



CURRICULUM  
COMMITTEE  
TRAINING  
2022-23

# Meet the Team

- Curriculum Committee Chair - Dara Greene
- Curriculum and SLO Specialist – Lannibeth Calvillo
- Technical Review Committee Chair – George Arab
- Articulation Officer - Shannon Stanley
- Academic Schedulers
  - Megan Parker, Cassondra Reinsel, Claire Bailey\*
- CTE Manager – Christina Read

# CCCCO ANNUAL CERTIFICATION

- Once upon a time, the Chancellor's Office was responsible for certifying that all community college curriculum complied with California Regulations
- This authority has been increasingly delegated to local districts
  - Chancellor's Office "chapters" new courses/programs (assigns unique control number)
  - Exception: ADTs and CTE programs, which require direct approval
- The Chancellor's Office requires each college to self-certify that, among other things:
  - All submitted courses/programs comply with [Title 5](#) and the [Program and Course Approval Handbook](#) (PCAH)
  - All Curriculum Committee members have received training in Title 5 and *PCAH*

# C U R R I C U L U M   B A S I C S

- Curriculum is an area of faculty primacy under Ed Code and Title 5
  - Academic Senate has “primary responsibility for making recommendations in curriculum and academic standards to Board of Trustees” [Ed Code §70902\(a\)\(7\)](#)
  - Policies and procedures related to “curriculum, including establishing prerequisites and placing courses within disciplines” and “degree and certificate requirements” are defined as “rely primarily” areas of 10+1 under [BP 2510](#)
- [Title 5 §55002\(a\)\(1\)](#) requires community colleges to establish a Curriculum Committee as either a district committee or Academic Senate committee
  - At Chabot College, the Curriculum Committee is a Senate committee governed according to the [Bylaws of the Chabot College Academic Senate](#)

# ROLE OF THE COMMITTEE

- The Curriculum Committee exists to evaluate and make recommendation primarily on matters related to credit and noncredit curriculum and to ensure that the college is complying with Title 5 regulations
- [AP 4020](#) directs the Curriculum Committee to establish its own processes for reviewing new and revised courses and programs (through the Curriculum Handbook)
- All course and program additions and deletions must be approved by the Curriculum Committee (along with the Academic Senate and Board of Trustees).

# COMMITTEE CHARGE

1. Apply Title 5 and Board policies in review of course and program proposals.
2. Recommend and oversee the development of new courses and programs.
3. Recommend course outlines of record and new program applications for those courses and programs.
4. Recommend requirements for the associate degree and certificate programs to the Academic Senate for approval.
5. Recommend and oversee course proposals for transmittal to CSU and UC to meet General Education Breadth and IGETC requirements.
6. Recommend prerequisites, co-requisites, and advisory preparation for courses and programs to the Academic Senate for approval.
7. Recommend and oversee courses taught by distance learning.
8. Assist the Office of Academic Services with the development of the catalog and class schedules.
9. Recommend and oversee regulations and policy for Distance Education.

# COURSE OUTLINE OF RECORD

- Course Outline of Record (COR) is a legally required document defined in [Title 5 §55002](#) that describes minimum objectives, content, assignments, methods of instruction, methods of evaluation, etc., for all scheduled courses
  - Faculty use published CORs to develop course syllabi
  - Articulation Officers and faculty from other institutions use CORs to determine content of courses
  - Students may look at CORs to determine whether they should take a class
- ASCCC recommendations published in [Course Outline of Record: Revisited \(2017\)](#)
- Program Outline of Record should include program narrative and supporting documentation (depending on program)

# STANDARDS OF APPROVAL

- Standards and Criteria for Course Approval are defined in [Title 5 §55002](#) and Part II, Section 2 of [Program and Course Approval Handbook](#)
  - Defines elements that should appear in a Course Outline of Record (COR)
- Three types of courses: Degree-applicable credit courses, non-degree applicable credit courses, noncredit course
  - For credit courses, COR must include: unit value, contact hours, outside-of-class hours, total student learning hours, prerequisites and corequisites, catalog description, objectives, content, assignment types and examples, instructional methods, evaluation methods, recent textbook ( $\leq 7$  years for UC articulation)
  - For non-credit courses, COR must include: contact hours, catalog description, objectives, content, assignment or activity examples, instructional methods, evaluation methods



