2021-2022 Curriculum Committee Training

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Keeping the end in mind

Vision for Success: Systemwide Goals

- Increase the number of students who receive associate degrees by 20%.

- Increase the number of students who transfer to a UC and CSU by 35%.

- Decrease the amount of units accumulated by CCs from 87 to 79.

- Increase the percentage of employment within their field of study for CTE students from the statewide average of 60% to 76%.

- Reduce equity gaps and regional achievement gaps.

Description

- Title 5 §55100 and §55130 require that those involved in the curriculum review and approval process are trained. Committee membership and operating procedures may evolve, therefore there is a need for regular and ongoing training. Approved curriculum is reviewed by others who may not be affiliated with the Chancellor's Office, the idea of training can also extend beyond the requirements.

OVERVIEW

Local Approval Certification 2020-2021

Training Elements

Available Training Resources

Local Approval Certification

- First local approval certification was due December 2016 and included local approval for credit courses, including new courses for approved programs, modified courses, and stand-alone courses.

- 2019-2020 Local Approval Certification (Memo AA 19-35) included all credit and noncredit course proposals, modified credit programs, local credit programs, CTE C-ID aligned credit programs, and noncredit CDCP programs (except for short-term vocational).

  - It did not include ADTs, noncredit CDCP STV programs, and new CTE programs not C-ID aligned

  - Required Annual Certification Form signed by Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair

  - Required Copy of local board policy defining standards for credit hour calculations

For 2021-2022,
signatories acknowledged and certified that:

- Course hours and units are correct in accordance with CCCCO Course Calculations;

- The college/district course outline of record has been approved by the District Governing Board;

- The college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;

- Credit cooperative work experience plan has local board approval and is on file;

- Credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);

- Credit and noncredit programs have the required attachments in accordance with the current CCCCO PCAH; and

- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

Annual Certification Approval Policy

- The Chancellor's Office requires each college to annually submit:

- Annual Certification
    - Chief Executive Officer
    - Chief Instructional Officer
    - Academic Senate President, and
    - Curriculum Chair

- Local Governing Board Policy
    - Policy must define the standards for credit hour calculations
    - Submit as PDF

- **Non-submission of the Annual Certification will result in a deactivation of "auto-approval" status**

Local Approval Certification 2020-2021

- The periodic review process will be ongoing

- The Chancellor's Office is here to help. College curriculum specialists are encouraged to work closely with assigned CCCCO regional curriculum staff members (regional assignments posted to CCCCO Curriculum web page)

- Ongoing information updates will be shared periodically (listservs, curriculum training venues, guidance memos, etc.)

Periodic Review Process – Sample

- Sample Timeline*

  - 2/1/2022 - CO conducts periodic review, annotates findings, and notifies college of required revisions (discrepancies requiring corrective action)

  - College receives periodic review discrepancy notification from CO and has 60 days to *respond* to CO (response by 4/1/2022)

  - College *corrects* discrepancies and submits amended curriculum via COCI (by 10/1/2022)

  - CO reviews corrected curriculum and notifies college

- Non-punitive process; goal is to assist colleges in aligning curriculum with policy through technical assistance and guided support

- *Note: does not include AD-Ts; see separate guidelines*

Reminders

- Make sure course hours and units are correct

- Development of local policy for consistency in awarding units of credit

- Course outline of record approved by district governing board

- Cooperative Work Experience (CWE) plan has local board approval and is on file

- Accuracy of credit curriculum submitted to COCI

- Credit programs have the required attachments in accordance with the current PCAH

- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance (CCR title 5, §55002(a) (1))

Training Elements

ASCCC 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."

Furthermore

- 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.

- The COR ensures consistency among all sections of a course.

- Curriculum is the first of the 10+1 and is almost always rely primarily.

