Annual Certification Training – Fall 2023

Edwin Ambrosio, CCC Chair
El Camino College

California Community Colleges

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**

California Community Colleges

Annual Certification Approval Policy

The Chancellor's Office requires each college to annually submit:

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

California Community Colleges

5.0 Composition and Responsibilities – CCC Bylaws

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 directio of the Division Dean **will initiate all proposals in Curriculog.**

The CCC representative, is responsible for forwarding DCC approved, **error-free proposal to the Curriculum Office.**

5.0   Composition and Responsibilities - ccc Bylaws

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 <u>and</u> among students.**

Note: The DE Addendum has been revised and is a separate form in Curriculog.

6.1 DCC Meetings – CCC Bylaws

- 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.

California Community Colleges

6. DCC PROCEDURES - CCC Bylaws

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.)

California Community Colleges
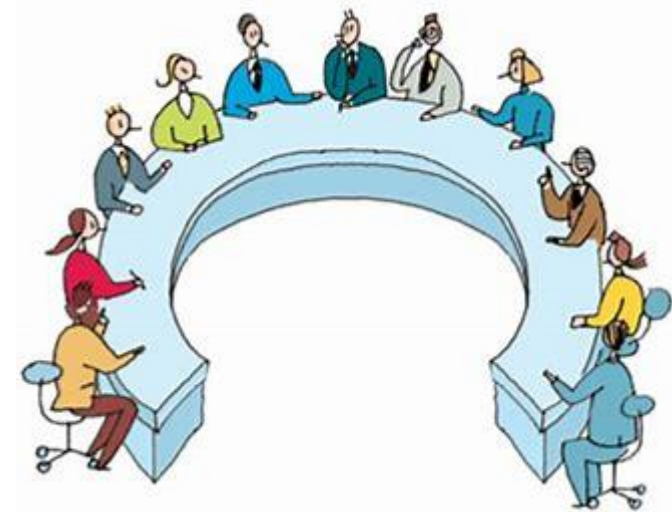
How Important is DCC Approval?

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 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.

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CCC Voting Representatives
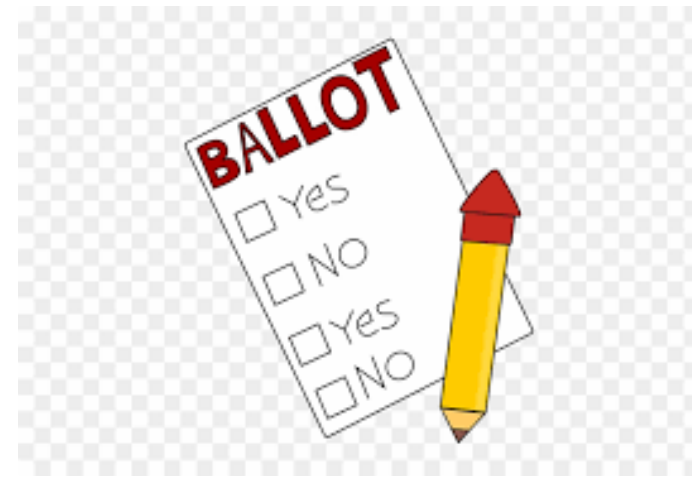
- ✓ One Full-time Faculty Member from Each Academic Division

- ✓ 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

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Ex-Officio Representatives - Non-voting Members

Associate Dean, Academic Affairs

Curriculum Advisor

Distance Education Coordinator

Member of the Associated Students Organization (ASO)

Student Services Advisor, Evaluations Unit

Registrar

California Community Colleges

CCC Representative Responsibilities

✓ Attend at least one in-service training session each academic year

✓ Be knowledgeable of current curriculum procedures policies

✓ Carefully study and review of all curriculum proposals in advance of meetings

✓ Assist faculty with curriculum issues and proposal preparation

California Community Colleges

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

California Community Colleges

Cycles and Deadlines - Why Are They Important?

Approximately 1,400 course
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
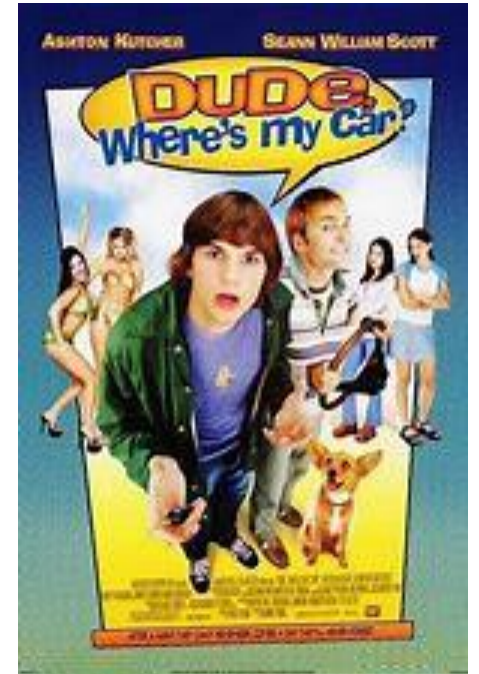need of review each year.

