Curriculum Committee
Training

Building a Strong Foundation

Fall 2017
Discuss the roles and responsibilities of committee and committee members

Review legal responsibilities and implications for curriculum

Discuss elements of COR

Discuss the approval process/work flow
Roles and Responsibilities
The work of the committee

- Directly impacts all aspects of the educational process
- Directly impacts local processes and outcomes
- Responds to internal and external factors
- Requires both breadth and depth of knowledge
The committee’s role

- Education code and Title 5 delineates the authority of the Curriculum committee.

- We are a subcommittee of the Academic Senate.

- The Academic Senate has delegated the authority for all curriculum matters to the curriculum committee.
The committee’s role

- Curriculum is the first of the 10+1 and is almost always rely primarily.
- The committee charge and scope guide our actions.
- The committee recommends courses/programs for approval.
- Final authority for approval of courses and programs rests with the BOT.
Committee Member’s role

- REPRESENT Departments and serve as a point of contact/resource.
- REVIEW courses to ensure complete and accurate data, compliance, and consistency
  - Assignment of a discipline, min qualifications
  - Avoiding duplication of existing curriculum
  - Appropriateness to college mission
  - Integration of elements of COR (content, objectives, assignments, etc.)
Committee Member’s role

- You are guided by the law
- You are guided by the college’s mission
- You are guided by district policy and regs
- You are guided by C-ID course outlines
- You are guided by articulation agreements
- You are guided by Community Business advisory agreements (for CTE)
- You are guided by California State Universities and how they structure their courses/degrees
- You are guided by UC California and how they structure their courses/degrees
Legal responsibilities and implications
Curriculum, the Law, and YOU

- The course outline of record (COR) is a legal document that must contain certain required elements that are outlined in §55002 of Title 5.

- The COR serves as a legal contract between the faculty, student, and the college.
Curriculum, the Law, and YOU: Who Says So??

- CA Education Code
  - Statute
  - Determined by legislation
- Title 5
  - Interprets Ed Code into regulations
  - Determined by Board of Governors
Curriculum, the Law, and YOU: Who Says So??

- Chancellor’s Office Program and Course Approval Handbook (PCAAH)
  - Establishes specific guidelines for implementing Title 5
  - Developed by Chancellor’s Office with Academic Senate (ASCCC) and CCC Curriculum Committee (5C - formerly SACC)

- Chancellor’s Office Guidelines
  - Further clarify implementation of Title 5
  - i.e. Guidelines for Repetition and Repeatability

- ASCCC papers and reference guides
  - Papers on COR, effective approval processes, etc.
Why Ensure Quality and Accuracy? Implications

1. **Approval**: Certification and correct data for COCI speed up the process.

2. **Apportionment**: Ed Code and Title 5 §55100 and §55130 give the Chancellor’s Office the authority to “terminate the ability of a district to offer courses [and educational programs]... until such time a district demonstrates compliance with all requirements for certification.”

3. **Articulation**: Curriculum is evaluated for quality by transfer institutions, C-ID, and external regulatory bodies.
Why Ensure Quality and Accuracy?

4. **Accreditation**: Standard II.A.3, among others, requires certain elements for courses, including Student Learning Outcomes, resources, etc.

5. **Access**: Ultimately, quality assurance matters for the students. When the curriculum committee does its job, students have access to courses and programs that are current, cohesive, and clear about goals and pathways.

6. **Accuracy of CB codes**: We report the MIS data using CB codes. Funding from state and federal agencies utilize the CB codes as well.
Elements of the Course Outline of Record (COR)
<table>
<thead>
<tr>
<th>CREDIT</th>
<th>NON CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unit value</td>
<td>1. Total contact hours for course</td>
</tr>
<tr>
<td>2. Total contact hours for course</td>
<td>2. Catalog description</td>
</tr>
<tr>
<td>3. Conditions of enrollment: requisites, advisories, other conditions</td>
<td>3. Objectives</td>
</tr>
<tr>
<td>4. Catalog description</td>
<td>4. Content (typically in outline form)</td>
</tr>
<tr>
<td>5. Objectives</td>
<td>5. Assignments and activities</td>
</tr>
<tr>
<td>6. Content (typically in outline form)</td>
<td>6. Methods of instruction</td>
</tr>
<tr>
<td>7. Reading and Writing Assignments</td>
<td>7. Methods of evaluation/grading policy</td>
</tr>
<tr>
<td>8. Other outside-of-class assignments</td>
<td></td>
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<tr>
<td>9. Methods of instruction</td>
<td></td>
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<tr>
<td>10. Methods of evaluation/grading policy</td>
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</table>
# Additional items for the COR

<table>
<thead>
<tr>
<th>College level reading and writing assignments</th>
<th>Why you might want it</th>
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<tbody>
<tr>
<td>Insufficient detail might lead to a request for syllabi</td>
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| Transfer/GE Information/C-ID | It can be helpful to have this info on the COR |

| Student learning Outcomes | Required by ACCJC standard IIA3 and should be different from objectives |

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<tr>
<th>Course Objectives</th>
<th>Term-Required by C-ID</th>
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| DE modality | Not required to be on COR but separate approval process is required by Title 5 §55206 for online and hybrid |

| CB codes |  |
The course outline of record (COR) is a document with defined legal standing that plays a critical role in the curriculum of the California community colleges.

The COR "has both internal and external influences that impact all aspects of its content, from outcomes to teaching methodology, which, by extension, impact program development and program evaluation."
Importance/Role of the COR

- Establishes the content and rigor of a course and ensures consistency for students across all sections.

- Serves as the basis for articulation agreements and course identification (C-ID) approval.

- Should be used as a reference tool for all faculty: experienced, new, and adjunct.
Approval Process
Approval Process...the old way

- Discipline faculty develop and submit a course
  - Senate 10+1 - faculty purview
- Local curriculum committee reviews and recommends approval
- Local governing board approves curriculum
- Chancellor’s office reviews, approves, and issues Control Numbers
- Curriculum can now be
  - published in catalog, schedule, etc.
  - eligible for apportionment
  - sent for external articulation and transfer agreements (may take an additional year; coordinate with your AO)
Approval Process....the new streamlined way

Recent Title 5 updates give increased local control
The first few steps did not change:

- Discipline faculty develop and submit
  - Senate 10+1 - faculty purview
- Local curriculum committee reviews and recommends approval
- Local governing board approves curriculum
Approval Process....the new streamlined way

- Auto approval for
  - Stand alone credit courses
  - Changes to existing credit courses
  - Addition of new credit courses to an existing program

- Full review and approval for
  - All degrees and certificates (this may change)
  - Noncredit Courses
  - Cooperative Work Experience and Public Safety Courses
What is Auto Approval?

- Automated through COCI, but not automatic
  - New COCI will validate certain fields such as CB codes
  - Courses submitted correctly will get an automatically generated course control number (CCN)

- Good news—Much faster approval, plus a shorter queue for everything else

- Caveat—More important than ever to make sure local process is aligned with Title 5 and PCAH
The entire process must be completed prior to scheduling the course!

We plan on closing the loop with an email, once a course is ready to be scheduled.

*It takes approx. 1 year for a course to be approved with an effective date the following summer.*
Workflow

1. Faculty submission
2. Chair review
3. Dean review
4. Committee/Technical Review
5. BOT
6. COCI submission
7. Catalog
8. Schedule
Resources

Committee page
Committee Chairs
Acronyms document
ASCC web site
Handbook (coming soon)
Conclusion

It will take all of us to build a stronger and better BC!
...one CORnerstone at a time! 😊

THANK YOU!