Courses

Credit

- All curriculum components will be reviewed

- COCI proposal fields for data elements

- Course outline of record meets standards in title 5, § 55002 (a) (b), and approved by the district governing board

- Refer to PCAH 7, **Part II**, **credit** curriculum standards and criteria

Noncredit

- All curriculum components will be reviewed

- COCI proposal fields for data elements

- Course outline of record meets standards in title 5, § 55002 (c), and approved by the district governing board

- Refer to PCAH 7, **Part III**, **noncredit** curriculum standards and criteria

Certificate Programs

Credit

Certificate of Achievement

- All curriculum components will be reviewed
- Narrative (with all components)
- CORs for all courses
- Appropriate supporting documentation for "Local" (non-CTE) certificates
- Appropriate supporting documentation for CTE certificates
- Refer to PCAH 7, Part II, Section 3 for credit certificate program standards and criteria

Noncredit

Certificate of Completion

Certificate of Competency

- All curriculum components will be reviewed
- Narrative (with all components)
- CORs for all courses
- Appropriate supporting documentation for short-term vocational ("CTE") certificates
- Refer to PCAH 7, Part III, Section 3 for noncredit program criteria and standards
- Adult High School Diploma (AHSD) and apprenticeship see PCAH 7, Part III, Section 3 (pp. 135 – 137)

AA/AS Degree

- Compliance standards for associate degrees, as set forth in title 5, § 55063

- All curriculum components will be reviewed

- CORs for all courses

- Narrative (with all components)

- Appropriate supporting documentation for CTE associate degrees

- Refer to PCAH 7, Part II, Section 3 for all credit degree program standards and criteria

  - CTE AA/AS Degrees: PCAH 7, pp. 79 - 84

  - Local AA/AS Degrees (non-CTE): PCAH 7, pp. 84 – 89

Associate Degree for Transfer (AD-T)

- The AD-T program is a partnership between the CCC and CSU system

- AD-Ts **must** be compliant with applicable legislation, title 5, and PCAH requirements

- Periodic review will include compliance of:

  - Current TMC (Transfer Model Curriculum)

  - All CORs attached (CORs will be reviewed to ensure current standards are met)

  - All courses included on TMC meet the requirement listed on the TMC C-ID Articulation, AAM (Articulation Agreement by Major), BCT (CSU Baccalaureate Level Course List by Dept.) or GECC (CSU GE Certification Course List by Area)

  - Review of unit count and double count totals

  - Review of Narratives including the catalog descriptions with random checks against the current school catalog to confirm they are the same

  - For AD-Ts, colleges will be asked to respond to revision request within 60 days. Once the college responds they will have an additional 6 months from the response date to make necessary revisions for approval.

  - **If a colleges does not meet the corrective parameters described above, the AD-T program will be deactivated in COCI.**

Responsibilities

Curriculum Committee Member Responsibilities

- Curriculum Committee Members ensure:

  - quality and accuracy of the curriculum
  - our approvals meet the expected state, local, and transfer standards
  - that we uphold the requirements for apportionment
  - that we uphold the accreditation standards, specifically Standard II.A.3

All of the above are elements to look for in the Course Outline of Record (COR)

Equity in Curriculum Development

- Review all curricular elements with an equity lens:

- Program requirements

- Catalog & marketing materials

- Course Outlines

- Syllabi

- Course materials and technology requirements Assignments and assessments

- Equity-focused curriculum is clearly communicated, inclusive, welcoming, and effectively demystifies academia and expectations for students.

Course Outline of Record (COR) Review

- Some Considerations for Equity in the COR:
  - *Requisites*: Review for disproportionate impact and ensure these do not create undue barriers for students.
  - *Title and Course Description*: Is language inclusive and relevant to students?
  - *Textbooks/Course Materials*: Consider cost, OER options, and diversity of authors/content represented
- Example: C-ID
  - Faculty Discipline Review Groups (FDRGs) involve faculty from CCCs, CSUs, and where possible UCs.
  - 5-year review surveys now ask for anti-racist and culturally-relevant curriculum in C-ID course descriptors and the Transfer Model Curriculum.
  - FDRGs will use surveys responses to see how descriptors can be rewritten to focus on anti-racist and culturally-relevant curriculum.
  - C-ID processes are being examined to improve inclusion in C-ID work.
- Poll: how are you incorporating culturally responsive curriculum and anti-racism into COR review/design? (Check all that apply)

Local Processes: Committee Members

• Member responsibilities include:

- Represent departments and serve as a point of contact/resource.
- Review curriculum to ensure complete and accurate data, compliance, and consistency
  - Assignment to a discipline, min qualifications
  - Avoiding duplication of existing curriculum
  - Appropriateness to college mission
  - Integration of elements of COR (content, objectives, assignments, etc...)

