**Procedure for Creating Temporary Interdisciplinary Councils
to Act in Place of Disciplines in the Curriculum Process***
(ADT and AoE)
***Share with Assessment/Program Review committees for faculty work on interdisciplinary degrees**

> **NOTE: This process does not alter the existing curriculum process; it is for interdisciplinary degrees that by definition are not owned by a single discipline. The as-needed council, as defined below for each degree type, will act in our regular degree change curriculum processes in any place where a single discipline has a role.**

Process for all changes to an interdisciplinary degree:

Interdisciplinary degree councils will be assembled each year according to the council make-up and timelines below for any degree change proposal received by Tech Review in the Fall of an academic year.

- **For course additions and removals from interdisciplinary degrees:** Proposals should use an interdisciplinary exclusion/inclusion form that includes the following information:
    - o Proposed course number and course name
    - o The degree program name and description or outcomes with the parts that relate to your course highlighted
    - o A list of the course SLOs and objectives, with those that address the program description or outcomes highlighted
    - o A brief written explanation of how items in the COR relate to specific language in the program narrative or outcomes to illustrate to the council and curriculum committees how your course fits or no longer fits the degree

- **How to initiate a program modification to an interdisciplinary degree:**
    - o When faculty in any discipline in the ADT want to initiate a program modification, they should submit an email request to tech review (techreview@rccd.edu) during the Fall of an academic year to assemble an interdisciplinary degree council to do the work in the Spring; the request should include a brief description of the reason for the council (statutory requirement of an ADT update; need for or result of degree

program review; or other need beyond course exclusion/inclusion) . This allows the Tech Review chair to inform the college chairs of the need to assemble a council for the program modification work (which will also include any course inclusions/exclusions as noted above).

   o The assembled council—like a single discipline does with their degrees, in addition to reviewing course inclusions/exclusions, doing required degree updates and other program review work—may propose changes to a program.   (This typically happens as a result of program review and/or assessment first.) The council can make their own recommendations or proposals about additional course inclusions or removals, but only with careful consideration from all disciplines with a stake in the degree whether they have a vote on the council or not.

Timeline

- **All course inclusion/exclusion for interdisciplinary degree proposal forms and email requests to assemble a council for degree modification should be submitted in Fall semesters of the academic year.**
- **Curriculum chairs will work together to identify volunteers according to council membership defined below as received or in February to review and complete the work of reviewing all proposals to the degree and the program modification by the end of Spring semester of the academic year in which they were received.**
- **Final minutes and paperwork should be in curricunet by the subsequent Fall semester deadline.**
- **The timeline can be adjusted with support and approval from Tech Review committee for degree compliance purposes if needed.**

Who are the councils and what do they do?

- Councils are assembled based on the disciplines in the degree. Specific make-up is below and depends on degree type.
- **Council lead:**
   o Curriculum committee chairs across the district will coordinate to request one current curriculum committee member to serve as the council lead for each degree council assembled. The lead for the degree must be someone from a discipline (or representing a department with that discipline in it) with a course in the degree though they don't have to be from among the voting members list.

- o The council lead, in consultation with their curriculum chair, will assemble a council according to definition below and will share with the curriculum chairs once assembled.
- o The council lead will seek representation <u>for the purpose of review, consultation, and discussion</u> from *each discipline* with a course in the degree; council members do not have to be on the curriculum committee; council lead will work with curriculum committee chair as needed to recruit council members. There should be clear written and multiple outreach efforts to disciplines with a course in the program to invite participation. Council discussion will happen with members who participate, so it is imperative to communicate the invitation and that the work will go on if it is declined and a discipline is not represented in discussion.
- o At the start of the Spring semester (February) the degree council lead should distribute all proposals to the council and schedule a zoom or in-person meeting to set the semester work schedule.
- o Once voting members vote on the proposals, the lead will provide a summary of the council votes (which can include any relevant points of discussion if they consider them important or can just be the tally) as a document to their college Curriculum Chairs to add as a document to accompany the modified degree proposal that goes to tech review, then the college committees, and then DCC and the final curriculum approval process.

- **Council authority based on degree type:**
  - o For ADTs, which are college degrees, the final proposal or decision of the council, acting in place of a single discipline, will be made by a vote of participating voting members and *if approved* will move forward through the regular curriculum process.
  - o For AOEs, which are district degrees, the final recommendation of the council, acting in place of a single discipline, will be made by a vote of participating voting members serving on the council and forwarded to the full college curriculum committee's *as a recommendation* and *if approved by a majority of the college curriculum committees will move forward* through the regular curriculum process.