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/Assoc Dean apprised of curriculum matters after each meeting.

California Community Colleges

Where's My Course? Curriculog has solved this problem for us.

Go to My Tasks or All Proposals to find the status of a proposal.

BUS - 101 - Introduction to Business

1 - Spring 2021 Course Review Form

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

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

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

Process was restarted.

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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.

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

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

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 Education Certificates of Achievement must go through the LAOCRC process prior to Board approval.

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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.

California Community Colleges

Local Degree/Certificate Forms

Paper Process Degrees and Certificates
Clerical Support: Download the form from the CCC Website
Current: Cut and paste course requirements from the Catalog Fill out
ALL sections of the Degree and Certificate forms for all submissions

Include:
Program Catalog Description
Goals/Objectives
Course Sequence

Incomplete forms holds up the submission process to the Chancellor's Office.

California
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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 CCCCO 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.
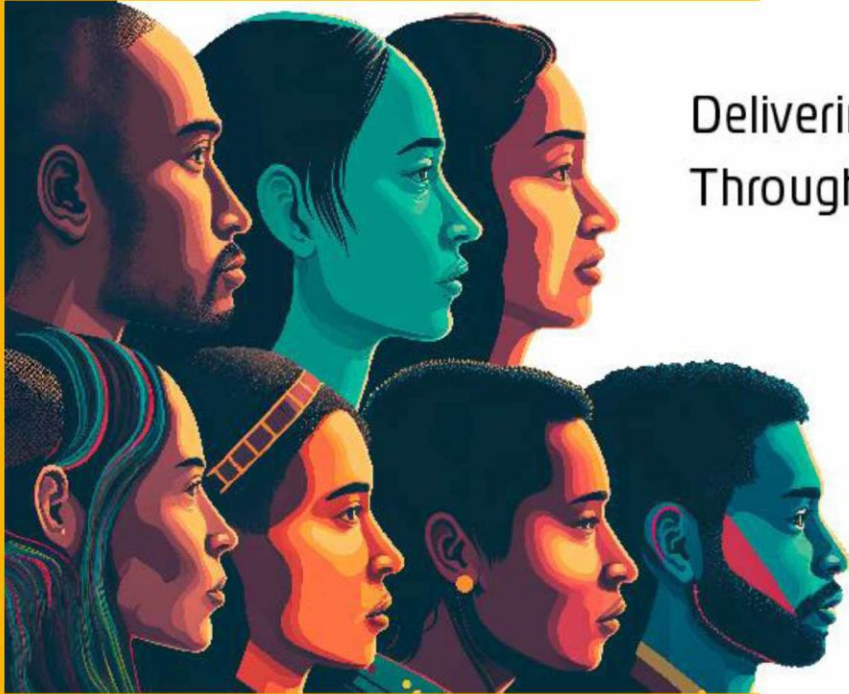
California Community Colleges

California Community Colleges

Chancellor's Office Team

Dean Raul Arambula

Patti Blank

Yvonne Lopez

Chris Graillat

David Garcia

Njeri Griffin

Rosa Estrada

Small but *Mighty*

The power of small teams with big ambitions

California Community Colleges

Teamwork

116
Community
Colleges

# of total programs
approved = 2857

7/1/22-7/1/23
573 Transfer
1961 CTE
323 Noncredit

Curriculum Review Flowchart

College Submits

Revision

All Files Go Into COCI

California Community Colleges
Curriculum Inventory (COCI)

College Re-Submits Revisions File Goes To The Back Of The Line
*60 Day Review Starts Over

FIRST COME FIRST SERVED

DAYS 60

Staff Pulls Files Into Individual Queues By Oldest Date 60 Days To Review

No Revisions Needed = Approved

REVISE

Revision Request Sent Back To

California Community Colleges

California Community Colleges

COCI Updates / Maintenance Dates

Maintenance Schedule

COCI MAINTENANCE PERIODS 2022-2023

- **Last Week of October (2022) Oct 24th – Oct 28th**

- **Second Week in January (2023) Jan 9th – Jan 13rd**

- **Last Week of March (2023) March 27th – March 31st**

- **Last two weeks of July and first two weeks of August (2023) July 17th – August 11th Last Week of October (2023) Oct 30th – Nov 3rd**

