YUBA COLLEGE

CURRICULUM COMMITTEE TRAINING

2022-2023

CCCCO ANNUAL CERTIFICATION

The Chancellor's Office no longer reviews every type of award when it is submitted to COCI.

Awards that are reviewed at submission:*

- New and Revised ADTs, New CTE Certificates of Achievement, New CTE AS/AA Degree, New and Revised CDCP Noncredit (short term vocational)

*Colleges are still responsible for maintaining supporting documents for all awards, as specified in PCAH, even if the Chancellor's Office does not review them at submission.

- The Chancellor's Office requires each college to self-certify that, among other things:
  - All submitted courses/programs comply with Title 5 and the *Program and Course Approval Handbook* (*PCAH*)
  - All Curriculum Committee members have received training in Title 5 and *PCAH*

CURRICULUM BASICS

- Curriculum is an area of faculty primacy under Ed Code and Title 5
  - Academic Senate has "primary responsibility for making recommendations in curriculum and and academic standards to Board of Trustees" Ed Code §70902(a)(7)
  - Policies and procedures related to "curriculum, including establishing prerequisites and placing courses within disciplines" and "degree and certificate requirements" are defined as "rely primarily" areas of 10+1 under BP 2510

- Title 5 §55002(a)(1) requires community colleges to establish a Curriculum Committee as either a district committee or Academic Senate committee
  - At Yuba College, the Curriculum Committee is a Yuba College Academic Senate sub-committee

ROLE OF THE COMMITTEE

- The Curriculum Committee exists to evaluate and make recommendation primarily on matters related to credit and noncredit curriculum and to ensure that the college is complying with Title 5 regulations

- AP 4020 directs the Curriculum Committee to establish its own processes for reviewing new and revised courses and programs (through the Curriculum Handbook)

- All course and program additions and deletions must be approved by the Curriculum Committee (along with the Board of Trustees).

COMMITTEE CHARGE

- Ensures that general education and associate degree requirements are appropriate to meet the goals of the College and the needs of students and the communities the College serves.
- Determines the appropriateness of new and revised course or educational program proposals for departments or disciplines.
- Ensures the quality, consistency, integrity, and feasibility of the College curriculum.
- Ensures compliance with statewide educational policy and articulation with other educational institutions.
- Ensures that all Course Outlines of Record are updated every five years.
- Ensures that courses that have not been offered in more than three years and degrees and certificates that have not been awarded in more than five years are inactivated.

LEVELS OF POLICY

State

- California Education Code (California State Legislature)

- California Code of Regulation, Title 5 (Board of Governors, ASCCC for 10+1)

  - *Program and Course Approval Handbook* (CCCCO with constituent input)

Local

- YCCD Board Policies and YCCD Administrative Procedures

- Curriculum Handbook (maintained by Curriculum Committee on the CC website)

COURSE OUTLINE OF RECORD

- Course Outline of Record (COR) is a legally required document defined in Title 5 §55002 that describes minimum objectives, content, assignments, methods of instruction, methods of evaluation, etc., for all scheduled courses

  – Faculty use published CORs to develop course syllabi

  – Articulation Officers and faculty from other institutions use CORs to determine content of courses

  – Students may look at CORs to determine whether they should take a class

- ASCCC recommendations published in *Course Outline of Record: Revisited* (2017)

- Program Outline of Record should include program narrative and supporting documentation (depending on program)

STEPS IN LOCAL REVIEW PROCESS

- Step 1: Discipline faculty with min quals (of designated division rep) creates/submits proposal

- Step 2: Division Dean and SLO Committee review proposal

- Step 3: Curriculum Specialist and Faculty Curriculum Technical Support Coordinator review for completeness and compliance, as well as CSU GE-B, IGETC, C-ID eligibility and transferability (UC/CSU)

- Step 4: Curriculum Committee reviews the proposal, discusses, then votes at a meeting

- Step 5: Curriculum Committee approves proposal on a consent agenda at the following meeting

- Step 6: Approved curriculum sent to BOT. Curriculum Specialist moves curriculum forward to next stage after BOT approval

- Step 7: Curriculum Specialist completes approval process and sets effective term once proposal receives state approval or chaptering and control number if needed.

