Curriculum Overview

The role of the Dean is to review, edit, and approve courses and programs within their assigned discipline. Oxnard College's Curriculum Management System is called CourseLeaf-CIM (pronounced kim). To learn more about CourseLeaf you can find tutorials, user guides, and helpful tips on the CIM Training Canvas shell. Use the link under resources to enroll. You can also make an appointment with Paris Trujillo for an in-person training.

The Curriculum Committee meets every 2nd and 4th Wednesday in the Student Services Conference Room from 2:30 – 4:00. You are encouraged to attend, especially if we are reviewing curriculum from your division, so that you can offer additional information to further the committee's understanding of the need for new courses or programs or their modification. Agenda items and course approvals must be submitted to the committee the Wednesday before the meeting.
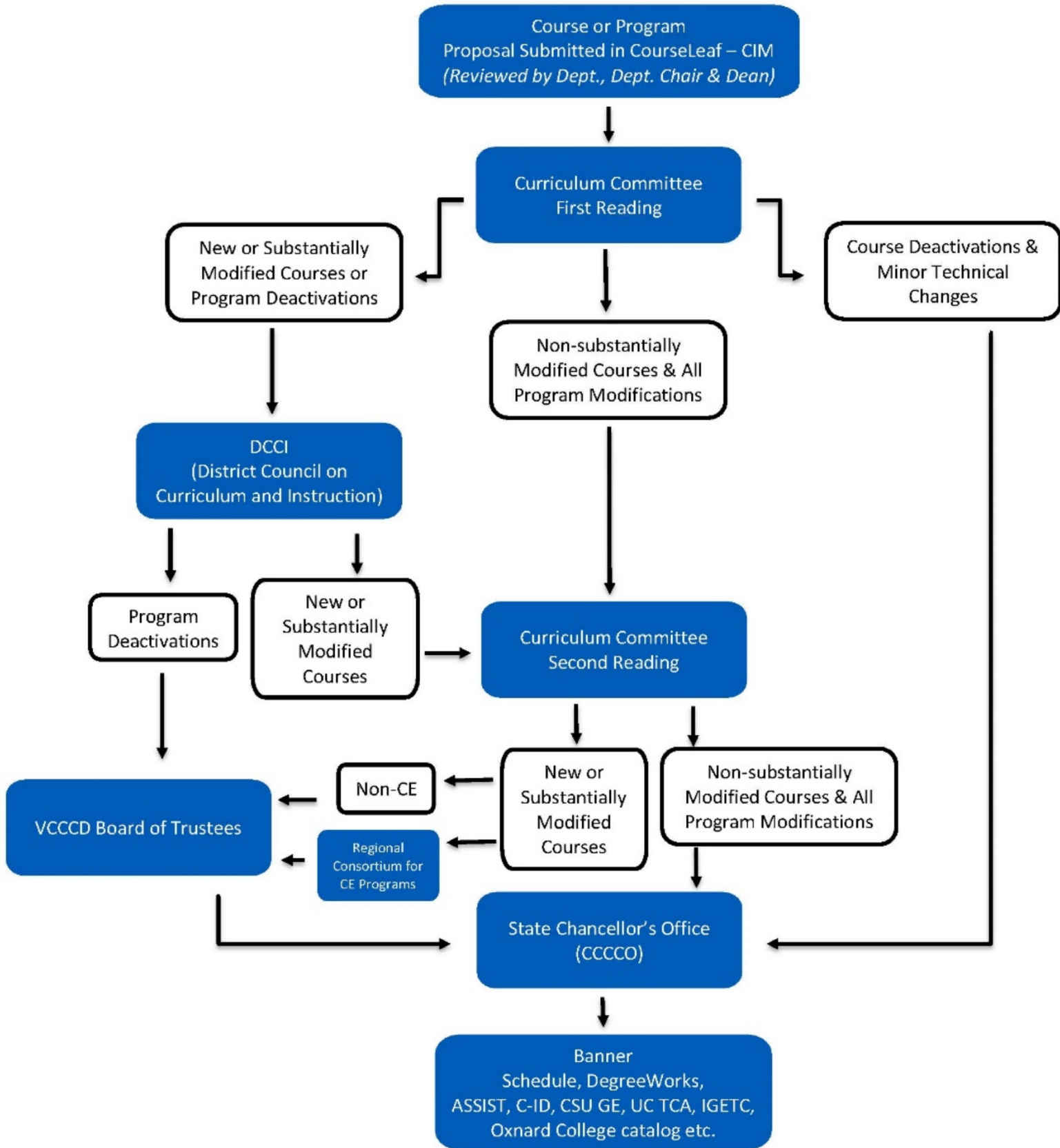
General Timeline