For assistance, please submit your written inquiry to:

Technical Questions
cociappsupport@openccc.zendesk.com

California Community Colleges

MEMORANDUM
March 1, 2022

ESS 22-300-003 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents
Articulation Officers
Curriculum Chairs

FROM: Dr. Aisha Lowe, Vice Chancellor, Educational Services and Support

RE: Chancellor's Office Curriculum Inventory (COCI) System Advisory

The purpose of this memorandum is to notify all colleges of an operational change regarding the Chancellor's Office Curriculum Inventory (COCI) System. For the continued improvement and timely approval of submitted programs, COCI will institute four maintenance periods each year beginning in 2022. During these periods, colleges will not be able to submit or update courses or programs. These maintenance shutdowns will occur during the same times every year: the second week in January, the last week in March, the last two weeks of July through the first two weeks of August (four week period), and the last week of October. This year's maintenance shutdown dates are as follows (please calendar these dates):

COCI 2022 Scheduled Maintenance Periods
January 2022: N/A
March 28th – April 1st
July 18th – August 12th
October 24th – October 28th

Additionally, in order to aid Chancellor's Office staff in the timely approval of programs, please be sure to verify that all necessary documents are attached when submitting programs. It is common that many submitted programs are missing important documents which delays review and approval.

For Associate Degrees for Transfer (ADT's) this includes:

- the TMC
- ASSIST documents
- all appropriate COR's

For local CTE and Certificates of Achievement, the necessary documents are:

- Labor Market Information
- Advisory Committee Recommendations
- Regional Consortia meeting minutes

Chancellor's Office, Educational Services and Support Division
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.ccccco.edu
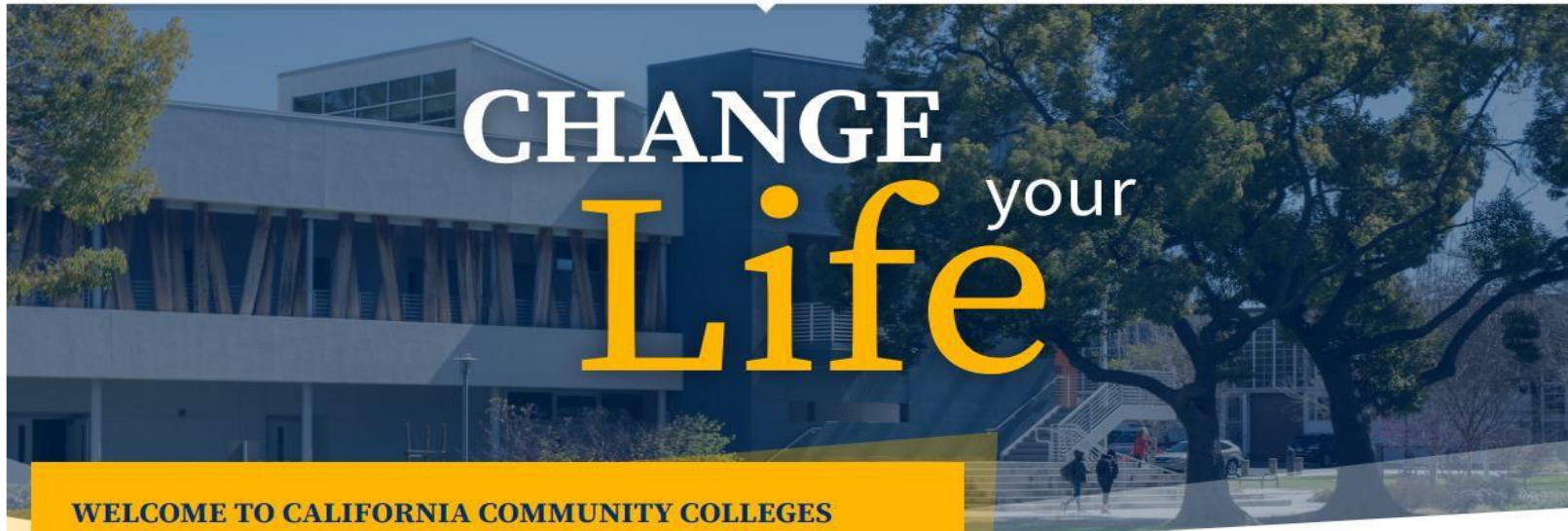
California Community Colleges

California Community Colleges

Resources

https://www.cccco.edu

In the SEARCH box type Curriculum and

Curriculum and Instruction Unit

- Legislative and Policy Guidelines and Resources
    - California Code of Regulations (CCR) title 5
- Curriculum Inventory (requires login)
- California Community College Curriculum Committee (5C)