CURRICULUM TIMELINE
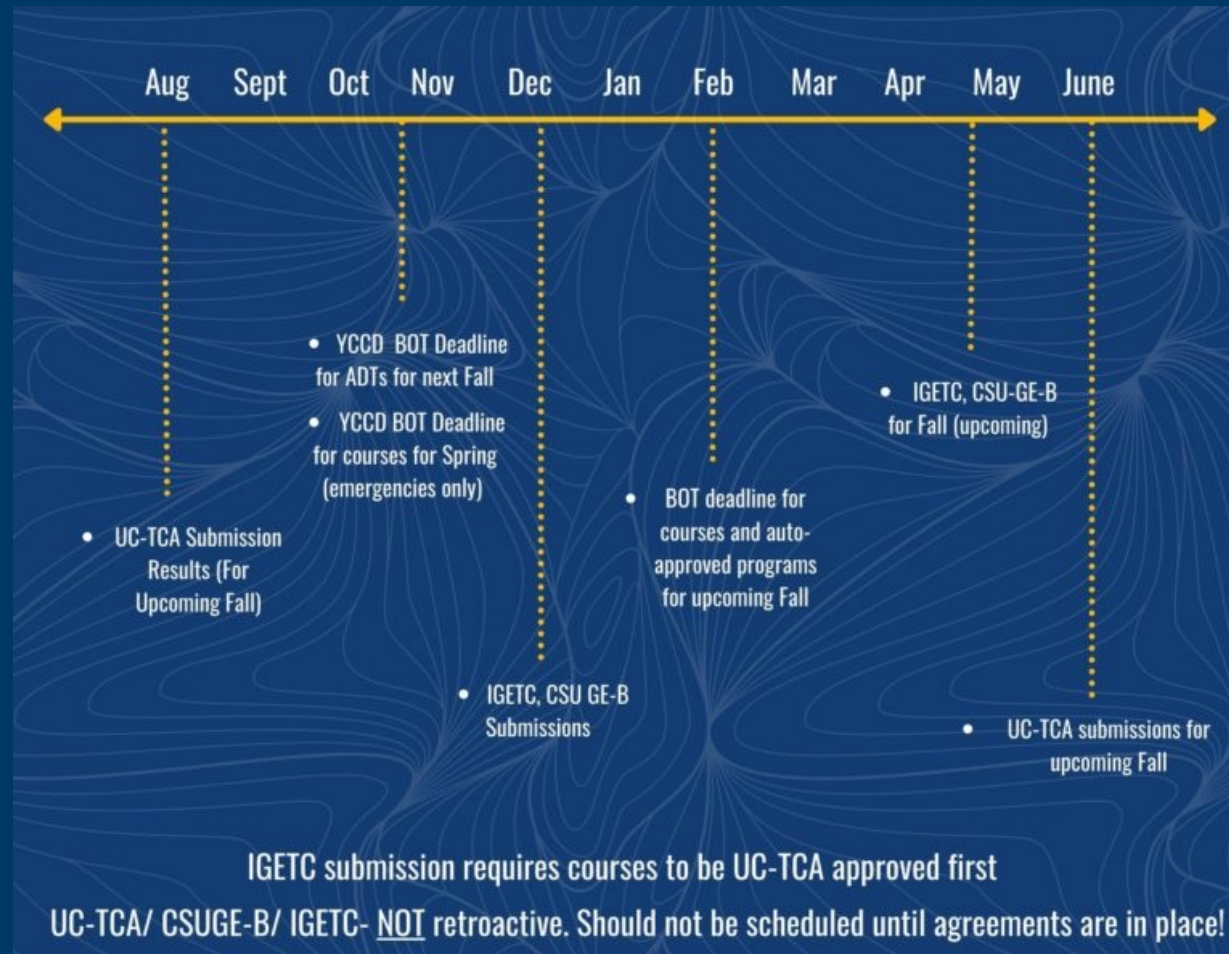
July/August – UC-TCA submission results

November – YCCD BOT deadline for ADTs for Fall; YCCD BOT deadline for Spring (emergencies only)

December – IGETC, CSU GE-B submissions

February – YCCD BOT deadline for courses and revised auto-approved programs for upcoming fall

April/May – IGETC, CSU GE-B submission results for upcoming fall

June – UC TCA submissions for upcoming Fall

STANDARDS OF APPROVAL

- Standards and Criteria for Course Approval are defined in Title 5 §55002 and Part II, Section 2 of Program and Course Approval Handbook

    – Defines elements that should appear in a Course Outline of Record (COR)

- Three types of courses: Degree-applicable credit courses, non-degree applicable credit courses, noncredit course

    – For credit courses, COR must include: unit value, contact hours, outside-of-class hours, total student learning hours, prerequisites and corequisites, catalog description, objectives, content, assignment types and examples, instructional methods, evaluation methods, recent textbook (≤5 years for UC articulation)

    – For non-credit courses, COR must include: contact hours, catalog description, objectives, content, assignment or activity examples, instructional methods, evaluation methods

UNITS AND HOURS

- Relationship between units of credit and semester hours defined in Title 5 §55002.5
  Total contact hours: total lecture/activity/lab hours each week x 18 weeks

  - Outside of class hours: lecture (2 hours), activity (1 hour), lab (no out of class hours)

