ASCCC
CURRICULUM
INSTITUTE

RESPONSIVE CURRICULUM & COLLECTIVE IMPACT

ANNUAL CERTIFICATION TRAINING FALL 2021

Colleges are required to train Curriculum Committees annually to be eligible for continued local approval certification.

This session will highlight elements of local approval certification and local policies and procedures.

2019-2020 Local Approval Certification (Memo AA 19-35) allows colleges to approve:

- all credit and noncredit course proposals

- modified credit programs

- local credit programs

- CTE C-ID aligned credit programs

- noncredit CDCP programs (except for short-term vocational).

It does **NOT** include ADTs, noncredit CDCP STV (short term vocational) programs, and new CTE programs not C-ID aligned

HOWEVER, we must wait for control numbers for courses and programs.

College Perspective: Local Responsibility and Equity

Program development guidelines in PCAH include considerations of appropriateness to mission, demonstrated need, adequacy of resources, and adherence to curriculum standards, and regulatory compliance

Streamlining curriculum means more responsibility on curriculum committees to review these areas, even if the Chancellor's Office won't be reviewing at submission

Colleges need to document local review and approval processes for

- accreditation
- annual curriculum certification
- eventual periodic review of curriculum by Chancellor's Office

Great opportunity to explore equity and disproportionate impact on your students

ANNUAL CERTIFICATION APPROVAL POLICY

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

Annual Certification Signed by:

- President/Superintendent
- Vice President of Academic Affairs
- Academic Senate President
- Curriculum Chair

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

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

CHANCELLOR'S OFFICE PERIODIC REVIEW- QUALITY CONTROL

➢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

➢College *corrects* discrepancies and submits amended curriculum via COCI **within 6 months**

➢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

CURRICULUM IS AT THE CENTER OF WHAT WE DO
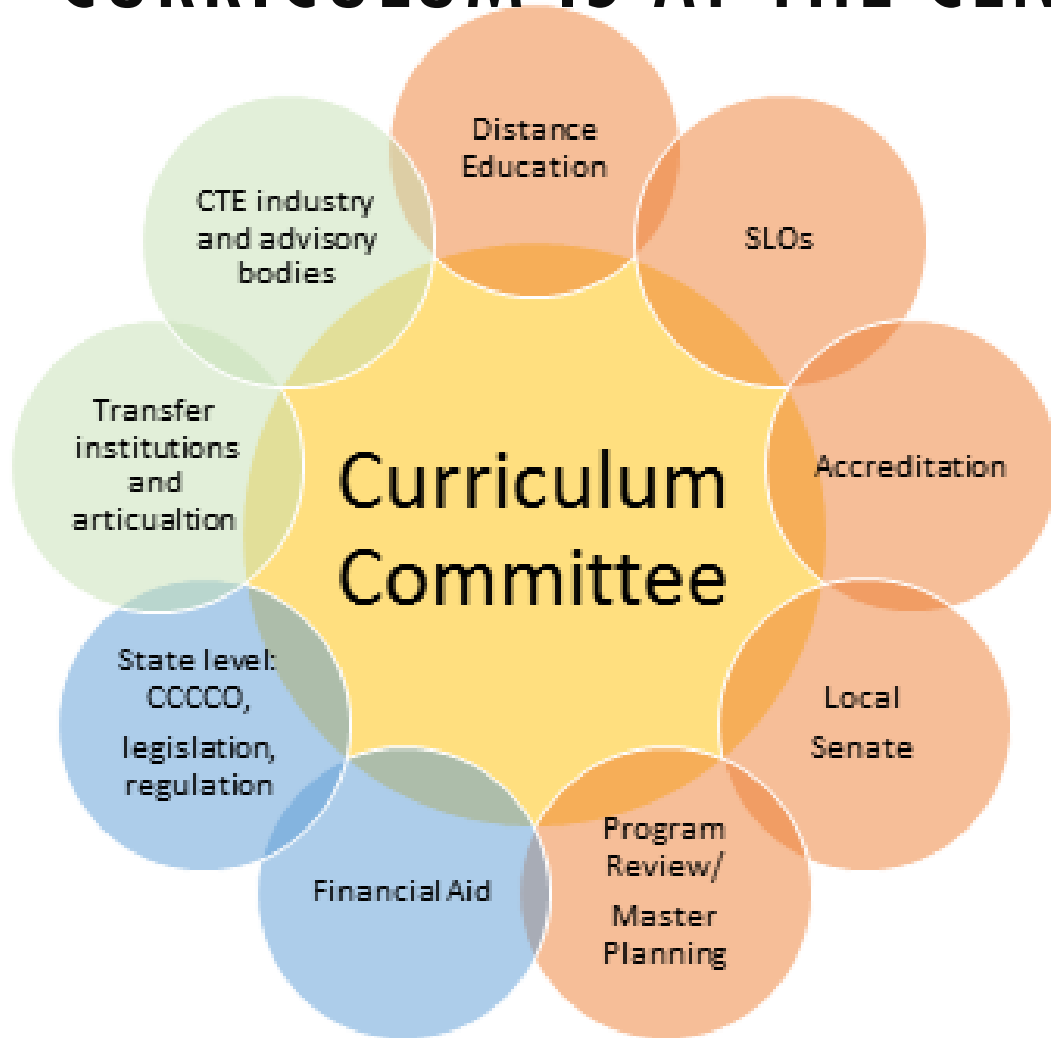
- Directly impacts local processes and outcomes