Tools

- ADT Double Count Document
- ADT Reviewer Checklist

Guidelines

- 2022/2023 Pre-Corequisite Report [xlsx]
- 2022/2023 Pre and Corequisites Survey Link
- Guidelines for Excused Withdrawal [pdf] ~ March 15, 2019
- Credit Course Repetition Guidelines [pdf] ~ Final November 2013
- Instructional Materials Guidelines [pdf] ~ January 2013
- Community Services Offering [pdf] ~ September 2012
    - Common Concerns and Questions related to Community Services Offerings [pdf] ~ September 2012
- Guidelines for title 5 Regulations, Section 55003: Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation [pdf] ~ February 2012
- Memo AA 19-45:Guidance for CCR title 5 section 58170 Enabling Students to Self-Refer for Apportionment-Based Supervised Tutoring) [pdf] ~ November 2019
- Supplemental Learning Assistance and Tutoring Regulations and Guidelines [pdf] ~ April 2006

Regulations

California Education Code [CEC]
    Title 3, Division 7, Part 48, Chapter 1, Article 1, § 78015-78016.5

California Code of Regulations [CCR]
    Title 5 - Education, Division 6 ~ California Community Colleges
    Chapter 6 ~ Curriculum and Instruction
    Chapter 7 ~ Special Programs
    Title 5 Revision Clarification - December 2007

College MIS Codes
TOP-CIP Crosswalk ~ June 2020
Taxonomy Programs Manual 7th Edition ~ May 2023
Data Element Dictionary
    CB03 - Course TOP Code
    CB09 - Course SAM Priority Code
    CB11 - Course Classification Status
    CB22 - Course Noncredit Category
General Studies Basic Skills/ESL Top Codes ~ Revised November 2009
The Course Outline of Record: A Curriculum Reference Guide ~ Spring 2017

Curriculum and Instruction webpage banner resources

Curriculum and Instruction Unit

California Community College Curriculum Committee

Curriculum

Fund for Student Success (FSS)

Mathematics, Engineering, Science Achievement

Middle College High School

Puente Project

Stand-Alone Credit Course Approval

Templates for Approved Transfer Model Curriculum

COCI MAINTENANCE PERIODS 2022-2023

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PROGRAM AND COURSE APPROVAL HANDBOOK, 8TH EDITION

8th Edition

Program and Course Approval Handbook

Read the full Report (PDF)

Summary of Substantial Changes (PDF)

CALIFORNIA COMMUNITY COLLEGES CURRICULUM SUBMISSION AND APPROVAL TECHNICAL MANUAL

2023 MANUAL

California Community Colleges Curriculum Submission and Approval Technical Manual
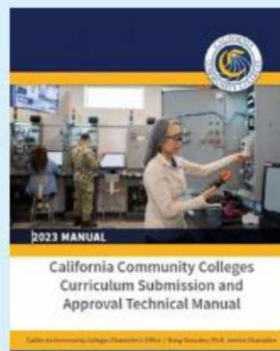
Read the complete Manual (PDF)

CREDIT COURSE REPETITION GUIDELINES - FINAL (NOVEMBER 2013)

CREDIT COURSE REPETITION GUIDELINES

November 2013
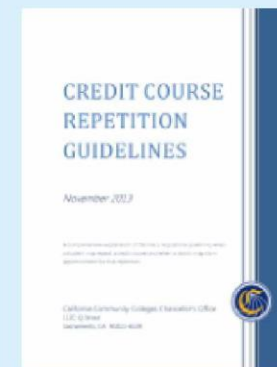
NOTES AND NEWS

- Chancellor's Office Curriculum Inventory (COCI) System Advisory ESS 22-300-018 - October 18, 2022
- Annual Curriculum Approval Certification ESS 22-400-005 - September 26, 2022
- Collaborative Programs Eligibility Criteria and Submission Guideline AA 19-44 - October 22, 2019
- Associate Degree for Transfer: Guidance on Degree on Versioning Phase-Out - August 4, 2022
- Ethnic Studies Implementation Updates ESS 22-300-008 - June 15, 2022
- Updated Business Administration Transfer Model Curriculum ESS 21-300-004 - February 05, 2021
- Noncredit Advanced and Specialized Public Safety Curriculum Proposals - April 12, 2019
- Requirement Changes to Certificate of Achievements - March 5, 2019
- Advanced Placement Credit Policy Frequently Asked Questions Memo and FAQ
- Policy Change: Advanced Placement Credit - March 30, 2017