# Types of Courses:

Credit	Noncredit
Courses	Courses
<ul style="list-style-type: none"><li>• Degree-applicable</li><li>• Non degree-applicable</li></ul>	<ul style="list-style-type: none"><li>• Noncredit: no credit awarded for courses in 10 categories but approved by CO and receives apportionment</li></ul>
Programs	Programs
<ul style="list-style-type: none"><li>• Associate Degrees (AA, AS)</li><li>• Associate Degrees for Transfer (AA-T, AS-T)</li><li>• Certificates of Achievement<ul style="list-style-type: none"><li>8 to less than 16 units (semester)</li><li>16 or more units (semester)</li></ul></li><li>• Locally Approved Certificates (Certificate of Proficiency at Chabot)<ul style="list-style-type: none"><li>&lt;16 units, CO approval optional but not required</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Certificate of Completion (CDCP)</li><li>• Certificate of Competency (CDCP)</li><li>• Adult High School Diploma</li><li>• Noncredit Apprenticeship Program</li><li>• Locally Approved Certificates (not CO approved)</li></ul>

# Types of Courses

Credit	Noncredit
Degree applicable and non-degree applicable (basic skills)	Traditional or Career Development and College Preparation courses (CDCP) may lead to Certificate of Competency/Completion
Students pay tuition fees	No student tuition fees
Generates apportionment	Generates apportionment
Awards units	Awards hours (no units)
Not repeatable except in limited cases	Repeatable; Multiple enrollments allowed
Approved by Curriculum Committee, then Board, then CCCCCO <u>chapters</u> .	Approved by Curriculum Committee, then board, then CCCCCO <u>approves</u> .

# PROGRAMS AND DEGREES

- Title 5 §55000 defines an “Educational Program” as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.”
  - [Program requirements](#) are defined in more detail in PCAH

# C E R T I F I C A T E S

- [Title 5 §55070](#) defines Certificates of Achievement as “patterns of learning experiences designed to develop capabilities that may be oriented to career or general education”
  - Sequence of courses should consist of at least 16 semester units
  - Shorter sequences of 8-12 units may be also offered
  - [Other requirements](#) described in more detail in PCAH

## What's Here:

- META
- Program Maps
- [Ethnic Studies GE](#) requirements for local Associate degrees
- [Common Course Numbering System](#)
- Chancellor's Office Advisory on [DEI in Curriculum](#)

# META Upgrade

- Almost Live!
- Campus wide training start next week
  - Webinars
  - Drop in hands on help

## Goals for AY 2022-2023

- Review and approve Discipline Assignments
- Updated GE Pattern for AA/AS degrees
  - Recommend to Faculty Senate
- Establish a prerequisite validation process
- DEIA in Curriculum Handbook
- Out of Date CORs, recommendation to the VPAS
- [Credit for Prior Learning](#)

# Assigning Courses to Disciplines

- Deadline is December 2022
- Please remind your colleagues to complete and submit
- All info found on Curriculum Development webpage



# Quinquennial Review

- Link found on the Curriculum Development website
- Prioritizing updates for CORS that are older than 8 years for Fall 22.
- Course deactivations recommended if not offered in the past 5 years.
  - Title 5 requires courses to be offered on a two year cycle if part of a program

## Guided Pathways Updates

- Program maps are being built into META
- We'll hear more from the GP team after META goes live.

## DE Addenda - Fall 2022

- If DE addenda is missing, and needed for COOL review, can submit form via DE Addenda Request form on Curriculum Development website
  - Curriculum Committee to work with COOL on update and review of DE addenda
  - DE addenda for courses with older CoRs?

# Resources

- [Program and Course Approval Handbook – 7th Edition](#)
- Assigning Courses to Disciplines – [MQ Handbook](#)
- [Open Educational Resources Initiative](#)
- [COR Handbook](#)
- [Noncredit at a Glance](#)
- [Credit for Prior Learning Took Kit](#)
- [DEI in Curriculum](#)
- [Glendale Community College Guide for Creating Equitable Curriculum](#)