ASCCC
CURRICULUM
INSTITUTE

RESPONSIVE CURRICULUM & COLLECTIVE IMPACT

# ANNUAL CERTIFICATION TRAINING FALL 2020

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.**

# 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

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

**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*

# REMINDERS

Make sure course hours and units are correct

Develop local policy for consistency in awarding units of credit

Have course outlines of record approved by district governing Board

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

Check the accuracy of credit curriculum submitted to COCI

Include all required attachments for Credit programs in accordance with the current PCAH

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

# CURRICULUM IS AT THE CENTER OF WHAT WE DO
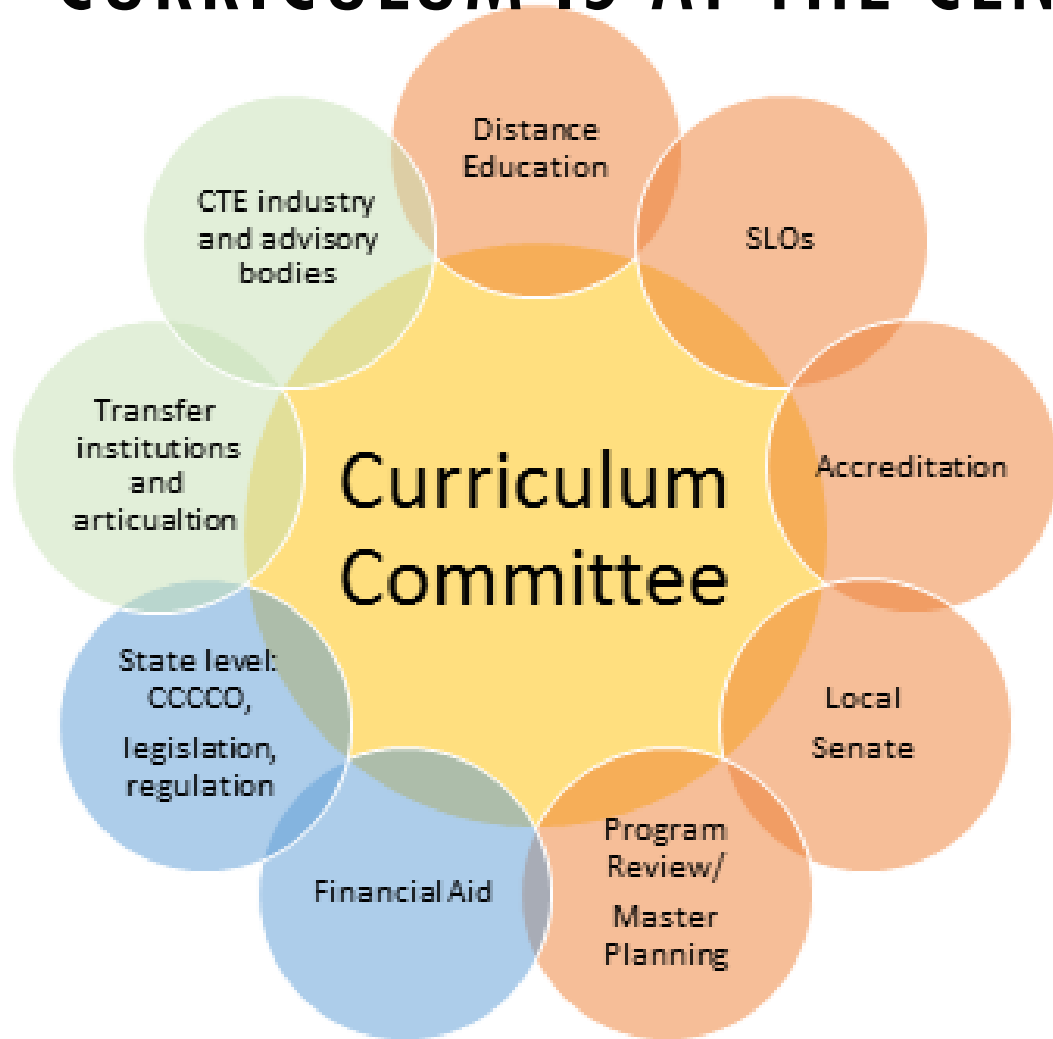


- Directly impacts local processes and outcomes

- 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 Of 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.**

# 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.**

## 5.6 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?

All proposals must have a DCC approval date or they will be returned.

DCC approval date **affirms** that:

- Technical review has been carefully and thoroughly conducted by the DCC
- 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 curriculum.

Once approved by the DCC, the Division CCC rep moves the proposals forward to the Curriculum Office.

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.

# Cycles and Deadlines - Why Are They Important?

Approximately 1,200 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.