California Community Colleges

https://coci2.ccctechcenter.org/resources

California Community Colleges
Curriculum Inventory (COCI)

RESOURCES

Resources

- **California Community Colleges Curriculum Submission and Approval Technical Manual**
- **Course Identification Numbering System (CI-D)**
- **Program and Course Approval HandBook 8th Edition**
- **Taxonomy Programs Manual**

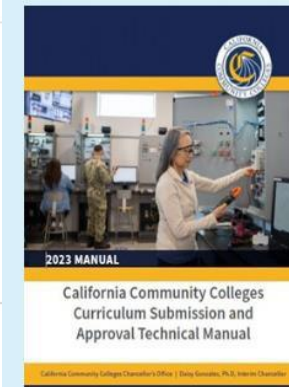**PROGRAM AND COURSE APPROVAL HANDBOOK, 8TH EDITION**

8th Edition

Program and Course Approval Handbook

Read the full Report (PDF)

Summary of Substantial Changes (PDF)

CALIFORNIA COMMUNITY COLLEGES CURRICULUM SUBMISSION AND APPROVAL TECHNICAL MANUAL

2023 MANUAL

California Community Colleges Curriculum Submission and Approval Technical Manual

Read the complete Manual (PDF)

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Need Support? Contact us at cociappsupport@openccc.zendesk.com

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Program and Course Approval Handbook 8ᵗʰ Edition- PCAH

PROGRAM AND COURSE
APPROVAL HANDBOOK, 8TH
EDITION

8th Edition

Program and Course
Approval Handbook

Read the full Report (PDF)

Summary of Substantial Changes (PDF)
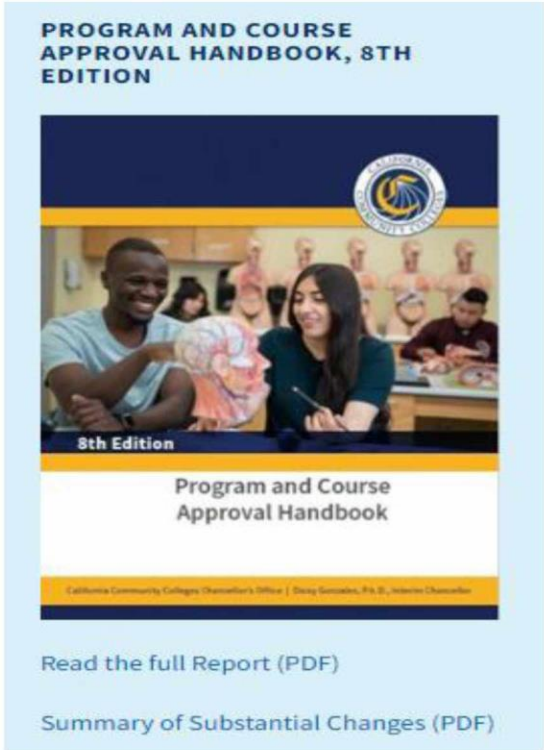
Program and Course Approval Handbook (PCAH), 8ᵗʰ Edition
- Guide/handbook for curriculum development created and updated by the Chancellor's Office and 5C.
- Key elements of Title 5 and Ed. Code.
- Valuable resource for faculty, classified professionals, and administration.

California
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Associate **Degrees** For Transfer Checklist

ASSOCIATE DEGREES FOR TRANSFER CHECKLIST

Curriculum Inventory Proposal Fields

☐ Program Title (As detailed on TMC)

☐ C-ID

☐ Program Goal

☐ Program Award

☐ Sub Program Award

☐ TOP Code

☐ District Governing Board Approval Date

☐ Next Program Review Date

☐ Total Units for Degree (min) –60 is entered (per SB1440 60 units are required)

☐ Total Units for Degree (max) –60 is entered (per SB1440 60 units are required)

☐ Total Units for Major (min) – as listed on TMC

☐ Total Units for Major (max) – as listed on TMC

☐ Courses - All courses listed in COCI have a corresponding COR attached

☐ Courses - All courses listed in COCI are "Approved" or "Active"

ADT Required Attachments

TMC Template

☐ Current revision of Template is used

☐ College name is entered above TMC Template grid

☐ All courses have a course ID, title, and unit amount in correspondence to its attached COR

☐ All courses have verified articulation in C-ID or ASSIST (AAM, GECC, and/or BCT) (Within five years)

☐ Total Units for Major

☐ Total Units that may be double-counted

☐ Total Elective Units

☐ Total Units for Degree is 60 units

California Community Colleges

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Responsive Curriculum & Collective Impact

Action will show they really care about us.