  - Total student hours: total contact hours + outside of class hours

    - At YC, one unit of credit is 54 hours of total student learning

- Title 5 §55256.5 defines credit hours for Cooperative Work Experience

- 34 Code of Federal Regulations §668.8 defines clock hours for federal purposes

PROGRAMS AND DEGREES

- Title 5 §55000 defines an "Educational Program" as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

  - Program requirements are defined in more detail in PCAH

- YC offers Associate Degrees (AA and AS) and Associate Degrees for Transfer (AA-T and AS-T), as well as certificates

  - Associate Degrees are at least 60 units (≥18 within major; ≥18 GE)

    - Local graduation requirements defined in AP 4100

  - Associate Degrees for Transfer require exactly 60 units including CSU GE-B/IGETC

CERTIFICATES

- Title 5 §55070 defines Certificates of Achievement as "patterns of learning experiences designed to develop capabilities that may be oriented to career or general education"
  - Sequence of courses should consist of at least 16 semester units
  - Shorter sequences of 8-12 units may be also offered

    - Other requirements described in more detail in PCAH

    - For federal financial aid eligibility, Certificates of Achievement must be at least 16 units.

Credit Programs

Review of AA/AS Degrees

❑ Compliance standards for associate degrees per title 5, § 55063

❑ All curriculum components will be reviewed

❑ CORs-Course Outline of Record for all courses

❑ Narrative (with all components)

❑ Supporting documentation for CTE associate degrees

For details refer to PCAH (7th ed):
➢ **AA/AS: pp. 79-89**

Credit Programs

Review of CTE Programs

❑ Program Narrative and Associated Courses

❑ Labor Market Information (LMI) & Analysis

- Within five years & regional for the college

- Data on Wages should be included

- **Employer survey can be used in lieu of LMI**

❑ Regional Consortia Recommendation for the specific program

❑ Advisory Committee Recommendation for the specific program

❑ Program Review Date: Must be every 2 years (Education Code 78016)

Noncredit Programs

Certificate of Completion
Certificate of Competency

❑ All curriculum components will be reviewed

❑ Narrative (with all components)

❑ CORs-Course Outline of Record for all courses

❑ Appropriate supporting documentation for short-term vocational ("CTE") certificates

❑ Refer to PCAH 7, Part III, Section 3 for noncredit program criteria and standards

❑ Adult High School Diploma (AHSD) and apprenticeship see PCAH 7, Part III, Section 3 (pp. 135 – 137)

For details refer to PCAH (7th ed):
Certificates of Achievements: pp. 89-93

Noncredit Programs

- Only CDCP Programs in the domain of **Short-Term Vocational** require Chancellor's Office approval before chaptering:
    1. Program is a **Certificate of Completion**
    2. Includes New and modified Short-term vocational certificates
    3. Includes New and modified Apprenticeships
- The submission must include all required documentation (PCAH 7th ed, p. 132) including:
    1. Narrative – 4 items
    2. CORs-Course Outlines of Record for all associated courses
    3. Associated courses with predominantly CB11 – K and CB22 - I
    4. Labor Market Information
- All COCI fields must coincide with COR and supporting documentation

For details refer to PCAH (7th ed):
➢ **CDCP certificates: pp. 129-137**

Credit Programs

ADT

ADT Review: Reminders

- Verify the completion of all the proposal fields

- Ensure all the required CORs are attached

- Match CORs to the courses listed in the Narrative and Course Report Section

- Review Narrative for completion and accuracy

- Use current version of the TMC template

- Verify total units for the major (minimum and maximum) must **match** the information on COCI and the TMC template.

- The college name must be on the template

- Verify Double Count calculation

For details refer to PCAH (7th ed):
➢ **ADTs: pp. 73-79**

GENERAL EDUCATION

- Local General Education requirements are defined in Title 5 §55063 and AP 4025
  - 3 units each in Area A: Natural Science, Area B: Social and Behavioral Sciences, Area C: Humanities, Area D: Language and Rationality, and Area E: Electives (These may overlap with graduation requirements and/or major if applicable.)
  - Additional graduation requirements: 3 or more units in Multicultural Graduation Requirement (MGR), 3 units in Kinesiology/Health, and Math, Reading, and Writing Competencies (These may overlap with the GE areas and/or major if applicable.)

- Faculty can request submission of courses for articulation with other GE patterns, such as CSU GE and IGETC

RESOURCES

- eLumen Reviewer and Approver Guide (Yuba College)

- Course Review Checklist and Assignments (Yuba College)

- Program and Course Approval Handbook

- ASCCC, *The Course Outline of Record: Revisited*

- Taxonomy of Programs

- Minimum Qualifications Handbook