



# CURRICULUM COMMITTEE TRAINING 2024-25

NAPA VALLEY COLLEGE

ACADEMIC SENATE

# CCCCO ANNUAL CERTIFICATION

- Once upon a time, the Chancellor's Office was responsible for certifying that all community college curriculum complied with California Regulations
- This authority has been increasingly delegated to local districts
  - Chancellor's Office "chapters" new courses/programs (assigns unique control number)
  - Exception: ADTs and CTE programs, which require direct approval
- 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*
    - ***This is our goal for today***

# 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 Napa Valley College, the Curriculum Committee is a Senate committee governed according to the [Bylaws of the NVC Academic Senate](#)

# 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, modifications, and deletions must be approved by the Curriculum Committee (along with the Academic Senate and Board of Trustees).

# COMMITTEE CHARGE

1. Develop written procedures and deadlines for all credit and noncredit curriculum submission and approval.
2. Review and make recommendation on new course and new program proposals and on and on course and program revisions. Ensure that all additions and/or changes in course outlines and program outlines comply with curriculum regulations and development criteria.
3. Make recommendations to the Academic Senate on issues related to curriculum, such as changes in graduation or general education requirements. The committee will determine if a course is classified as general education for the associate degree and into which category it should be placed.
4. Classify courses into appropriate disciplines and support submission of courses for transfer articulation.
5. Review and make recommendations on proposed course and program deletions and inactive status.
6. Vote whether or not to recommend course or program additions, deletions, or changes to to the Academic Senate (which recommends to the NVC Board of Trustees for approval).

# 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

- [NVC Board Policy](#) (Board of Trustees through collegial consultation)
- [NVC Administrative Procedures](#) (President through collegial consultation)
  - [Curriculum Handbook](#) (maintained by Curriculum Committee)

# 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

Full details in [Chapter 4](#) of Curriculum Committee Handbook

Pending approval\*

- Step 1: Faculty Author proposes/modifies/archives course or program
- Step 2: Curriculum Analyst and Faculty Co-Chair reviews for completeness and compliance
- Step 3: Division Dean reviews proposal for scheduling elements, feasibility, mission
- Step 4: Articulation Officer reviews for CSU GE, IGETC, C-ID eligibility and transferability
- Step 5: Faculty Rep reviews COR for integration, clarity, completeness and [DE standards](#)
- Step 6: Curriculum Committee votes on the proposal at its next meeting
- Step 7: Implementation (Academic Senate, Board of Trustees, CCCCO, Catalog)



# DEVELOPMENT CRITERIA

Minimum requirements for curriculum development in the California Community Colleges. Full details in [PCA H pp. 24-29](#).

- **Appropriateness to Mission** (both state and local mission statements)
- **Need** (no harmful competition with existing programs)
- **Curriculum Standards** (approved by CC and BOT)
- **Adequate Resources** (faculty, facilities, equipment, library)
- **Compliance** (open courses, meet all Title 5 curriculum regulations)

# LET'S GIVE IT A TRY!

- Use the printed copy of Chapter 4 as your guide to review the printed COR
- Find the components of the COR that you would review in your role on the Curriculum Committee
- Check the sections for accuracy and completeness
- Are there issues? Is it good?
- Make notations on your paper
- We will review together

## Course Inventory

New Course Proposal

Propose New from Existing Course

Effective Term

CC Approval

AS Approval

BOT Approval

COCI Approval

### SECTION A - Course Data Elements

CB04 Credit Status

Discipline	Minimum Qualifications	And/Or	
	<input type="text" value="Dance (Master's Degree)"/>	<input type="text" value="And"/>	<input type="text" value="✖"/>
	<input type="text" value="Art (Master's Degree)"/>	<input type="text" value="Select..."/>	<input type="text" value="✖"/>

Subject Code  Course Number

Department

Division

Double Coded With [Add...](#)

Code	Title

Full Course Title

Short Title   
21 characters remaining

CB03 TOP Code

CB08 Basic Skills

Rationale

### SECTION B - Course Description

Catalog Course Description

### SECTION C - Conditions on Enrollment

Open Entry/Open Exit  Yes  No

Repeatability

- Justification for awarding credit more than once
- Course repetition necessary to meet the lower division major requirements of a CSU or UC campus (faculty must submit documentation of this to the Articulation Officer)
  - Intercollegiate athletics (either a course in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district or conditioning course which supports the competitive sport)
  - Intercollegiate academic or vocational competition (a course designed specifically for participation in non-athletic competitive events between students from different colleges)

Grading Options

Allow Audit  Yes  No

### Requisites

*Prior to being approved by the Curriculum Committee, new prerequisites, corequisites, and advisories must be reviewed by faculty discipline experts according to the processes and level of scrutiny described in AP 4260. Existing prerequisites and corequisites must be reviewed every 6 years (or every 2 years for CTE courses) to assure that they remain necessary and appropriate. Changing, removing, or adding prerequisites or corequisites typically requires rearticulation of a course, which may delay implementation a full academic year.*

Prerequisite(s)

Corequisite(s)

Advisory Prerequisite(s)

Advisory

Prerequisite(s)

Advisory

Corequisite(s)

Limitation on Enrollment

## SECTION D - Course Standards

Is this course variable unit?

Yes  No

Units

Lecture Hours

Lab Hours

Activity Hours

Work Experience Hours

Outside of Class Hours

Total Contact Hours

Total Student Hours

## Distance Education Approval

Is this course offered through Distance Education?

