

Curriculum Committee Training

Building a Strong Foundation

Fall 2017

OUTCOMES

1

Discuss the roles and responsibilities of committee and committee members

2

Review legal responsibilities and implications for curriculum

3

Discuss elements of COR

4

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 (PCAH)
 - 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.

....cont. ...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)

REQUIRED ELEMENTS OF THE COR

per Title 5 55002

CREDIT

1. Unit value
2. Total contact hours for course
3. Conditions of enrollment: requisites, advisories, other conditions
4. Catalog description
5. Objectives
6. Content (typically in outline form)
7. Reading and Writing Assignments
8. Other outside-of-class assignments
9. Methods of instruction
10. Methods of evaluation/grading policy

NON CREDIT

1. Total contact hours for course
2. Catalog description
3. Objectives
4. Content (typically in outline form)
5. Assignments and activities
6. Methods of instruction
7. Methods of evaluation/grading policy

Additional items for the COR

	Why you might want it
College level reading and writing assignments	Insufficient detail might lead to a request for syllabi
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
Course Objectives	Term-Required by C-ID
DE modality	Not required to be on COR but separate approval process is required by Title 5 §55206 for online and hybrid
CB codes	

From ASCCC's 2017 paper, *The Course Outline of Record: A Curriculum Reference Guide Revisited*:

"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

Approval Process: Timeline

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

4. Committe/
Technical Review
5. BOT

8. Schedule

2. Chair
review
3. Dean
review

6. COCI
submission
7. Catalog



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!