# Myths About the CCC

1. **It takes forever to get a course through the CCC**
   Courses, degrees and certificates can actually move through the College process quite quickly. **It is the outside timelines** such as meeting deadlines for the  catalog, schedule of classes, CSU or  IGETC GE approval, or LAOCRC approval for CTE programs.

2. **The CCC is a hostile place where the members grill you about your proposals.**
   We are a nice and helpful group. If we see a problem, we show you how to fix it.

3. **The CCC sometimes spends up to an hour debating the proper placement of a comma.**  Nope. Nope. Nope.  We do not discuss typos or grammatical errors at the meeting unless they are egregious, glaring errors. In that case we, fix, them, and, move, on, quickly.

4. **It is difficult to determine where a course is in the approval process.**

# Dude, Where's My Course?

Curriculog has solved this problem for us.

See **How to Track a Proposal** user guide at www.elcamino.edu/academics/ccc

CDEV - 126 - Child Development Practicum II
Steps: ⊘⊘⊘⊘⊘○○○○○
Last Activity: Sep 18, 2020 9:41 AM by BEVERLY KNAPP

**Log in. Hover over the circle to see the name of the step.**

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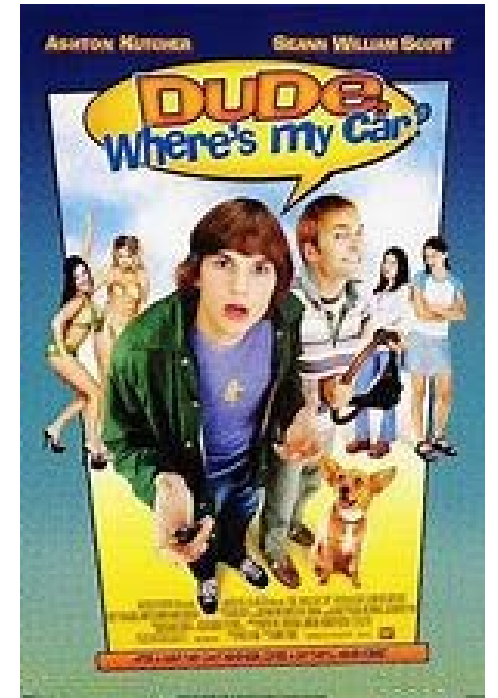
# What happens to a course/degree/certificate after it is approved by the CCC?

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.

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

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.

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 for 20-21**

Request the forms from Janet Young

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.

**Acalog** - College Catalog in its 2nd publication.
**Curriculog** is operational.

Some courses are being reviewed via the paper process per the Division's request for Fall 2020.
All course review will be conducted in Curriculog in Spring.

Refer to the User Guides on the CCC Website
www.elcamino.edu/academics/ccc

*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.*

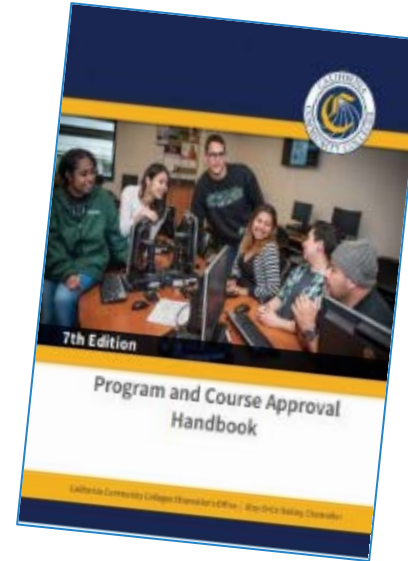*It . Is . Time . To . Care .*

-Nadiyah Herron

San Bernardino Valley College
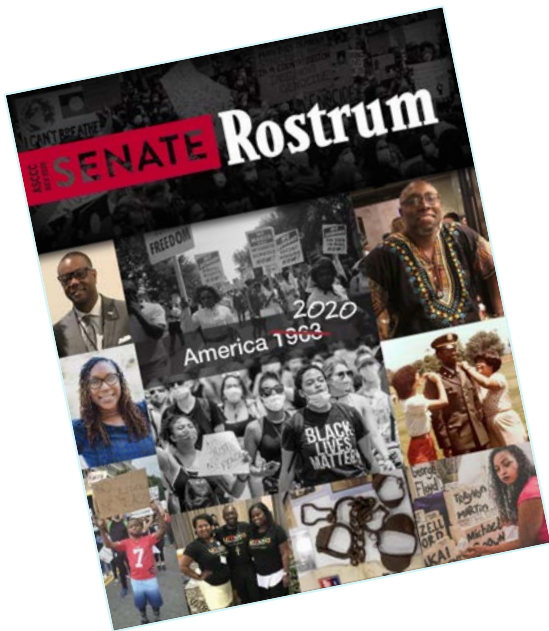
# PCAH 7<sup>TH</sup> EDITION

PCAH 7<sup>th</sup> 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 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