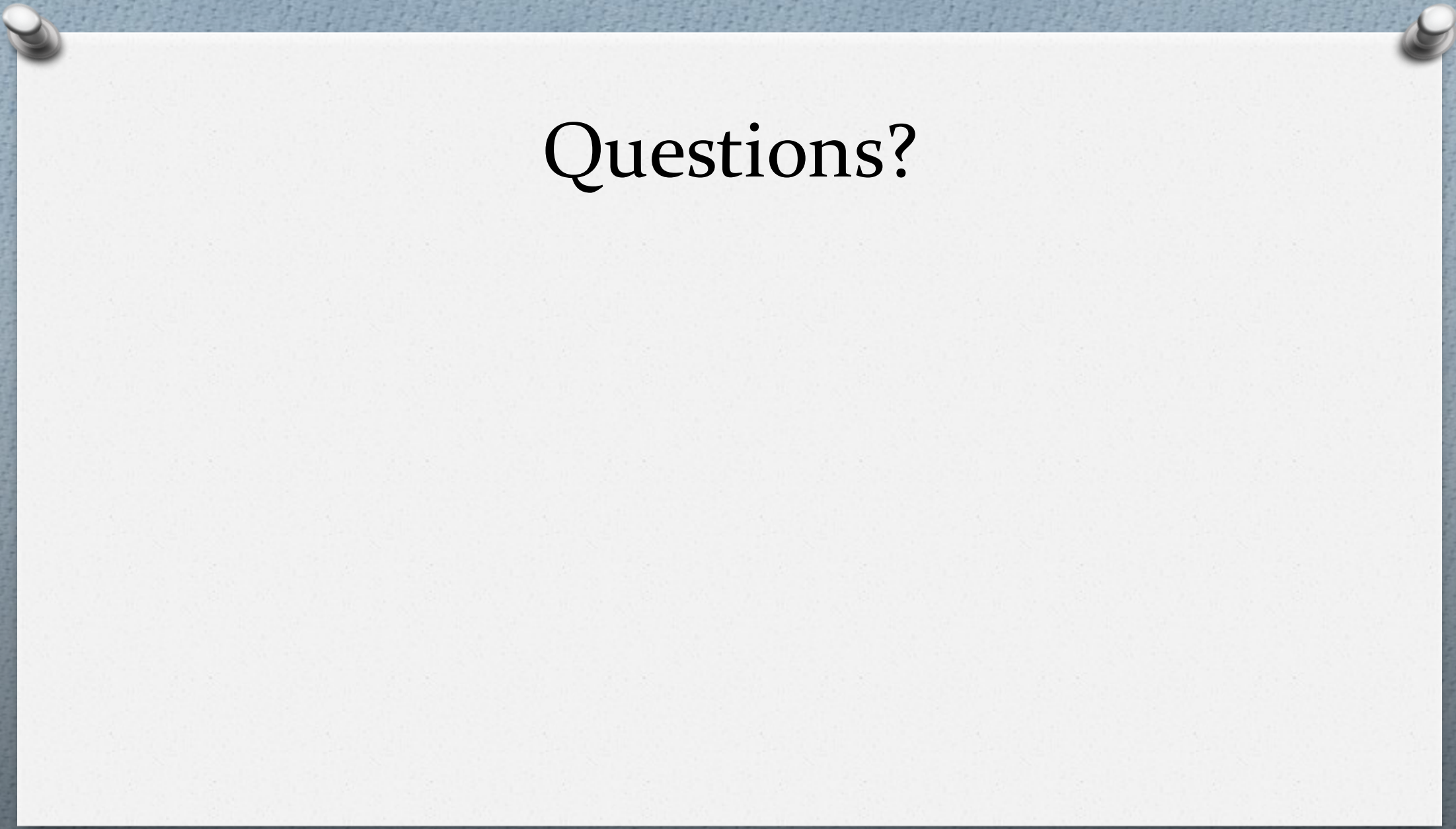
1. In some cases, an enforced prerequisite

Cal-GETC effective fall 2025

- o AB 928: One GE transfer pattern for UC and CSU
- o Oral Communications required (previously CSU only)
- o Language other than English not required for certification, UC will review once admitted
- o Cons: less choices for students on the GE pattern as it also has to be UC transferable

Important Reminders!

- o Use www.assist.org
- o A course which is transferable isn't necessarily articulated for major or GE
- o A course that comes through our ECC College Curriculum Committee does not mean it is approved for GE/articulation with campuses (it has many layers)
- o Outlines: Less is not more



Questions?

DISTANCE EDUCATION

Dr. Moses Wolfenstein