New Courses & **Substantial** Revisions		
Year	Month	Workflow Steps
	Aug.-Oct.	Faculty create & submit course
	Aug.-Oct.	Dept. chair & Dean review proposals
	Aug.-Oct.	Curriculum Committee – 1st reading
	Aug.-Oct.	Faculty make recommended edits
	Sept.-Nov.	DCCI Approval
	Sept.-Nov.	Curriculum Committee – 2nd reading
1	Oct.-Nov.	Board of Trustee Approval
	Nov.-Dec.	State Approval
	Dec.	Add to Banner
	Jan.	Add to Fall schedule
	Feb-Mar.	Add to Catalog
	March	Fall Schedule posted online
	April	Fall registration begins
2	August	Offer course (*except IGETC Courses)
3	August	Offer IGETC courses

Non-Substantial Course Revisions	
Month	Workflow Steps
Aug.-Oct.	Faculty edit & submit course
Aug.-Oct.	Dept. chair & Dean review proposals
Aug.-Oct.	Curriculum Committee – 1st reading
Aug.-Oct.	Faculty make recommended edits
Sept.-Nov.	Curriculum Committee – 2nd reading
Dec.	Add to Banner
Jan.	Add to Fall schedule
Feb-Mar.	Add to Catalog
March	Fall Schedule posted online
April	Fall registration begins
August	Offer course

Substantial Revisions to courses include changes to: Units, TOP code, & SAM Code
Specific due dates for the year will be sent at the beginning of the fall semester.

Oxnard College Curriculum Review Process

Course or Program Proposal Submitted in CourseLeaf – CIM *(Reviewed by Dept., Dept. Chair & Dean)*

Curriculum Committee First Reading

New or Substantially Modified Courses or Program Deactivations

Non-substantially Modified Courses & All Program Modifications

Course Deactivations & Minor Technical Changes

DCCI (District Council on Curriculum and Instruction)

Program Deactivations

New or Substantially Modified Courses

Curriculum Committee Second Reading

VCCCD Board of Trustees

Non-CE

New or Substantially Modified Courses

Non-substantially Modified Courses & All Program Modifications

Regional Consortium for CE Programs

State Chancellor's Office (CCCCO)

Banner Schedule, DegreeWorks, ASSIST, C-ID, CSU GE, UC TCA, IGETC, Oxnard College catalog etc.

Course Substantial Modification = Change in TOP Code, Course Credit Status, Units, Basic Skills Status, SAM Code, Level Prior to College, Noncredit Status, and any other change deemed substantial that would require a new control number.

Program Substantial Modification = Change in goals and objectives, TOP Code at the discipline level, new program award (change an AA to an AA-T), completers are qualified for substantially different job categories, baccalaureate major to which students transfer is different, and any other change deemed substantial that would require a new control number.

Title 5

The Oxnard College faculty is charged by Title 5 of the California Code of Regulations with the primary responsibility for making recommendations in the areas of curriculum and academic standards to the Board of Trustees. The Curriculum Committee is a subcommittee of the Academic Senate and is a participatory governance committee.

In its role as the body that recommends new and revised curriculum to the governing board of the District, the Oxnard College Curriculum Committee provides guidance, advocacy, and oversight in the development of courses, programs, and academic policies. The Curriculum Committee ensures that the curriculum it approves is academically sound, comprehensive, compliant and responsive to the evolving needs of Oxnard College students, in the fulfillment of the college's mission. This committee directly supports Item No(s). 1, 2 and 4 under 10+1.

Current Courses & Programs

Please see the Online Catalog for all a current list of all Disciplines, Courses and Programs:
https://catalog.vcccd.edu/oxnard/programs-courses/

Course Outlines of Record or COR is the official documentation of a course. Currently CIM does not publish CORs (Course Outlines of Record) publicly, which we are required to do. We are working with the vendor and hope to have this feature by 2023. In the meantime, the most up to date CORs can be found in CIM.

