

Important Curriculum Updates/Information

Meridith Selden & Carrie Wasinger



Regulations and Guidance

- CA Ed Code
 - Statute
 - Determined by legislation
- CA Code of Regulations, Title 5
 - Interprets Ed Code into regulations
 - Determined by the Board of Governors (BOG)
- CA Chancellor's Office Program Course Approval Handbook (PCAH)
 - Establishes specific guidelines for implementing Title 5
 - Developed by the CA Chancellor with CCC Curriculum Committee
- Chancellor's Office Guidelines
 - Memos and legal opinions to further clarify
- ASCCC papers and guides
 - Provide faculty derived best practices
 - Develops Minimum Qualifications list



But wait, there's more...

Laws:

- Federal Financial Aid
- Title IX, etc.
- section 508, ADA
- Brown Act

College and District policies:

- College mission/master planning
- District BPs, APs
- Committee Purpose Statement approved by local senate

Transfer institutions:

- C-ID descriptors
- Articulation agreements
- CSU/UC: submission for UC-TCA, IGETC, CSU GEB

Industry and Regional factors:

- CTE advisory committees
- Regional Consortia
- LMI

Course Outlines of Record (COR) and Course Syllabi - Title 5 Compliance

- COR (Course Outline of Record): Legal document that ensures compliance with regulations and consistency across instructors and sections
 - Contains minimum standards
 - Basis for articulation agreements with C-ID, CSUs, and UCs
- Course Syllabus: Document that is specific to an instructor and section
 - Contains instructor-specific policies, dates, and expectations
 - Book(s), Attendance policy, Grading criteria, Etc.

Required COR Elements in the Syllabus

- These things must **match** the **COR EXACTLY**:
 - Course number, and title
 - Course description
 - Units
 - Hours
 - Conditions of enrollment (advisories, pre/co-requisites)
 - Student Learning Outcomes (SLOs)*



Calculating Units & Hours

- Lecture
 - **EACH** lecture unit
 - 18 contact hours in class
 - 36 hours outside of class
- Activity
 - **EACH** activity unit
 - 36 contact hours in class
 - 18 hours outside of class
- Lab
 - **EACH** lab unit
 - 54 contact hours in class
 - No hours outside of class

Outside-of-class hours are determined by the following standard ratio. If you override the calculation, you must provide an explanation below. Keep in mind that deviation from this ratio can affect articulation agreements with other institutions.

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (lecture, discussion, seminar, and related work)	1	2
Activity (activity, lab w/homework, studio, and similar)	2	1
Laboratory (traditional lab, natural science lab, clinical, and similar)	3	0

Calculating Units & Hours

Course Information

Course Number: POLSC 3

Full Course Title: California Politics

Short Title: Cal Pol

TOP Code: 2207.00 - Political Science and Government, General

Effective Term: Spring 2018

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 54.0

Lecture hours: 54.0

Hours outside of class: 108.0

Repeatable: No

Grading Method: Letter Grade Only

**Typical 3 unit lecture
only course**

Calculating Units & Hours

Course Information

Course Number: ENGL 1A

Full Course Title: College Composition and Reading

Short Title: College Comp/Read

TOP Code: 1501.00 - English Language and Literature, General

Effective Term: Fall 2016

Course Standards

Course Type: Credit - Degree Applicable

Units: 4.0

Total class hours: 216.0

Total contact hours in class: 72.0

Lecture hours: 72.0

Hours outside of class: 144.0

Repeatable: No

Grading Method: Letter Grade Only

**Typical 4 unit lecture
only course**



Calculating Units & Hours

Course Information

Course Number: ART 32C

Full Course Title: Advanced Black and White Photography

Short Title: Advanced B&W Photo

TOP Code: -

Effective Term: Fall 2013

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 90.0

Lecture hours: 36.0

Lab hours: 54.0

Hours outside of class: 72.0

Repeatable: No

Grading Method: Letter Grade Only

**3 unit course with
2 units of lecture
and 1 unit of lab**

Curriculum Committee Website

Curriculum Committee

[Agendas – CURRENT](#)[Approval Process](#)[Committee Reports](#)[Curriculum Committee Charter](#)[Curriculum Development](#)[CurricUNET Meta](#)[Definitions](#)[Faculty Responsibility](#)[Forms and Attachments](#)[Local Curriculum Policies](#)[Members](#)[Minutes](#)[Newsletters](#)[Previous Handbook](#)[Professional Development](#)[Related Links](#)

Quick links: [Sunset List](#), [5-Year Rotation Schedule](#), and [Out of Compliance Classes](#)



The Curriculum Committee is a college-wide standing committee established by the Academic Senate. It is responsible for ensuring the quality, currency, and planning of the Yuba College curriculum. The committee is responsible for reviewing and recommending Title 5 course outlines of record, degree requirements, and course prerequisites. The committee plays an active role in recommending the future direction of the educational program and curricula offerings. Yuba College Curriculum Committee membership is designed to ensure representation across Yuba College, including members representing all academic divisions, campuses, and student support services.

