

## District Curriculum Committee Meeting Minutes

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**Tuesday, February 20, 2024                      4:00-5:00pm                      CAADO 209/Zoom**

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| Committee Members   | Guests  |
|---|---|
| <input checked="" type="checkbox"/> Ann Pfeifle (Chair, HIS, MOV)           | <input checked="" type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD) |
| <input checked="" type="checkbox"/> Susan Mills (Co-Chair, VC Ed. Services) | <input type="checkbox"/> Steven Schmidt (MUS, RCC)  |
| <input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)                | <input checked="" type="checkbox"/> Nick Sinigaglia (PHI, MOV)  |
| <input checked="" type="checkbox"/> Kelly Douglass (ENG, RIV)               | <input checked="" type="checkbox"/> Bryan Medina (Staff, RCCD)  |
|   | <input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)                                    |
|   | <input checked="" type="checkbox"/> Nick Franco (AO, NOR)   |
|   | <input checked="" type="checkbox"/> Deanna Murrell (AO, MVC)  |
|   | <input checked="" type="checkbox"/> Sabina Fernandez (Staff, MVC)                                       |
|   | <input checked="" type="checkbox"/> Casandra Greene (Staff, RCC)  |
|   | <input checked="" type="checkbox"/> Nicole Brown (Staff, NOR)   |
| Additional Guests:  |   |

**Zoom Information**

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09>  
 +1 669 900 6833 US  
 Meeting ID: 865 5544 6612  
 Passcode: 627472

**Call to Order:** 4:02pm

**Agenda and Minutes**

1. Approval of Agenda  
 Motion: K. Douglass; Second: B. Johnson  
 Approved, Unanimous
  
2. Approval of Minutes – December 5, 2023  
 Motion: K. Douglass; Second: B. Johnson  
 Approved, Unanimous

**Reports from Colleges**

1. Moreno Valley – No Report
2. Norco – No Report
3. Riverside
  - a. Kelly Douglass attended the Senate meeting and reported on the extension of the deadline for implementation of the local general education pattern.

**Discussion Items and Public Comment**

1. Pass/No Pass and Credit for Prior Learning – Susan Mills and Articulation Officers
  - a. Susan Mills – The articulation officers have asked whether blanket language can be added to the BP/APs in order to accommodate P/NP grades for credit for prior learning when a course does not have Pass/No-Pass as a grading option.
  - b. Sam Lee – Letter grades are usually not preferable for CPL except for credit by exam or portfolio review. Letter grades can also negatively impact transfer or graduation status, and generally there is not enough information to assign a letter grade. Faculty may wish to grant CPL for a course and would like to give a P/NP grade, but they don't necessarily want P/NP as an option for all students.
    - i. Possible Solution:
      1. Revise AP 4235 to include: "For all other types of CPL, students shall be eligible for a "Pass/No Pass" grade
      2. Revise AP 4230 to include: "All courses are eligible for the P/NP option for CPL purposes."
  - c. Kelly Douglass – Does the recommendation from the MAP CPL Workgroup align with the solution?
    - i. Sam Lee – Yes, and it's what we're recommending for all the colleges.
  - d. Kelly Douglass – How do disciplines know what has been approved for credit for prior learning and what is not? When do disciplines get to re-evaluate that decision?
    - i. Sam Lee – Generally, it's on a case-by-case basis. Every situation can be different.
    - ii. Kelly Douglass – There are instances where CPL will never be offered for certain courses.
    - iii. Sam Lee – Generally CPL is handled by one or two people at the college. If a request comes through, or if a determination is made on a specific course, that can be communicated to the folks who handle CPL at the college.
    - iv. Ellen Brown-Drinkwater – When a student initiates the form, it gets routed to the discipline for approval. Two of the three colleges have to approve it.
    - v. Kelly Douglass – So, there's no way for a discipline to be by-passed if they want to make sure a specific course is never allowed to have a P/NP CPL?
    - vi. Ellen Brown-Drinkwater – If faculty decide that a course is not eligible for CPL, they would deny the request.
  - e. Casandra Greene – How do we configure Colleague so that a P/NP grade can be given for a course that is letter grade only?
    - i. Arlene Serrato – Evaluators are able to enter the grade on the individual student.
    - ii. Kelly Douglass – And the transcript is noted as credit is prior learning?
    - iii. Jeanine Gardner – Yes.
  - f. Brian Johnson – There could be an issue with students being treated differently, which could also lead to complaints. If faculty would like to offer credit for prior learning for a course, it seems as though the P/NP option should be on the COR.
    - i. Ann Pfeifle – First thought from a curriculum standpoint as well. If you're going to consider offering CPL for a course, it should have the P/NP option.
    - ii. Ellen Brown-Drinkwater – There are some courses that are letter grade where we have granted CPL, and faculty have determined what the grade is going to be.
    - iii. Ann Pfeifle – That's fine. In the past, there was a request for credit-by-exam for a course, so faculty wrote the test, offered the exam, and provided a letter grade. But there is no standardized test. The student experience could be different with a different instructor.