- Responds to internal and external factors

- Has a steep learning curve; worth investing time and resources into training committee members

- Requires both breadth and depth of knowledge

- Moves us from only discipline experts to college-wide experts

- Social Justice issues that can be addressed

Compliance and Quality Matter – Impacts

1. **Approval Process:** Certification and correct data for Chancellor's Office Curriculum Inventory (COCI) **speeds 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.

4. **Accreditation:** Standard IIA3, 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.

Certificates

16 units or more	Must be submitted to CO for chaptering	Certificate of Achievement
8 -15 units	May be submitted to CO for chaptering **If not submitted to CO it is a Cert of Accomplishment**	Certificate of Achievement if and only if submitted to CCCCO for chaptering
Less than 8 units	May not be submitted to CO for chaptering	Skills Certificate, Certificate of Accomplishment, or other locally-named certificate
0 Noncredit	Must be submitted to CO for chaptering	Certificate of Completion or Certificate of Competency

Note: If submitted for Chaptering it will appear on a student's transcripts.

What is C-ID? Why is it Important?

C-ID refers to the common course numbering throughout the state of California. The numbering aligns with course descriptors to ensure that courses meet common content standards. Not all courses have C-ID descriptors.

There are specific courses that **must** have C-ID approval for AA-T and AS-T major preparation to get the degree approved by the CCCCO.

How Do I Know if My Courses Have C-ID Descriptor?
Go to the CI-D Website at https://www.c-id.net/descriptors/final

Locate your discipline and select a descriptor.
Check to make sure that all elements of the template are listed in your course outline (prerequisite, objectives, content, and updated textbooks). The descriptors outline the content the course should have as a minimum, ECC's course may have more but not less. In most cases ECC's courses are aligned and only minor revisions/additions are needed.

5.0   **Composition and Responsibilities** – CCC Bylaws

5.4 Division Counselor

Resource person(s) for the Division in such matters as transfer, articulation, associate degrees, certificates, and student needs.

5.5 Clerical Support

A member of the division's clerical staff, under the direction of the Division Dean **will initiate all proposals in Curriuclog.** The CCC representative, is responsible for forwarding DCC approved, **error-free proposal to the Curriculog Office.**

5.0 Composition and Responsibilities - CCC Bylaws

5.6 Technical Review

The DCC conducts **technical review** for all proposals. Technical review ensures that **Title 5 regulations have been met,** that **local procedures** are adhered to, and that **course specifications** have been **appropriately addressed.**

5.6.1 The DCC is responsible for **reviewing the feasibility of online and hybrid versions** of courses and ensuring that they meet the standards for **regular and effective contact between students and instructor <u>and</u> among students.**

Note: The DE Addendum has been revised and is a separate form in Curriculog.