Yes  No

## SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:		
1.	demonstrate the ability to weave a basket using a variety of traditional techniques, showing control over patterns, tension, and structure	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
2.	apply traditional basket weaving techniques in an underwater setting, adjusting for challenges like buoyancy and water resistance	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.	identify and prepare appropriate materials for underwater weaving, ensuring that their choices are durable, water-resistant, and suitable for the intended design	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Course Objectives

Upon satisfactory completion of the course, students will be able to:		
1.	Develop Fundamental Basket Weaving Skills	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
2.	Master Underwater Weaving Techniques	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

3.	Understand Material Selection for Underwater Use	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
4.	Enhance Problem-Solving Skills in Unique Conditions	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
5.	Apply Safety Protocols in Underwater Crafting	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
6.	Cultivate Creativity and Innovation in Design	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Course Content

**b. Preparing natural and synthetic fibers for underwater use**

**4. Weaving Underwater: Practical Sessions**

a. Hands-on practice in shallow water environments (e.g., pools)

b. Step-by-step guide to creating simple underwater baskets

c. Problem-solving common challenges (e.g., maintaining structure, managing

## Methods of Instruction

Methods of Instruction

Types	Examples of learning activities	
Lecture	History of baskets	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

## Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments	
Projects	Weave a basket	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

## Assignments

Reading Assignments

Read chapter one "who make the first basket underwater?"

Empty text area for content.

Writing Assignments

Rich text editor with toolbar and content: Write a discussion post on challenges of basket weaving

Other Assignments

Rich text editor with toolbar and content: Portfolio project of baskets

### SECTION F - Textbooks and Instructional Materials

Material Type	Author	Title	Year	
Manual	Sigourney Weaver	The First Basket of Avatar	2020	

### Proposed General Education/Transfer Agreement

Do you wish to propose this course for a Local General Education Area?

Yes  No

Do you wish to propose this course for a CSU General Education Area?

Yes  No

Yes  No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?

Yes  No

### Course Codes (Admin Only)

ASSIST Update  Yes  No

Local GE Approval Dates

Local GE Area	Approval Date	
Select...		

CSU GE Approval Dates

CSU GE Area	Approval Date	
Select...		

IGETC Approval Dates

IGETC Area	Approval Date	
Select...		

C-ID Approval Dates

C-ID Descriptor	Approval Date	

CB00 State ID

CB10 Cooperative Work Experience Status

CB11 Course Classification Status

CB13 Special Class Status

CB23 Funding Agency Category

CB24 Program Course Status

Allow Pass/No Pass  Yes  No

Only Pass/No Pass  Yes  No

Faculty Author's Comments

# STANDARDS OF APPROVAL

Full details in [Chapter 5](#) of Curriculum Handbook

- Standards and Criteria for Course Approval defined in [Title 5 §55002](#) and [PCA](#)
  - Elements that must 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 ( $\leq 7$  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](#) and [AP 4029](#)
  - 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 NVC, one unit of credit is 54 hours of total student learning
- [Title 5 §55253](#) (new) defines Work Experience Education hours: 1 credit = 54 hours
- [34 Code of Federal Regulations §668.8](#) defines clock hours for federal purposes

# PREREQUISITES & COREQUISITES

- Requisites are an exception to CCC open course regulations that must be reviewed by the Curriculum Committee
- Prerequisites and corequisites must be renewed every 6 years (every 2 years for CTE)
- Discipline faculty generally required to document and compare exit skills (objectives) for prerequisite course with entry skills for target course through [content review](#)
  - Closely related lab/lecture courses and requisites required by 4-year institution or accrediting agency exempt from this
- CCCCO [Guidelines for Title 5 Section 55003](#) gives more detailed explanation



# REPEATABLE COURSES

- Curriculum Committee may designate courses as “repeatable,” meaning students may earn credit for the same course multiple times
- [Title 5 §55041](#) limits repeatable course to three categories:
  - Repetition necessary for CSU/UC major requirement
  - Intercollegiate athletic course
  - Intercollegiate academic or vocational competition
- Students may still retake a course (not designated “repeatable”) for other specific reasons defined in [AP 4225](#); these do not need to be included in the COR
- CCCCO [Credit Course Repetition Guidelines](#) provides full explanation of regulations

# 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*
- NVC 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 ( $\geq 21$  within major;  $\geq 21$  GE)
  - Associate Degree for Transfer have same number of units but follow CSU GE/IGETC
  - Local graduation requirements defined in [AP 4100](#)

# 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*

# 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 D1: English Composition, Area D2: Mathematical Concepts/Quantitative Reasoning, Area D3: Communication/Analytical Thinking
  - Additional graduation requirements: 2 courses in American History/Institutions (AA only); 3 units in Kinesiology/Health, 3 units in Ethnic Studies, and Math, Reading/Writing, and Cultural Competencies
- Stacey Howard can help faculty submit courses for articulation with other GE patterns, such as [CSU GE](#) and [IGETC](#) (details on [CaIGETC](#) submission forthcoming)

# RESOURCES

- Some of the best resources on campus are people:
  - Ana Clare Elizarrarás (Faculty Co-Chair)
  - Stacey Howard (Articulation Officer)
  - Katherine Lebe (Curriculum Analyst)
- [Program and Course Approval Handbook \(2023\)](#)
- ASCCC, [The Course Outline of Record: Revisited \(2017\)](#)
- [Taxonomy of Programs \(2004\)](#)
- [Minimum Qualifications Handbook \(2023\)](#)