

**YUBA COLLEGE**

**CURRICULUM COMMITTEE  
TRAINING**

**2024-2025**

# 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 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, AS CCC 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 the catalog description, 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 THE LOCAL REVIEW PROCESS

- Step 1: Discipline faculty with min quals (of designated division rep) creates/submits proposal
- Step 2: Division Dean and Outcomes 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

August – UC-TCA submission results

November – YCCD BOT deadline for Spring (emergencies only)

December – YCCD BOT deadline for ADTs for next Fall; CALGETC submission deadline

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

May – CALGETC submission results (for upcoming Fall)

June – UC TCA submission deadline (for upcoming Fall)

\*\* CALGETC submission requires courses to be UC-TCA approved first.

\*\*\* UC-TCA, CALGETC results are not retroactive. Courses should not be scheduled until agreements are in place.

# 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
- Work Experience Education credit hours were revised in Title 5 Article 4 Work Experience Regulations, approved by BOG July 2022, Awaiting Chaptering and CCCCO Guidance as of 8/8/2023. [Title 5 §55253](#)
- [Title 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 ( $\geq 18$  within major;  $\geq 22$  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.

For details refer to PCAH (8<sup>th</sup> ed):

➤ **Certificates of Achievement: pp. 94-99**

# 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 (8<sup>th</sup> ed):

➤ AA/AS: pg. 79

# 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 8th edition, Part III, Section 3 for noncredit program criteria and standards pg. 137
- ❑ Adult High School Diploma (AHSD) and apprenticeship see PCAH 8, Part III, Section 3 pg. 143



For details refer to PCAH (8<sup>th</sup> ed): **pg. 141**



# 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 8<sup>th</sup> ed, p. 139 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 (8<sup>th</sup> ed):

➤ **CDCP certificates: pp. 137- 145**

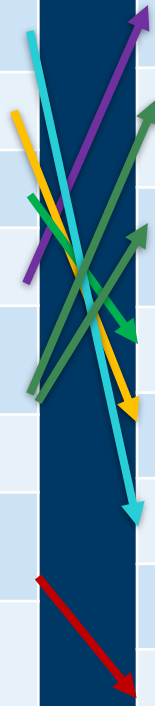
# YUBA COLLEGE LOCAL GENERAL EDUCATION

2023-2024

2024-2025

General Education Area	Units
Area A: Natural Science	3
Area B: Social Science	3
Area C: Humanities	3
Area D1: English Composition	3
Area D2: Communication and Analytical Thinking	3
Area E: Electives	3
Health/KINES/PE Graduation Requirement	3 (Possible double count into Area E)
Multicultural Graduation Requirement	3 (Possible double count into Area 3 or Area 4)

General Education Area	Units Required
Area 1 A: English Composition	3
Area 1 B: Oral Communication and Critical Thinking	3
Area 2: Mathematical Concepts and Quantitative Reasoning	3
Area 3. Arts and Humanities	3
Area 4: Social and Behavioral Sciences	3
Area 5: Natural Sciences	3
Area 6: Ethnic Studies	3
Health Graduation Requirement	1



Area	GE Area Title	Sub Area Title	Semester Units
1	English Communication	1A: English Composition	3
		1B: Critical Thinking and Composition	3
		1C: Oral Communication	3
2	Mathematical Concepts and Quantitative Reasoning	Mathematical Concepts and Quantitative Reasoning	3
3	Arts and Humanities	3A: Arts	3
		3B: Humanities	3
4	Social and Behavioral Sciences	Social and Behavioral Sciences	3
		Social and Behavioral Sciences	3
5	Physical and Biological Sciences	Physical Science	3
		Biological Science	3
		Laboratory (Phys or Bio Science)	1
6	Ethnic Studies	Ethnic Studies	3
			34 Semester Units

# GENERAL EDUCATION

- Local General Education requirements are defined in [Title 5 §55063](#) and AP 4025
  - 3 units each in Area 1A, 1B, 2, 3, 4, 5, and 6. (These may overlap with graduation requirements and/or major if applicable.)
  - Additional graduation requirement: 1 unit in Health.

# 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](#)