-Dr. Nyree Berry

Los Angeles Community College District

This will require collective efforts of deliberative engagement, authentic dialogic interaction, with inter-organizational, interdivisional, and interdisciplinary alignment. The future of this country will be decided in our classrooms . The future of this country will be shaped by you.

It . Is . Time . To . Care .

-Nadiyah Herron

San Bernardino Valley College
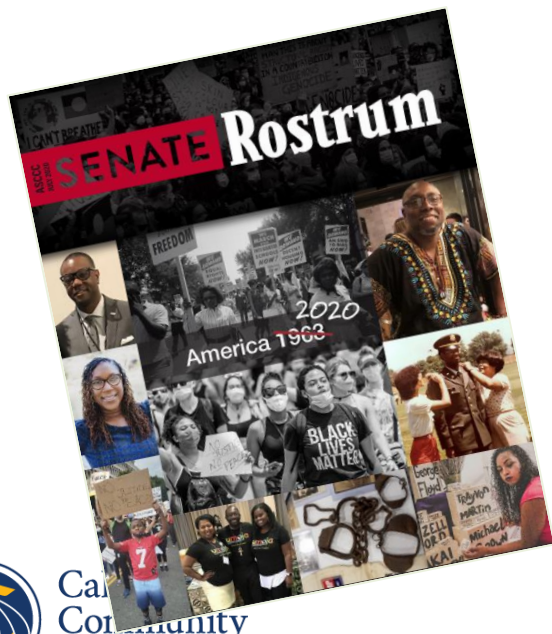
Submission Requirements

- **Credit Programs (AA/AS/COA)**

- **Noncredit**

- **ADTs**

- With streamlining and auto-approval, the Chancellor's Office no longer reviews every type of award when it is submitted to COCI.
- Awards that **are reviewed at submission:***
  - **New and Revised** ADTs
  - **New** CTE Certificates of Achievement
  - **New** CTE AS/AA Degree
  - **New and Revised** CDCP Noncredit (short term vocational)

- *Colleges are still responsible for maintaining supporting documents for **all** awards, as specified in PCAH, even if the Chancellor's Office does not review them at submission.

California Community Colleges

Credit Programs

Review of AA/AS Degrees

- Compliance standards for associate degrees per title 5, § 55063

- All curriculum components will be reviewed

- CORs-Course Outline of Record for all courses

- Narrative (with all components)

- Supporting documentation for CTE associate degrees

PCAH 8th Edition: pg.79

California Community Colleges

Credit Programs Review of CTE Programs

- Program Narrative and Associated Courses
- Labor Market Information (LMI) & Analysis
  - Within five years & regional for the college
  - Data on Wages should be included
  - **Employer survey can be used in lieu of LMI**
- Regional Consortia Recommendation for the specific program
- Advisory Committee Recommendation for the specific program
- Program Review Date: **Must be every 2 years (Education Code 78016)**

Noncredit Programs

COMPLETION   COMPETENCY

Certificate of Completion
Certificate of Competency

- All curriculum components will be reviewed

- Narrative (with all components)

- CORs-Course Outline of Record for all courses

- Appropriate supporting documentation for short-term vocational ("CTE") certificates

- Refer to PCAH 8th Edition, Part III, Section 3 for noncredit program criteria and standards pg.137

- Adult High School Diploma (AHSD) and apprenticeship see PCAH 8th Edition, Part III, Section 3 pg.143

PCAH 8th Edition: pg.141

California Community Colleges

Noncredit Programs Continued

- Only CDCP Programs in the domain of **Short-Term Vocational** require Chancellor's Office approval before chaptering:
  1. Program is a **Certificate of Completion**
  2. Includes New and modified Short-term vocational certificates
  3. Includes New and modified Apprenticeships
- The submission must include all required documentation PCAH 8th Edition, p. 139 including:
  1. Narrative – 4 items
  2. CORs-Course Outlines of Record for all associated courses
  3. Associated courses with predominantly CB11– K and CB22 - I
  4. Labor Market Information
- All COCI fields must coincide with COR and supporting documentation

For details refer to PCAH 8th Edition :CDCP certificates: pp. 137-145

California Community Colleges

Credit Programs ADT Review Reminders

- Verify the completion of all the proposal fields

- Ensure all the required CORs are attached

- Review Narrative for completion and accuracy :make sure your Narrative includes everything that is required

- Use current version of the TMC template:
http://www.cccco.edu:443/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum

- Verify total units for the major (minimum and maximum) must **match** the information on COCI and the TMC template.