6.1 DCC Meetings – CCC Bylaws

- At **least two** regularly scheduled DCC meetings will be held in each Division **per semester.**

- Meeting dates are to be forwarded to the CCC Chair no later than the first day of the Fall semester.

- Division faculty members and the Counseling Division are to be notified of DCC meeting dates.

- Minutes of the meetings are to be kept on file in the Division office.

- Names of DCC members and meeting dates should be established at the end of the Spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year

6. DCC PROCEDURES - CCC Bylaws

6.2 In-Service Training

All DCC members will attend **at least one in-service training session each academic year.**

6.3 Curriculum Review

DCC members will review curriculum in accordance with the ECC Curriculum Handbook, the California Community Colleges **Program and Course Approval Handbook**, **Title 5 of the California Code of Regulations, and District policies.**

(May be found on the CCC Website.)

How Important is DCC Approval?

DCC approval date **affirms** that:

- Technical review has been carefully and thoroughly condu
- Proposal have been carefully edited, are complete, and are error-free
- Course outlines are "integrated" (Description, objectives, major topics, assignments)
- The DCC has voted on and approved the proposal. (Approval does not need to be unanimous. A consensus is needed.)

Reminder: Minutes of DCC meetings and voting results are to be kept on file in the Division Office.

How Important is CCC Rep's Approval?

The CCC rep is the guardian of the Division's curriculum.

Once approved by the DCC, the Division CCC rep moves
the proposals forward to the Curriculum Office. (In special cases, and to keep
curriculum from getting stuck, CCC reps may request that a proposal be "force
approved" to the next step or to the CCC Rep level.)

The CCC Rep votes as a DCC member, but has one more step which is to
approve the proposals and move them to the Curriculum Office for review and
placement on the agenda.

CCC Voting Representatives
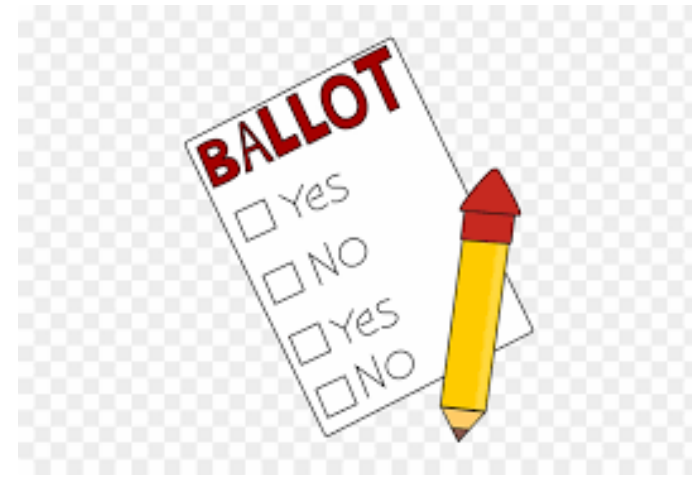
✓ One Full-time Faculty Member from Each Academic Division

✓ One Full-time Faculty Counselor

✓ One Full-time Faculty Librarian

✓ Vice President of Academic Affairs (VPAA) or Designee

✓ Council of Academic Deans and Directors Representative

Ex-Officio Representatives - Non-voting Members

Associate Dean, Academic Affairs

Curriculum Advisor

Distance Education Coordinator

Member of the Associated Students Organization (ASO)

Student Services Advisor, Evaluations Unit

Registrar

CCC Representative Responsibilities

✓ Attend at least one in-service training session
each academic year

✓ Be knowledgeable of current curriculum procedures and policies

✓ Carefully study and review of all curriculum proposals in advance
of meetings

✓ Assist faculty with curriculum issues and proposal preparation

TECHNICAL REVIEW VS CONTENT REVIEW

Curriculum review takes two distinct forms:

Technical review ensures complete data, compliance, and consistency
- DCC, CCC, and Ex-Officio Representatives

Content review can be left to discipline faculty (prior to technical review), but the curriculum committee needs to look at content, too
- Assignment of a discipline, minimum qualifications
- Avoiding duplication of existing curriculum
- Appropriateness to College mission
- Integration of elements of COR including content, objectives, and assignments
- Ensuring prerequisites and/or corequisites are appropriate

Cycles and Deadlines - Why Are They Important?

Approximately 1,400 course
Previous requirements: Courses were reviewed every 6 year
Currently, CTE Courses (600+) must be reviewed every
2 years!

This exponentially increased the number of proposals in
need of review each year.

It is important that we stay maintain a review schedule
to remain in compliance.

Dude, Where's My Course?

Review the *Curriculum Submission Deadlines* for your Division (CCC Website)

Review the *Agendas* and *Minutes* (emailed to CCC Members and posted on CCC Website)

Keep your Dean/Assoc Dean apprised of curriculum matters after each meeting.
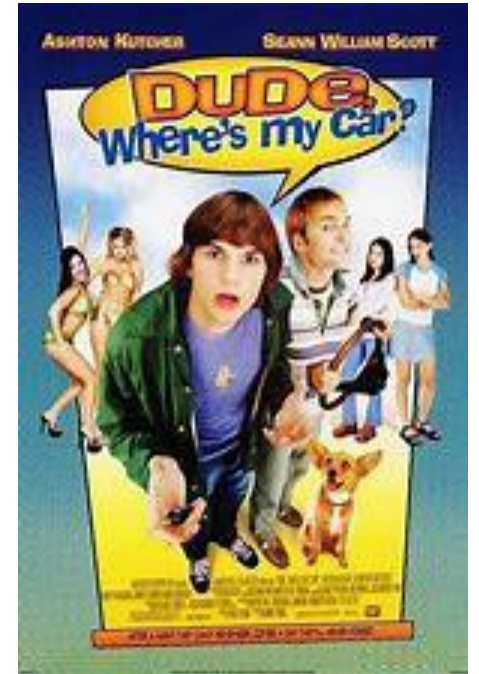
Where's My Course? Curriculog has solved this problem for us.

Go to My Tasks or All Proposals to find the status of a proposal.

BUS - 101 - Introduction to Business

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1 - Spring 2021 Course Review Form

Last Activity: Jun 3, 2021 11:37 AM by Lori Suekawa

Originator	Department	Dean/ Assoc	DCC	CCC Rep	Tech Review	Chair	Standard Review	Curriculum Office

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Proposal was rejected at this stage. Can be revised and approved to move forward.

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Process was restarted.

What happens to a course/degree/certificate after it is approved by the CCC?

1. CCC approves courses, certificates and degrees. Minutes are developed and approved.

2. CCC Approves minutes via email to expedite the process. Board item is finalized and entered into Board Docs eight (8) days prior to the BoT meeting.

3. Board Approves curriculum at monthly meeting.

Board of Trustees generally approves curricular actions as recommended by the CCC.

4. Curriculum Advisor logs the course in the Curriculum Inventory and gets a control number for new courses and creates or updates Master Course File.

ADTs, noncredit CDCP STV (short term vocational) programs, and new CTE programs not C-ID aligned are forwarded to the CO for approval.

5. Curriculum and changes are included in the upcoming the Catalog.

6. Courses are included in the schedule of classes.

Articulation Officer submits appropriate courses for CSU or IGETC GE patterns. Plan on a 2-year timeline to offer the course.

Note: Curriculum must be approved by the CCC in Dec to ensure Board Approval and inclusion in the Catalog and the schedule of classes for implementation the following academic year.

Note: Career Education Certificates of Achievement must go through the LAOCRC process prior to Board approval.

