Training the Curriculum Committee

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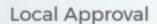Ginni May, ASCCC Treasurer, 2018-19 Curriculum Chair

Streamlined Processes

APPROVAL
(Local)

RECOMMENDATION
(Regional)

CHAPTERING
(CCCCO)

Streamlining Asks Us to Examine Our Roles
Who is doing what and why?

2nd Curriculum Certification

- The second certification memo was distributed in Fall 2017 and was due to the Chancellor's Office in October 2017.

- The memo required the signature of
  - College President (CEO)
  - Chief Instructional Officer (CIO)
  - Academic Senate President
  - Curriculum Chair

- Submitting the memo entitled the college to automated approval (chaptering) of credit courses, excluding cooperative work experience.

3rd Curriculum Certification

- Memo was distributed in Fall 2018 and was due to the Chancellor's Office by October 16, 2018

- Memo required the same signatures as in 2017

- Submitting the memo entitles the college to automated approval of:
  - All credit courses (including cooperative work experience)
  - Modifications to all existing credit programs except for ADTs
    - Note that changing program goal will require a new program submission
  - New credit degrees and certificates with a program goal of local (not ADTs or CTE)

4th Curriculum Certification

- Memo will be distributed in Fall 2019 and will be due to the Chancellor's Office by October ??, 2019

- Memo will require the same signatures as in 2017 and 2018

- Submitting the memo entitles the college to automated approval of:
  - All credit courses (including cooperative work experience)
  - Modifications to all existing credit programs except for ADTs
    - Note that changing program goal will require a new program submission
  - New credit degrees and certificates with a program goal of local (not ADTs or CTE)
  - *CTE C-ID Aligned Programs – recommended by 5C*

Requirements of Certification

- Colleges are certifying that all approved curriculum will align with all requirements outlines in Education Code, Title 5, and the 6th edition of the Program and Course Approval Handbook

- College must have a board policy related to the credit hour. Policy must be submitted to the CO with the certification memo.

- College must have a cooperative work experience plan that has been approved by the local governing board (plan does not need to be submitted to the CO)

Training the Curriculum Committee

Types of Courses and Programs

Credit	Noncredit
Courses	**Courses**
• Degree-applicable • Non degree-applicable	• Noncredit: no credit awarded for courses in 10 categories but approved by CO and receives apportionment
Programs	**Programs**

• Associate Degrees (AA, AS)
• Associate Degrees for Transfer (AA-T, AS-T)
• Certificates of Achievement
    8 to less than 16 units (semester)
    16 or more units (semester)
• Locally Approved Certificates
    <16 units, CO approval optional but not required
	• Certificate of Completion (CDCP)
	• Certificate of Competency (CDCP)
	• Adult High School Diploma
	• Noncredit Apprenticeship Program
	• Locally Approved Certificates (not CO approved)

Requirements for Credit Courses

- Course Number and Title
- Catalog Description
- Prerequisites, Corequisites, Advisories
- Units
- Total Contact Hours
- Total Number of Hours in Each Instructional Category
- Outside of Class Hours
- Course Content
- Objectives/Outcomes
- Instructional Methods

- Grading criteria (letter grade, P/NP)
- Methods of Assessment
- Reading, Writing, and Outside of Class Assignments
- Repeatability Options
- Open Entry/Open Exit
- Justification of Need
- CCCCO Data Elements (e.g. TOP and SAM Codes, CB codes)
- Discipline Assignment(s)

Possible Items for COR

Item	Why you might want it
Student Learning Outcomes	ACCJC Standard II.A.3 requires it
Required and Recommended Textbooks	Aids in C-ID and 4-yr articulation; helps new instructors
Transfer/GE Information/C-ID	It can be helpful to have this info on the COR
Supplemental Instruction	Could SI be part of your course?
Distance Education	Include modalities (e.g. online, hybrid) and possibly DE Addendum
Enrollment limits	Instructional quality, external accreditation requirements