- The college name must be on the template

- Verify Double Count calculation

For details refer to PCAH 8TH Edition : ADTs: pp. 79-82

> 66
>
> Do the best you can until you know better. Then when you know better, do better.
>
> Maya Angelou

Common Submission Errors

- <u>CONSISTENT INFORMATION</u>
- Attach documents
- Match Catalog Description on COCI and Narrative
- Indicate the Minimum grade of "C" (or "P")
- Provide articulation: (AAM, BCT, GECC,C-ID)
- Check double-count and electives
- Use current TMC Template
- Attach all CORS
- Name of College on TMC and Narrative
- Spell check !!!

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Patti Blank
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*Non-Credit

Chris Graillat
CGraillat@cccco.edu

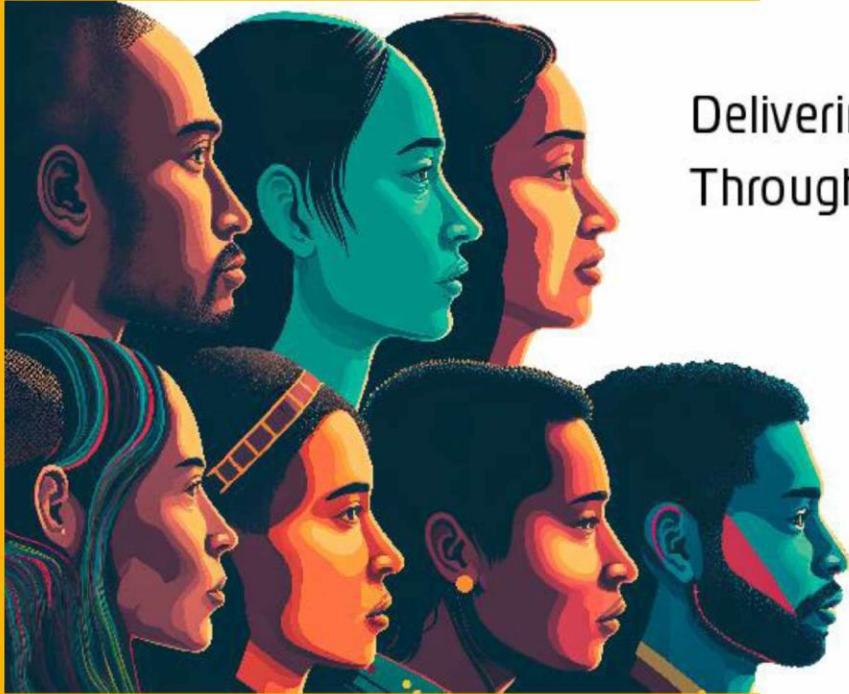DEAN RAUL

Curriculum Team

California Community Colleges

Brown Act

California Community Colleges

Delivering on the Promise of Higher Education
Through California Community Colleges Curriculum

CURRICULUM INSTITUTE

JULY 12-15, 2023 | HYBRID EVENT
RIVERSIDE CONVENTION CENTER

ACADEMIC SENATE FOR
CALIFORNIA COMMUNITY COLLEGES

Description

Academic Senates have the opportunity to promote transparency and inclusion by complying with the Brown Open Meeting Act, as well as a legal obligation to do so. The Brown Act requires local government business to be conducted at open and public meetings, except in certain limited situations. It is based upon state policy that the people must be informed when a government agency takes action on their behalf. This session will provide an introductory overview of the Ralph M. Brown Act with a focus on how to remain in compliance as we prepare for the return to in-person meetings, and consider the impact of the new rules regarding teleconferencing.

BROWN ACT OVERVIEW

- "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.

LEGISLATIVE BODIES

"All meetings of the <u>legislative body</u> of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the <u>legislative body</u> of a local agency, except as otherwise provided in this chapter."

-GC Section 54953(a)

Is Your Senate a Legislative Body?

- The Brown Act applies to all "Legislative Bodies"

- "Legislative Bodies" include:
  1) "Governing Bodies"
  2) "Appointed Bodies"
  3) Certain private entities

What is a Governing Body?

- A group of people that has the authority to exercise governance over an organization.
- **Examples:** Community College District Board of Trustees, City Council, School Board.
  - *Education Code 70902*: "Every community college district shall be under the control of a board of trustees…"
  - *Education Code 72674*: Community College Foundation Boards are subject to the Brown Act
- **Bottom Line:** If created by state or federal statute, the governing body of a local agency is covered by the Brown Act.

What are Appointed Bodies?

- **General Rule**: A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body.

- **Example - Academic Senates:** Are the District Academic Senate (if any) and College Academic Senates advisory bodies created by formal action of the board of trustees? Are the meetings of our Senates subject to the Brown Act?