The Mission of Barstow Community College

- Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.

Curriculum Chair Responsibilities

- Establish positive relationships with CIO, AO, Curriculum Staff, and Faculty
- Learn about regulations and current issues at the state level.
- Prioritize meeting agenda items and keep agenda moving & on schedule
- Ensure all voices are heard
- Remind the Curriculum Committee the importance of providing our students with quality curriculum
- Be familiar with resolving and/or managing conflict

Curriculum and Tech Review

Dates – Curriculum Committee

- Curriculum Committee Dates: 9/3, TBA

  What courses go to Consent Agenda?

  - Courses that have any changes to COR's face page *

  * A Routine Peer Review is being developed at this time.

- What must be submitted and when?

  - All Signed Paperwork: Course Modification Form and COR (dean must sign)

  - Completed, reviewed, signed courses and coursework must be submitted by the Monday before the Curriculum Committee at 5:00 p.m.

- Where to submit?

  - Email Only and email all documents to curriculum@barstow.edu

Dates-Tech Review

- Tech Review Dates: 9/17, TBA

  What must be submitted?

  - Signed Paperwork and COR (dean signatures must be there)

    - New Course –New Course Approval Form

    - New Program – Program Outline, Certificate Narrative

   - Existing Program – Degree/Certificate Verification

Curriculum process

- All Forms, CORs, and Communication should be emailed to: curriculum@barstow.edu

- All the forms can be found on our website: http://www.barstow.edu/Committee_Curriculum.html

- We have an internal process that we are perfecting to disseminate information and move courses and programs forward

  - Please contact us if you have any questions.

Communication

- We are improving written communication to all faculty

  - Email minutes from Tech Review to all faculty

  - Posting minutes from Curriculum Committee to Curriculum webpage http://www.barstow.edu/Committee_Curriculum.html

  - Sharing out as needed at Best Practice or All-Division

  - All forms and timelines are posted to Curriculum webpage

- Faculty are encouraged to attend Tech Review when their course and/or program is being reviewed. It is helpful for the committee to hear from faculty or get questions/concerns answered

