Acronym Quiz

- ASCCC
- 5C
- ADT
- IGETC
- CIO
- C-ID
- OEI
- OERI
- SCFF
- EFL
- PCAH
- WSCH
- CCCCCO
- VPI
- COCI
- RANK
Acronym Quiz Answers

- ASCCC: Academic Senate for California Community Colleges
- 5C: California Community College Curriculum Committee
- ADT: Associate Degrees for Transfer
- IGETC: Intersegmental General Education Transfer Curriculum
- CIO: Chief Instructional Officer (often the VPI)
- C-ID: Course Identification Numbering System
- OEI: Online Education Initiative
- OERI: Open Educational Resources Initiative
- SCFF: Student Centered Funding Formula
- EFL: English as a Foreign Language Program
- PCAH: Program and Course Approval Handbook
- WSCH: Weekly Student Contact Hours
- CCCCCO: California Community Colleges Chancellor’s Office
- VPI: Vice President of Instruction
- COCI: Chancellor’s Office Curriculum Inventory
- TOP: Taxonomy of Programs

*PCAH 6th ed.* (pp. 22-23) has even more!
CIC Quiz (Handout)
CIC Quiz Answers

1. All
2. E. Determining enrollment potential of proposed curriculum.
3. False. The answer is 70%.
4. Both
5. All but C.
6. C. Course description
7. Sharlene Paxton (1.2.14011)
8. C. Basic skills courses
9. True
10. 3.
11. A prerequisite is a mandatory precondition of enrollment in a desired course; a corequisite can be taken simultaneously with the desired course.
Layers of Guidance

CA Education Code
  • Statute, determined by legislation

Title 5 (California Code of Regulations)
  • Interprets Ed. Code into regulations, determined by Board of Governors

Chancellor’s Office Program and Course Approval Handbook (PCAH)
  • Establishes specific guidelines for implementing Title 5
  • Developed by Chancellor’s Office with CCC Curriculum Committee (5C)

Chancellor’s Office Guidelines
  • Further clarify implementation of Title 5 and emerging issues (e.g. AB 705)

ASCCC papers and reference guides
  • Best practices available online: https://www.asccc.org/publications#
Searching Title 5

Easy to browse or search CA Code of Regulations at https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations

Title 5: Education

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 1: Programs, Courses, and Classes

For a list of sections related to curriculum, see PCAH, 6th ed, pp. 20-22
Faculty Authority Over Curriculum

Faculty authority over curriculum is codified in California Education Code (§70902) and further refined in Title 5 Regulations (§53200).

Along with this authority, faculty are responsible for working with colleagues, administrators, and staff.

However, keep in mind that administration has “right of assignment” over courses and programs.
Curriculum is Part of Academic Senate “10 + 1”

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
Types of Curriculum

**CREDIT**

**Courses**
- Degree-applicable
- Non degree-applicable

**Programs**
- Associate Degrees (AA, AS)
- Associate Degrees for Transfer (AA-T, AS-T)
- Certificates of Achievement
  - 16 + units *must* be submitted to CO
  - 8-<16 units *may* be submitted to CO
- Locally Approved Certificates
  - <8 units; or 8 -<16 units not CO approved

**NONCREDIT**

**Courses**
- Noncredit: Courses must fit in one of 10 categories to be approved by CO/receive apportionment
- Vs. Not-for-credit/Community Services: fee-supported class; apportionment is not claimed; locally approved

**Programs**
- Cert. of Completion/Competency (CDCP)
- Adult High School Diploma
- Noncredit Apprenticeship Program
- Locally Approved Certificates (not CO approved)
Approval Process

1. Discipline faculty develop and submit courses and programs

2. Local curriculum committee reviews and approves
   • May include separate tech review, DE review, requisite review, etc.

3. Local governing board approves

4. Courses and programs are submitted to the Chancellor’s Office
   • Auto approval/chaptering for credit courses, local credit programs
   • Review/approval for noncredit, CTE/ADTs

5. Once it has a Control Number, curriculum can be
   • published in catalog, schedule, etc.
   • eligible for apportionment
   • sent for external articulation and transfer agreements
What happens in committee review?