- iv. Steven Schmidt – It seems that the credit granted should be based on the grading on the COR.
  - g. Jeanine Gardner – Coastline College has sample language: Grading of a College approved assessment shall be according to the regular grading system used by the District. Students shall be offered a "pass - no pass" option if that option is ordinarily available for the course. In cases where the College has not received sufficient evidence to issue a letter grade, a grade of "pass - no pass" will be awarded if that option is ordinarily available for the course. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of credit by examination, pursuant to AP 4230 Grading and Academic Record Symbols. A grade of "pass - no pass" will be given for credit awarded for Advanced Placement Examination (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB) examination. <https://catalog.cccd.edu/coastline/policies-regulations/credit-for-prior-learning/>
  - h. Kelly Douglass – A blanket statement does not seem to be a curriculum decision. Guidelines would need to be established by each discipline.
  - i. Felipe Galicia – The chairs should take the information back to the disciplines and they should have a discussion about which courses they're comfortable designating as P/NP. It would be helpful if they knew which courses were of interest. Is it all or some? Senate can then formalize a decision. If we adopt the language proposed, we need to see who is interested in supporting those efforts.
  - j. Ann Pfeifle – If we have a blanket statement, the best protection is to have P/NP on the COR.
    - i. Kelly Douglass – There is a significant number of courses where if there is a blanket option, there is a transferability problem, which is why we need to be careful.
    - ii. Sam Lee – This is why we should be careful with touching the course.
    - iii. Nick Franco – From a transferability perspective, it's safer to have a blanket statement on the BP/AP.
    - iv. Ann Pfeifle – This is why further discussion is needed. There could be an equity complaint when one avenue is open to some students and not others.
    - v. Brian Johnson – Also since the student didn't have to take the course.
    - vi. Steven Schmidt – All students should adhere to what is in the course outline.
  - k. Kelly Douglass – Really need to be careful about any blanket statement codified anywhere without a thorough discussion and analysis of actual transferable impact on students. There is some technical work needed to figure out who can help us learn these answers.
2. 2024-2025 RCCD General Education Pattern, Plan, and Guidance Memo
- a. Kelly Douglass – A guidance memo has been released by the state stating that the implementation deadline for the general education pattern is Fall 2025. What exactly is the memo allowing and requiring? It seems the timeline needs to be addressed by Standards. What do we prepare for next week?
  - b. Kelly Douglass – Based on the language in the memo, a question was raised whether implementation cannot be done until specifically Fall 2025.
    - i. Bryan Medina – At the regional curriculum meeting last term, Cheryl Aschenbach stated we could implement for 2024.
    - ii. Nick Franco – Many colleges are implementing for fall 2024.
    - iii. Susan Mills – Keith Dobyns noted the actual changes say effective for Fall 2025.

- c. Kelly Douglass – Would like to adhere to the current timeline, and if there is a problem, we have time to address it. We should have the general education pattern approved by June at the latest as we will have new curriculum reps in the fall, which could cause us to restart the process.
    - i. The committee agreed to adhere to the current timeline for implementation.
  - d. Kelly Douglass – For the next curriculum committee meeting, please be sure to add to the agenda that disciplines must bring forward any proposed amendments. Disciplines should also bring an explanation in case there are follow up questions. We should message that we are doing our best to meet the original deadline so we do not have to do this in the fall.
3. Open Forum – None
4. Public Comment for all items on or not otherwise on the agenda - None

**Adjournment:** 4:54pm

## Pass No Pass Option for AP 4235 Credit for Prior Learning

The requirement for a pass-no pass option for CPL comes from [Title 5 55050\(g\)](#), "Grading shall be according to the regular grading system approved by the governing board pursuant to section [55023](#), except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course."

**With the exception of Credit by Exam and Portfolio Review, Pass/No Pass grades should be used for CPL for the following reasons:**

1. CPL is granted in recognition of prior learning and is not earned in a specific term; it may be awarded at any time and is generally recorded on the transcript with no term reference.
2. CPL is granted for prior learning that may be the same or "similar to" a college course. As such, there is generally not enough information to justify a letter grade.
3. Awarding a letter grade for CPL can negatively impact the GPA and impact admission or transfer status.

### Issue

- Pass No Pass option is determined for each course in the catalog.
- Whereas faculty may wish to approve CPL for a course that does not have a Pass No Pass option, they may not wish to add a Pass No Pass option for *all* students.

### Consideration

- For courses that should not offer Pass No Pass for CPL, faculty should not approve articulation requests for CPL.

### Possible Solution

*Revise AP 4235 Grading Policy to:*

- Grading shall be according to the regular grading system in accordance with Administrative Procedure AP X230 Grading and Academic Record Symbols;
- For Credit by Exam and Portfolio Review, students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure AP X230 Pass/No Pass Grading Option, if that option is ordinarily available for the course.
- For all other types of CPL, students shall be eligible for a "Pass/No Pass" grade.

*And add this Blanket Statement to AP 4230:*

- "All courses are eligible for the P/NP option for CPL purposes."

For reference, the statewide MAP CPL Workgroup provides a recommended AP for Credit for Prior Learning:

[https://docs.google.com/document/d/1k7IJMNgBpHz3NVTgAcjtCw0aywqOJnTc/edit?usp=drive\\_link](https://docs.google.com/document/d/1k7IJMNgBpHz3NVTgAcjtCw0aywqOJnTc/edit?usp=drive_link)