Training Resources
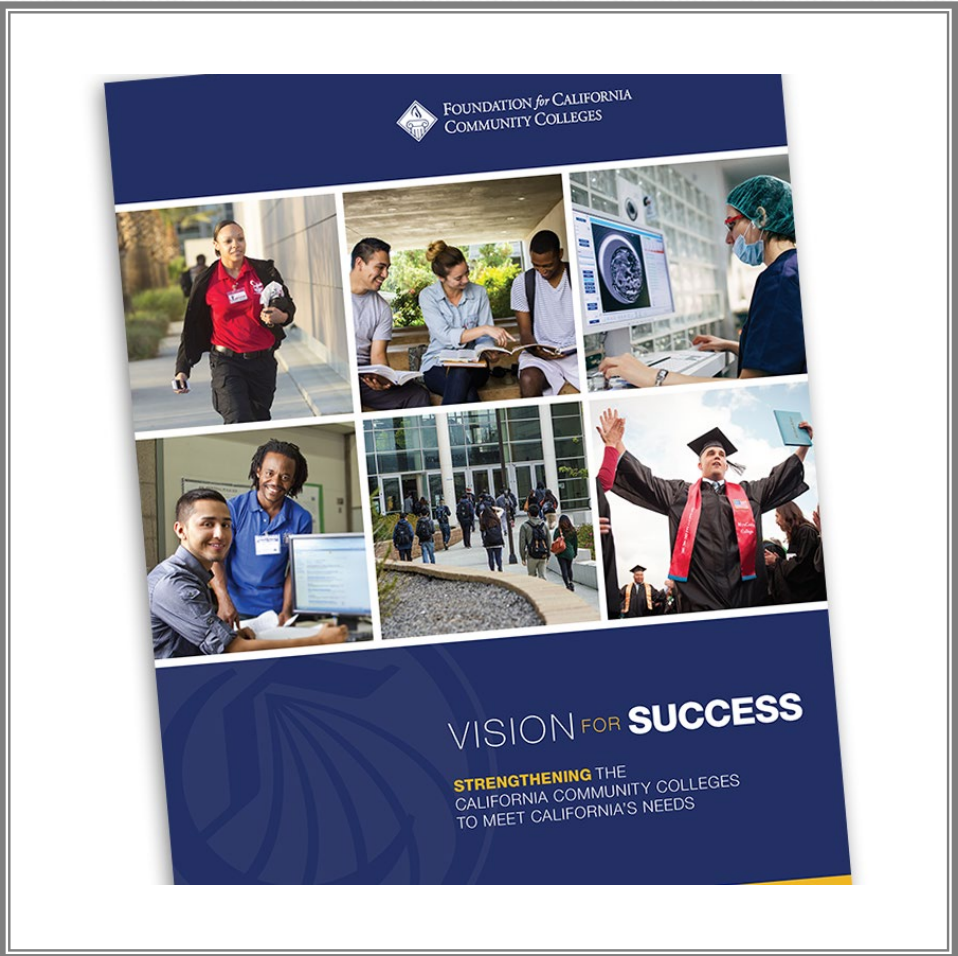
We are part of the 116 CCC System

The Central Valley's Madera Community College becomes California's newest community college

The community college system's Board of Governors voted unanimously to make Madera Community College Center its 116th college.

EDUCATION

Gov. Newsom signs bill requiring ethnic studies for Cal State University students

Gov. Gavin Newsom signed a bill requiring students at the nation's largest four-year public university system to take an ethnic studies course to graduate.

PCAH 7th Edition

- PCAH 7th Edition…

  - PART I: OVERVIEW

  - PART II: CREDIT CURRICULUM

  - PART III: NONCREDIT CURRICULUM

- Posted to the Educational Services & Support Division webpage [*Curriculum and Instruction*]

  - https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.pdf?la=en&hash=06918DD585E9F8C0805334FEA3EB1E6872C22F16

Chancellor's Office Guidance

- [Guidelines for Title 5 Regulations Section 55003 Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation](#) (March 2011)

- [California Community Colleges Guidelines for Community Services Offering](#) (September 2012)

- [Guidelines for Required Instructional Materials in the California Community Colleges](#) (January 2013)

- [Credit Course Repetition Guidelines](#) (November 2013)

- [Division of Educational Services and Support: Curriculum and Instruction](#)

- [Chancellor's Office COVID-19 Resources](#) – includes Executive Orders and Guidance

Other Documents

- TOP-CIP Crosswalk (June 2020)

- California Education Code

- CCR, Title 5

- Program and Course Approval Handbook - "PCAH", 7th Edition

- Taxonomy of Programs "TOP Code" Manual, 6th Edition

- Chancellor's Office MIS: Data Mart | Research & Data Analytics | Data Element Dictionary

- The Course Outline of Record: A Curriculum Reference Guide Revisited (ASCCC, 2017)

ASCCC Resources

- www.asccc.org

- Papers, Rostrum articles, resolutions (use search)

- Presentation slide decks
  - Events -> Past Events -> select type of past event -> Program Materials

- Email: info@asccc.org

- Listservs

- Chancellor's Office Curriculum Assistance Listserv: http://listserv.cccnext.net/scripts/wa.exe?SUBED1=CURRICASSIST

- "Unofficial" Curriculum Chairs listserv" Request to join: CCCCurriculumChairs+subscribe@groups.io

- Yahoo Curriculum Specialists Listserv: Email cacurricstaff-subscribe@yahoogroups.com

Thank you for serving our students at Barstow Community College!