**Content review** looks at the appropriateness of the content, objectives, SLOs, assignments, etc. to the discipline.

- Discipline faculty create and review content in terms of disciplinary expertise
- CC members are trained to looked for specific things in content:
  - Assignment of a discipline, min. qualifications
  - Avoiding duplication of existing curriculum
  - Appropriateness to college mission
  - Integration of elements of COR (content, objectives, assignments, etc.)
  - Justification for advisories, requisites, GE petitions, DE modalities

**Technical review** ensures complete data, compliance, and consistency

- May be completed by CC members, subcommittee, co-chair, curriculum specialist, etc.
- Can deal with looking at some of the things that tend to make CC meetings drag on: grammar, wording, codes, etc
Things to Keep on Your Radar

• Federal and state laws and regs
• ACCJC accreditation standards
• District policy and regs
• College mission
• UC, CSU, and C-ID
• CTE consortia and advisory committees
• Community need
• And more…..
Chief Instructional Officer (CIO)

- CIOs are usually members of the curriculum committee
- The curriculum chair ideally should schedule regular meetings with the CIO.
- Discuss important issues outside of the Curriculum Committee meetings.
  - It is not productive for the CIO and the Curriculum Chair to be disagreeing with each other during a committee meeting.
  - Disagreements will happen - remember faculty purview over 10+1 areas
Articulation Officer (AO)

• Your AO is an incredible resource of information for you and the curriculum committee.
• If they aren’t already a member of your committee, they probably should be.
• Role of the AO:
  • Does your AO give reports at your meetings?
  • How might you work with the AO to encourage faculty to make changes to their courses to improve your college’s articulation agreements?

Articulation Officer website: http://ciac.csusb.edu/
Curriculum Specialist

• Strong support from the staff in your curriculum office is vital.

• Curriculum staff have many responsibilities including
  • submitting changes to CCCC0;
  • inputting changes into your student enrollment system;
  • preparing submissions for the governing board; and
  • assisting with the production of your college catalog.

• Establish an effective working relationship with regular communication and consultation.
Local Academic Senate

- Curriculum Committee acts under the authority granted to the Academic Senate

- Senate needs to stay in the loop even if they do not actively review curriculum
  - Curriculum chair may be a voting member of Senate OR,
  - Curriculum chair may make regular reports to Senate OR,
  - Senate may appoint a liaison to attend curriculum meetings
Working With Faculty

- Faculty tend to only look at their CORs when they are in curriculum review or want to create a new class (or revise or delete a class). How do curricular changes affect other disciplines?
- Educate the faculty on effective curriculum practices
- Make yourself available to faculty to answer questions
- When regulatory changes happen (like AB 705), you need to sit down with affected faculty and explain what is going on and why.
Local Board of Trustees

Ideally, they will adopt policies and procedures related to curriculum only if recommendations on those curriculum policies and procedures are made through collegial consultation with the local Academic Senate.

Website where BOT members get their training:
https://www.ccleague.org/professional-development/trustee-development
Other People Committee Members Might Work with:

- Counselors & Librarians
- Deans
- Deputy Sector Navigators (CTE)
- Distance Ed coordinator
- Financial Aid Office
- IT support staff
- SLO coordinator

- College Researcher
- Catalog Publication
- Admissions/Records/Degree Auditors
- Scheduling
- Other committees
- High School Articulation and Dual Enrollment
- Others??
Useful Resources

**External Resources:**
- ACCJC standards
- ASSIST
- COCI (public view)
- Cooperative Work Experience Education Handbook
- CSU GE and IGETC Guiding Notes
- Dual Enrollment Guide (RP Group)
- Financial Aid eligibility
- Listservs (Yahoo! and ASCCC)
- Noncredit at Glance
- Regional Consortia
- Title 5 on Westlaw
- UC Transfer guidelines

**ASCCC Resources:**
- Equivalence to Minimum Qualifications
- The Course Outline of Record: A Curriculum Reference Guide Revisited

**CCCCCO Resources:**
- Baccalaureate Degree Pilot Program
- Min Quals handbook
- Monthly CIO Bulletin from CCCCCO
- Noncredit Instruction
- Prerequisites/Corequisites Guidelines
- Program and Course Approval Handbook (PCAH)
- Repetition Guidelines
- TOP Manual
Bibliography

Adapted from “Curriculum Institute Pre-Session for New(er) Curriculum Chairs”

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Aimee Tran, Saddleback College, ASCCC Curriculum Committee
Eric Wada, Folsom Lake College, ASCCC Curriculum Committee

2019 Curriculum Institute: “Decoding Your Curriculum” (July 10-13, 2019): Hyatt SF Airport
## Proposed Upcoming CIC Dates

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* Indicates meeting leading up to a board meeting