NOTE: This is a **living document** that may be changed by the Curriculum Committee Co-Chairs or the Curriculum Support Coordinator to reflect **current Yuba College Curriculum procedures as well as regulations and policy as mandated by applicable state and local governing bodies**. Any significant change in curriculum policy that is not mandated by applicable state and local governing bodies must be approved by majority vote of both the Yuba College Curriculum Committee and the Yuba College Academic Senate.

Sunset List



- As part of the **ongoing clean-up efforts** courses that have not be scheduled in 3 years will be automatically archived unless a **compelling case** can be made for keeping them
 - Notifications will be sent to faculty and deans soon
 - Archival process will begin mid-semester

Curriculum Committee

[5 Year Rotation Schedule](#)[Course Outline of Record \(COR\)](#)[Course Revision Quick Reference Guide](#)[Course Substitution Policy for ADTs](#)[Cross Listed Courses](#)[Degree Up](#)[General Education \(GE\) Rationales](#)[Graduation Requirements](#)[How to relaunch](#)[Launching a course revision in Meta](#)[Local Need Approval Guidelines](#)[New Courses](#)[New Degrees & Certificates](#)

For the 2017-2018 sunset list, [click here](#).

Yuba College has undertaken an effort to cleanup the course catalog to better serve our students and to comply with recommendations from ACCJC and the Academic Senate for California Community Colleges (ASCCC) to ensure students “receive clear and accurate information about educational courses and programs.” The first step in this cleanup process is to remove courses from the catalogue **that the college no longer offers**.

Several YC courses have not been scheduled in the last three years. As part of ongoing cleanup efforts, these courses will be **automatically archived unless a compelling case can be made to keep them**.

Notifications regarding courses due to sunset will be sent to faculty and deans yearly (either at the end of the academic year or at the beginning of the following academic year). **At the beginning of the following academic year (early to mid-September), the curriculum co-chair will reach out to all of the departments/disciplines with courses on the sunset list to determine the fate of the course.**

If a department/discipline wishes to keep a course that appears on the sunset list, a representative will be asked to attend a curriculum committee to discuss the possibility of not archiving these courses and what, if any, action is required to do so (e.g., Does the course need to be revised? Does the discipline dean need to schedule the class more frequently? Etc.) Please be prepared to briefly discuss why the course is needed and why it is not scheduled regularly.

For the final version of the **2016-2017** sunset list, [click here](#)



<https://yc.yccd.edu/academics/committees/curriculum-committee/local-curriculum-policies/sunset-list/>

Sunset List



Course Name	Title	On the list last year?	Last Revision Date
MUSIC 30DR	Applied Skills: Percussion	Yes	2009
ECE 83	Techniques of Story Telling	Yes	2010
ETHN 1	Introduction To Chicano Studies	Yes	2010
FIRTC 590	Firefighter Physical Ability	Yes	2010
FIRTC 63A	Driver/Operator 1A	Yes	2010
FIRTC 63B	Driver/Operator 1B	Yes	2010
FIRTC 70	Fire Management I	Yes	2010
FIRTC 81	Basic Incident Command System I-200	Yes	2010
FIRTC 82	I-300 Intermediate Incident Command System	Yes	2010
FIRTC 85	Wildland Firefighting for Volunteers	Yes	2010
LEARN 520	Basic Subjects	Yes	2010
ECE 75	Play: Key to Positive Growth	Yes	2011
AJ 219A	Basic Requalification Course	Yes	2012
AJ 219B	Basic Requalification Course	Yes	2012
AJ 221	Investigation and Trial Preparation	Yes	2012
ART 1L	Ceramics Laboratory	Yes	2012
ART 25	Multimedia Design & Writing		2012
ASTRO 11	Astronomy Laboratory	Yes	2012
ASTRO 1L	Introduction To Astronomy With Lab	Yes	2012
DRAFT 38	Computer Aided Drafting	Yes	2012
ECE 22	Developing Number Concepts		2012
ECE 35	Parents as Partners in ECE		2012
ECE 5	Physical Activities for Young Children		2012
ECE 9	Children's Cooking Activities		2012