Requirements Associate Degrees

- Minimum of 60 units

- At least 18 units in a major or area of emphasis

- Can use local GE pattern

- Chancellor's Office Approval if goal is **CTE**. Local Approval if goal is **Local** or *CTE C-ID Aligned*

- All revisions are locally approved

Associate Degrees for Transfer (ADTs)

- Minimum of 60 units; no more than 60 units may be required

- At least 18 units in a major

- General education limited to a CSU GE Breadth or IGETC pattern

- New and modified ADT's require Chancellor's Office approval

Certificates of Achievement

- 16 or more related units **must** be Chancellor's Office approved, noted on transcript

- 8 to less than 16 units **may** be Chancellor's Office approved, but it is not required*

- All new certificates with a goal of Transfer or CTE must be approved by the Chancellor's Office. All revisions and new certificates with a goal of Local are locally approved.

*Certificates noted on students' transcript must be approved by the Chancellor's Office.

Title 5 Requirements for Credit Hour

California Code of Regulations, title 5 §55002.5

(f) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

(Not so) New: Local Governing Board Policy

Now REQUIRED by new title 5 regulations - §55002.5(f)

All districts should have this in place now

District policy shall specify:

- the credit hour calculation method for all academic activities (lecture, activity, lab, clinical, discussion, studio, work experience, etc.)
- expected ratios of in-class to **outside-of class hours** for each type of academic activity
- standards for incremental award of credit
- standard term length (number used to determine divisor in calculation)
- calculation methods for short term and extended term courses
- provisions for monitoring compliance with state and federal regulations related to credit hour calculations

Local policy is an academic and professional matter and should fall under your 10+1 process.

Standards for Credit Hour

California Code of Regulations, title 5 §55002.5(a)

"(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work which may include inside and/or outside-of-class hours."

Sample Credit Hour Calculation

To Calculate Units :

$$\frac{Lecture\,Hours + Lab\,Hours + Homework\,Hours}{54}$$

*54 is used for this example based on the recommendation from the Chancellor's Office that local districts use an 18 week semester as the basis for calculating hour to unit ratios on Course Outlines of Record. Likewise, . .

Cooperative Work experience

- **APPROVED PLAN REQUIRED - § 55250**

- **REQUIREMENTS OF THE PLAN - § 55251**

- **WORK EXPERIENCE CREDIT - § 55265.5**

- Approved at the July 2018 Board of Governor's meeting and the revisions to regulations for CWE plans and courses will:

- Support the streamlining of curriculum by transferring authority from the Chancellor's Office to local districts to approve CWE plans and courses.

- Allow colleges to incremental units.

CWE - REQUIREMENTS OF THE PLAN - §55250

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the local governing board.

CWE - § 55251. REQUIREMENTS OF THE PLAN

(a) The district plan shall contain the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the local governing board.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.

(D) With the assistance of employers, evaluate students' on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the local governing board.

CWE – § 55256.5 Work Experience Credit

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

(3) Units may be awarded in 0.5 unit increments.

Summary of Responsibilities

Local Responsibilities

ASCCC

Oversight - AB1725

Timely, Sound, Responsive

Curriculum Committee - Arm of the Senate

CIO / CEO

Award financial aid

Award credit

Claim for apportionment

Board of Trustees

Policies - course and program

Submit to BOG

Things to Keep in Mind

- Colleges must submit all courses to the Chancellor's Office using the Chancellor's Office Curriculum Inventory (COCI)

- Colleges are still required to have a course control number before they can offer a course.

- The Chancellor's Office is still reviewing and approving all noncredit, new and revised ADTs, and new CTE programs.

- The Chancellor's Office will conduct periodic reviews on all the courses that are receiving automated approvals.

Periodic Review by Chancellor's Office

- Colleges will have their curriculum reviewed at least once every three years (and could be as frequently as once a year).

- Colleges that have been found to have curriculum that does not meet all requirements will be contacted by the CO.

- Colleges may be encouraged to have an assistance visit by representatives from the CO, CIOs, and ASCCC

- Colleges that refuse to follow the requirements for automated approval will have the approval disabled and all curriculum will need to be reviewed and approved by the Chancellor's Office

Questions?