Appointed Bodies - The Waterfall Effect

- **Subcommittees:** What about subcommittees created by the District Academic Senate (if any), Student Senates, Foundation Board, or College Academic Senates?

- **Bottom Line:** Committees created by formal action of a legislative body are subject to the Brown Act.

What About Our Academic Senates? (1)

- **Board Policy 34XX**:
- The Board of Trustees recognizes the District Academic Senate...for the purpose of making recommendations on developing district-wide educational policies and procedures in accordance with this Policy. The primary responsibility of the District Academic Senate is to make recommendations to the Board of Trustees, or designee, with respect to academic and professional matters.
- By definition the District Academic Senate (if any) and College Academic Senates are advisory bodies to the Board of Trustees.

What About Our Academic Senates? (2)

- *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)

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, professional development, or curriculum.

AB 2449 – Limited Remote Participation for Members

- AB 2449 **does not** allow for fully virtual Brown Act meetings.

- At least a quorum must be participating from a singular physical location identified on the agenda and open to public.

- No need to post remote locations and open them to the public ("classic" Brown Act teleconference rules).

- Remote member must use a two-way audiovisual platform, or phone-in plus webcast (public must have same ability to access the meeting virtually).

AB 2449 – Limited Remote Participation for Members (1)

- An individual member must notify the full membership of the body that either "just cause" or "emergency circumstances" exit for their remote participation.
  - *Just Cause* includes caring for a family member, contagious illness, a need related to a physical or mental disability, or travel while on business of the legislative body.
  - *Emergency Circumstances* require the member to provide a description of the circumstances, and the body must take action to approve (a vote of the membership).

AB 2449 – Limited Remote Participation for Members (2)

- **Limitations:**
    - An individual member may only utilize the just cause exception up to two meetings per calendar year.
    - An individual member may not participate in meetings remotely under AB 2449 for more than three consecutive months, or 20% of the body's regular meetings in a calendar year.
- If there is an internet disruption to an AB 2449 meeting, no further action may be taken on an agenda item until the issue is resolved.

AB 2449 – Limited Remote Participation for Members (3)

AB 2449 Takeaways:

- Complicated rules, and not very helpful
- Does not allow for fully remote meetings
- Still requires a quorum of members to meet in person
- Requires additional tracking of member participation to ensure members don't go over the established limit
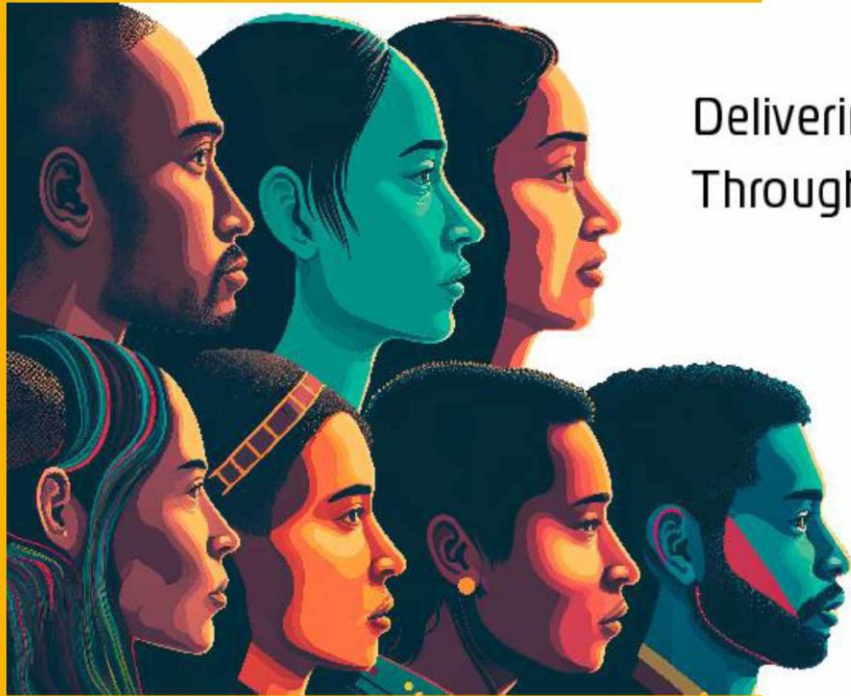
Big Picture - Three options:

- Fully in-person meetings
- Classic Brown Act teleconference posting
- Complicated AB 2449 structure

Parliamentary Procedure

California Community Colleges

Delivering on the Promise of Higher Education Through California Community Colleges Curriculum

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ACADEMIC SENATE FOR
CALIFORNIA COMMUNITY COLLEGES

OUTLINE

- 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

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

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 ENGAGEMENT

- 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

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

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

Questions