Other Deadlines to Consider:

In accordance with the established timeline, the finalized schedule of classes for the Fall term must be submitted for printing by the end of February in order to ensure distribution to counselors, students, and Veteran's Affairs and students in sufficient time for registration.

Local Degree/Certificate Forms

Paper Process Degrees and Certificates

Clerical Support: Download the form from the CCC Website

Current: Cut and paste course requirements from the Catalog Fill out ALL sections of the Degree and Certificate forms for all submissions

Include:
Program Catalog Description
Goals/Objectives
Course Sequence

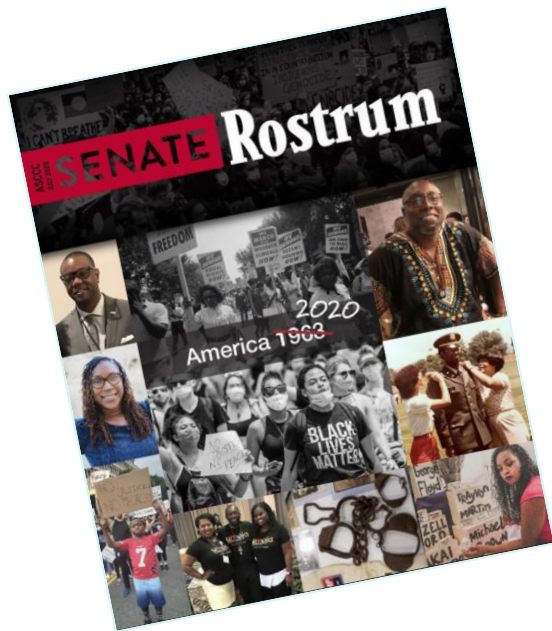Incomplete forms holds up the submission process to the Chancellor's Office.

Action will show they really care about us.

RESPONSIVE CURRICULUM & COLLECTIVE IMPACT

-Dr. Nyree Berry

Los Angeles Community College District

This will require collective efforts of deliberative engagement, authentic dialogic interaction, with inter-organizational, interdivisional, and interdisciplinary alignment. The future of this country will be decided in our classrooms . The future of this country will be shaped by you.
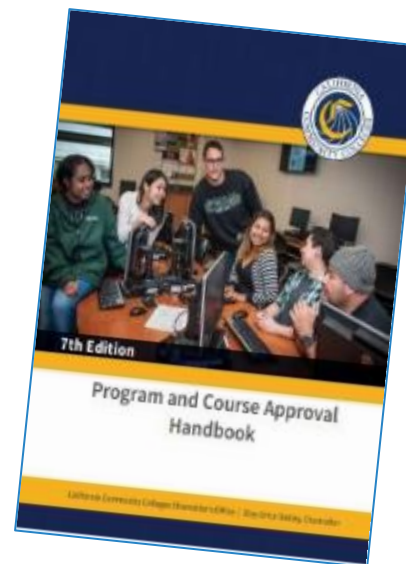
It . Is . Time . To . Care .

-Nadiyah Herron

San Bernardino Valley College

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

RESOURCES FOR CURRICULUM REVIEWERS

The requirements for the proposals are in the PCAH (7th ed), which can be found on the Academic Affairs website at https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit

Other key documents and links relating to a variety of curriculum issues can also be found on the Academic Affairs webpage **– please use the above link**

Many resources for completing proposals are also located in a handy link on the login page of COCI— these resources include:

- The PCAH (soon to be updated to the current PCAH – see above link for V7)

- The TOP code manual

- The Data Element Dictionary

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 20120)

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

Other Resources

CCC Website
www.elcamino.edu/academics/ccc

CCC Online Catalog
http://catalog.elcamino.edu/ or www.elcamino.edu

Scroll to the bottom and click on "Catalog"

Reviewing Distance Ed Courses

https://asccc.org/content/title-5-and-distance-education-separate-course-review-enough

https://www.asccc.org/sites/default/files/Ensuring_an_Effective_Online.pdf

Thank You