AGENDA
✓ Review legal responsibilities and implications for curriculum
✓ Review elements of Course Outline of Record
✓ Provide Curriculum Institute updates
✓ eLUMEN Update
✓ Next steps

I. Legal responsibilities and implications for curriculum
   • 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.
   • We are bound by the law
     o CA Education Code
     o Title 5
     o Other Guiding forces

II. All about the COR
   A. Required elements of Course Outline of Record
      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
   B. Additional items on the COR
      1. College level reading and writing assignments
      2. Transfer/GE Information/C-ID
      3. Student learning Outcomes
      4. Course Objectives
      5. DE modality
      6. CB codes
   C. Quality Matters
      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
Curriculum is at the CORe of what we do.

Building a Strong Foundation
Curriculum Changes and Updates

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.

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.

III. Curriculum Institute updates
   A. Update/Change#1: Local Certification Process has changed
   B. Change #2: Title 5 language changed to state what MUST BE included on COR. Specifically, the total student learning hours (contact hours + out of class hours) must be listed on the COR.
   C. Change #3: Title 5 language changed to provide stronger guidance to the colleges regarding units of credit that are to be granted. Units calculation must be specifically stated in Board policy.

IV. eLUMEN Update

V. Next steps/ We need your help!
   A. We all have a responsibility to ensure accuracy of the COR
   B. Participate in the validation of SAM codes project...coming soon
   C. Participate in the TOPS Code clean up project

Please let us know how we can help you!

Additional resources posted on the curriculum committee page

Curriculum is at the CORe of what we do. 8/2017

Chair Academy Presentation: Liz Rozell and Jennifer Johnson