- **Council member based on degree type:**

  The council's voting membership depends on degree type and composition as described below and is based on the degree discipline make-up at the time of the council formation; councils are an annual service activity and not standing committees; they will be formed only when there are proposals for a specific degree and only for that year's proposals:

- o   Interdisciplinary ADTS (college councils):
    - ♣   For already built ADTs: Voting members are from the disciplines in the core courses and are proportional to the number of courses each discipline has in the required core.
    - ♣   For new ADTs under construction: Voting members are from the disciplines in the core courses and are proportional to the number of courses each discipline has in the required core.
- o   Interdisciplinary AOEs that have required core courses (district council):
    - ♣   Voting members are from the disciplines in the core courses and are proportional to the number of courses each discipline has in the required core. Some councils may need to increase voting members proportionally to represent all three colleges and preserve the ratio of representation.
- o   Interdisciplinary AOEs that have no required core courses (district council):
    - ♣   The Curriculum Rep council lead will request volunteers for a voting membership of six, with each voting member being from the disciplines with the most courses represented in the degree.
    - ♣   The council will also be equally represented with two reps from each college (this may require some orchestration from curriculum chairs to make sure the six council members cover the six most represented disciplines as well as the three colleges equally).
- **Additional note on degree leads and councils**: for any degrees with overlapping and similar discipline membership, there is no requirement for separate degree chairs and council members; for example, RCC has several Social Justice Studies ADTs many of which include most of the same disciplines with only slight variation. The assembled members could serve as council for all degrees with outlier disciplines participating in votes and discussion relevant to their degrees only.

Appendix of examples based on 2023-24 catalog:

- **Interdisciplinary ADTS**
    - o RCC degrees and disciplines in Required Core on ADT and TMC:
        - ♣ Law, Public Policy, and Society (24-25 Revision)
            - 2 ENG faculty
            - 1 PHI faculty
            - 1 POL faculty
            - 1 ADJ faculty
            - 2 COM faculty
            - 1 HIS faculty
            - 1 faculty member from MAT, PSY or SOC (To represent Statistics)
            - Note that PAL is not in the ADT because it is not a transferable discipline; however, PAL is the lower division discipline most affiliated with the formation of the degree and should be an involved discipline in program and course review discussions.

        - ♣ 3 ADTs: Social Justice Studies: Asian American Studies; Social Justice Studies: Black Studies; Social Justice Studies: Native American and Indigenous Studies
            - 2 ETS faculty
            - 1 SOC faculty

        - ♣ Social Justice Studies: Chicanx and Latinx Studies
            - 2 ETS faculty
            - 1 SOC faculty
            - 1 HIS faculty

        - ♣ Social Justice Studies: Ethnic Studies
            - 2 ETS faculty
            - 1 SOC faculty
            - 1 HIS faculty

- ♣ Social Justice Studies: General
  - 1 ETS faculty
  - 3 SOC faculty

- ♣ Social Justice Studies: LGBTQ Studies
  - 1 ETS faculty
  - 1 SOC faculty
  - 1 PHI faculty

- **Interdisciplinary District AOEs that HAVE required core courses:**
  - AOE AA in Admin and Info Systems, 9 unit core from
    - ♣ 1 ACC faculty
    - ♣ 2 BUS faculty
    - ♣ 1 CAT faculty
    - ♣ 2 CIS faculty
    - ♣ 2 ECO faculty
    - ♣ 1 POL faculty

  - AOE AA in American Studies, 6 unit core from
    - ♣ 1 ENG faculty
    - ♣ 2 ETS faculty
    - ♣ 4 HIS faculty
    - ♣ 1 MIL faculty

  - AOE AA in Kinesiology, Health and Wellness; 3 units each from (note that this council will be six members; two from disciplines as listed below from each of the colleges to ensure district representation)
    - ♣ 3 HES or BIO faculty (x-listed same course)
    - ♣ 3 KIN faculty

  - AOE AS in Math and Science, one course each from three major areas; the one faculty member per area will be duplicated to create a committee of six: 2 from each area to allow for the diversity in Physical Sciences category and make a district committee more representative
    - ♣ 2 MAT faculty
    - ♣ 2 Phys. Sciences faculty (from one of these disciplines listed in order of course options available for this single course slot (listed in order of course frequency in degree): CHE; GEO; PHY; GEG; AST; OCE; PHS
    - ♣ 2 BIO faculty

- **Interdisciplinary District AOEs that have no required core courses:**
  - AOE AA in Communication, Media, and Languages:
    - ♣ 19 disciplines, some with one course and one with 26
    - ♣ 18 units required;
    - ♣ 6 reps from disciplines with most represented course options; 1 per discipline listed:
      - ENG
      - ASL
      - JOU
      - COM
      - SPA
      - 1 faculty member from any of the four disciplines tied for discipline with the sixth most options: ARA, FST, FRE, or JPN

  - AOE AA in Fine and Applied Arts
    - ♣ 10 disciplines, some with four courses and some with 20+
    - ♣ 18 units required;
    - ♣ 6 reps from disciplines with most represented course options; 1 per discipline listed:
      - MUS
      - ART
      - DAN
      - THE
      - FTV
      - AHS

  - AOE AA in Humanities, Philosophy and Arts
    - ♣ 26 disciplines, some with one course and some with 20+
    - ♣ 18 units required;
    - ♣ 6 reps from disciplines with most represented course options; 1 per discipline listed:
      - ENG
      - AHS
      - HIS

- ASL
- HUM
- PHI
- (Doesn't include count of applicable studio courses and disciplines but these are only 3 units of applicability and courses are less than 3 units; to count distorts more towards Fine and Applied Arts)

- o AOE AA in Social and Behavioral Sciences
  - ♣ 15 disciplines
  - ♣ 18 units required;
  - ♣ 6 reps from disciplines with most represented course options; 1 per discipline listed:
    - POL
    - ADJ
    - HMS
    - ANT
    - ECE
    - SOC