Course Name	Title	On the list last year?	Last Revision Date
EMT 252	EMT-I Refresher		2012
FIRTC 71A	Fire Instructor 1A		2012
FIRTC 71B	Fire Instructor 1B		2012
GEOL 11L	Historical Geology		2012
LEARN 122	Basic Studies		2012
LEARN 125	Spelling Improvement	Yes	2012
LEARN 126	Study Techniques	Yes	2012
LEARN 70	Supplemental Instruction	Yes	2012
MUSIC 36	Intermediate Guitar		2012
MUSIC 54R	Community Chorus	Yes	2012
AG 11	Agricultural Accounting	Yes	2013
AG 45L	Principles of Animal Science	Yes	2013
AJ 218	Field Training Officer	Yes	2013
BCA 1	Business Information Systems	Yes	2013
MFGT 63	Machine Construction & Repair	Yes	2013
PLSCI 20	Principles of Plant Science		2013
PLSCI 22	Principles of Plant Science	Yes	2013
PUNJ 1	Elementary Punjabi Part 1		2013
PUNJ 2	Intermediate Punjabi	Yes	2013
ART 18	Beginning Graphic Arts	Yes	2014
ART 40A	Individual Problems in Watercolor	Yes	2014
ART 40B	Individual Problems in Watercolor: Advanced	Yes	2014
ART 43B	Individual Problems in Printmaking: Advanced	Yes	2014
ENGL 38	Classic and Contemporary Youth Literature		2014



5-Year-Rotation Review Schedule



- Curriculum is now on a **5-year rotational schedule**
 - Existing course
 - Existing degrees/certificates
- NEW courses can be submitted anytime
- SLO updates can be submitted anytime

5-Year-Rotation Review Schedule



Discipline Name	TOTAL	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
ACCT Accounting	8	Program Review		8	Program Review				
AG Agriculture	9	Program Review		9	Program Review				
AJ Administration of Justice	43	Program Review		21	22	Program Review			
ANTHR Anthropology	3			Program Review		3			
ART Art	64	32	32	Program Review					
ASIAN Asian-American Studies	1							1	
ASTRO Astronomy	3							3	
AUTO Automotive Technology	37	Program Review			Program Review			37	
BCA Business Computer Applications	19	Program Review		19	Program Review				
BIOL Biology	15			Program Review		15			
CHEM Chemistry	7		7	Program Review					
COMSC Computer Science	12		12	Program Review					
COSMT Cosmetology	12	Program Review		12	Program Review				
COUNS Counseling	19		19	Program Review					
CUL Culinary Arts	14	Program Review		14	Program Review				
CWEE Co-Op Work Exp Ed	6	Program Review		6	Program Review				
DRAFT Drafting	9	Program Review			Program Review			9	
ECE Early Childhood Education	41	Program Review			Program Review			20	21
ECOL Ecology	3		3	Program Review					
ECON Economics	2		2	Program Review					
EDUC Education	4	4		Program Review					
EMT Emergency Medical Technology	2	Program Review		2	Program Review				
ENGL English	24			Program Review		12	12		
ENGR Engineering	8		8	Program Review					
ENVTC Environmental Technology	0								
ESL English as a Second Language	44			Program Review				22	22
ETHN Ethnic Studies	1	1							
FCS Family and Consumer Science	0								
FIRTC Fire Technology	21	Program Review		21	Program Review				
GEOG Geography	2		2					Program Review	
GEOL Geology	7					7		Program Review	
GNBUS General Business	8	Program Review		8	Program Review				
HIST History	12					12		Program Review	
HLTH Health	8					8		Program Review	
HUMAN Humanities	15	15							
HUSEV* Human Services	22	Program Review			Program Review				
INTRN Internship	1							1	
IT Information Technology	1					1			

Discipline Name	TOTAL	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
LEARN Learning Assistance	22	22							Program Review
LIBSC Library Science	1					1			Program Review
MATH Math	24					24			Program Review
MCOMM* Mass Communications	13	Program Review				Program Review			
MFGT Manufacturing Technology	8	Program Review		8		Program Review			
MGMT* Management and Supervision	5	Program Review				Program Review			
MKT Marketing	2					2			
MUSIC Music	57	29	28						Program Review
NURS Nursing	16	Program Review		16		Program Review			
OA Office Administration	27	Program Review		13	14	Program Review			
PE PE	57					29	28		Program Review
PHIL Philosophy	7					7			Program Review
PHYS Physics	7					7			Program Review
PHYSC Physical Science	4					4			Program Review
PLSCI Plant Science	9		9						Program Review
POLSC Political Science	3					3			Program Review
PSYCH Psychology	10					10			Program Review
PSYCT Psychiatric Technology	20	Program Review			20	Program Review			
PUNJ Punjabi	2					2			Program Review
RADT Radiologic Technology	19	Program Review			19	Program Review			
RE Real Estate	4	4							
READ Reading	0			Program Review					
SIGN Sign Language	4					4			Program Review
SOCIL Sociology	7						7		Program Review
SPAN Spanish	10	10							Program Review
SPECH Speech	8		8	Program Review					
STAT Statistics	1					1			Program Review
THART Theater Arts	15	15							Program Review
VETT* Veterinary Technology	33	Program Review				Program Review			
WELD Welding	21	Program Review		11	10	Program Review			
FRNCH French	2					2			
	925	132	130	106	147	103	98	47	89