Curriculum Review

Areas of a course outline to pay special attention to include:

> **TOP Codes:** The Taxonomy of Program (TOP) is a system of numerical codes used at the state level to collect and report information on programs and courses, in different colleges throughout the state, that have similar outcomes. TOP Codes impact funding and hiring and should reflect the main discipline or subject matter of the course including content and objectives. CTE TOP codes are labeled with an asterisk. Please refer to the TOP code manual for details.

> **SAM Code:** The SAM priority code determines the occupational level of a course. The SAM code must correspond with the TOP code. Course with SAM code of B or C must have a CTE TOP code.
> > A - Apprenticeship
> > B - Advanced Occupational (these are for CTE courses with prerequisites in the discipline)
> > C - Clearly Occupational (CTE courses)
> > D - Possibly Occupational

E - Non-occupational

Hours: When reviewing the hours of a course keep in mind district calculations and how you intend to schedule the course. Refer to the [CIM Basic Course Information Approval Criteria](#) document and this [Unit and Hours Calculations](#) chart for details.

Minimum Qualifications (MQ): All courses must have a [Minimum Qualification (MQ) assigned](#) that reflects the body of knowledge required to teach the course content. Since Banner allows for only one at a time, a primary MQ must be designated which should be the discipline that is planning to offer the course initially. If there are additional MQs, they can be listed under additional minimum qualifications. HR will use the COR to verify all appropriate MQs when faculty are assigned to teach a course. In order to teach a course a faculty member must have been hired to teach in that discipline, not just meet the MQ.

New Proposals: Use the [New Course Guidelines](#) and [New Program Guidelines](#) documents to assist faculty who propose a new course or program.

Curriculum Acronyms

- **ASSIST** - Articulation System Stimulating Interinstitutional Student Transfer (assist.org)
- **BOT** – Board of Trustees
- **C-ID** - Course Identification Numbering System, https://www.c-id.net/ - Was developed to assign identifying designations to significant transfer courses and addresses the need for "common course numbers" by providing a mechanism to identify comparable courses.
- **CIM** – Course Inventory Management (pronounced Kim, also referred to as CourseLeaf)
- **COR** – Course Outline of Record (pronounced core or C-O-R)
- **DCCI** – District Council on Curriculum and Instruction (The DCCI is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DCCI is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DCCI is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DCCI may choose to review and provide advice on questions regarding the interpretation of curricular regulations.)
- **PCAH** – Program and Course Approval Handbook (Pronounced Pa-kah)
- **PSLO** – Program Student Learning Outcomes
- **SLO** – Student Learning Outcomes

Tips

Managing CourseLeaf Emails: Anticipate **a lot** of automatic emails from CourseLeaf. You will be notified when pages start workflow. I HIGHLY recommend you set up a folder and rule in outlook that will automatically move the emails. Outlook Folder & Rule Instructions

Browser Bookmarks: I recommend setting up a "Curriculum" bookmark folder in your browser for these pages: CIM Courses, CIM Programs, and CIM Approve Pages. All of these pages are available in your MyVCCCD portal, but this way they are quicker to access. Chrome bookmark instructions.

Other Resources

Title 5, Division 6 California Community Colleges:
https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C0A67A0D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1

PCAH:
https://www.oxnardcollege.edu/sites/default/files/files/committees/curriculum/pcah_6thedition_july_final.pdf

BoardDocs for district Board Policies (BPs) and Administrative Procedures (APs):
https://go.boarddocs.com/ca/vcccd/Board.nsf/Public?open&id=policies

Course Outline of Record: A Curriculum **Reference Guide**:
https://www.oxnardcollege.edu/sites/oxnardcollege/files/committees/curriculum/the_course_outline_of_record_a_curriculum_reference_guide_revisted_sp_2017.pdf

YouTube Channel – Training Videos:
https://youtube.com/playlist?list=PLGSBpBwzNYohkquE0Cq0ixLLQB8eJlpPI

CourseLeaf CIM – Canvas shell:
https://vcccd.instructure.com/enroll/FH8M6R

Contacts

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