

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 <u>Title 5</u> and the <u>Program and Course</u>
 <u>Approval Handbook</u> (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" <u>Ed Code §70902(a)(7)</u>
 - 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 <u>BP 2510</u>
- <u>Title 5 §55002(a)(1)</u> 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 <u>Bylaws of the NVC Academic Senate</u>

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
- <u>AP 4020</u> 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

- <u>California Education Code</u> (California State Legislature)
- California Code of Regulation, Title 5 (Board of Governors, ASCCC for 10+1)
 - <u>Program and Course Approval Handbook</u> (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 <u>Title 5 §55002</u> 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 <u>Course Outline of Record: Revisited (2017)</u>
- Program Outline of Record should include program narrative and supporting documentation (depending on program)

STEPS IN LOCAL REVIEW PROCESS

Full details in <u>Chapter 4</u> 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 <u>DE standards</u>
- 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 <u>PCAH pp. 24-29</u>.

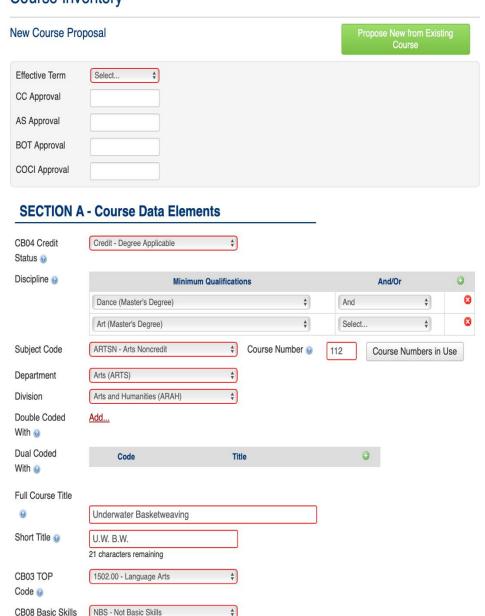
- Appropriateness to Mission (both state and local mission statements)
- Need (no harmful competition with existing programs)
- Curriculum Standards (approved by CC and BOT)
- Adequate Resources (faculty, facilities, equipment, library)
- Compliance (open courses, meet all Title 5 curriculum regulations)

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



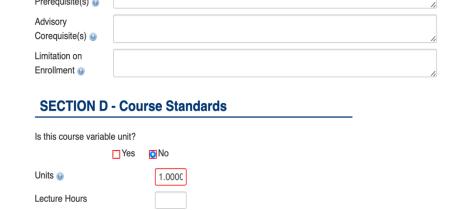
This course has been created because interested has been expressed in the community

SECTION B - Course Description					
Catalog Course Description	Baskets will be weaved.				

SECTION C - Conditions on Enrollment

Advisory

Open Entry/Open E	Exit
•	© Yes □ No
Repeatability @	Repeatable 2 Tirr 💠
Justification for awa	arding 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	Select \$
Options @	
Allow Audit	© Yes □No
Requisites	
faculty discipline experi corequisites must be r appropriate. Changing	or by the Curriculum Committee, new prerequisites, corequisites, and advisories must be reviewed by rts according to the processes and level of scrutiny described in AP 4260. Existing prerequisites and reviewed every 6 years (or every 2 years for CTE courses) to assure that they remain necessary and removing, or adding prerequisites or corequisites typically requires rearticulation of a course, which tition a full academic year.
Prerequisite(s)	
Corequisite(s)	
Advisory	
Prerequisite(s) @	



Distance Education Approval

Lab Hours

Activity Hours

Work Experience Hours (a)

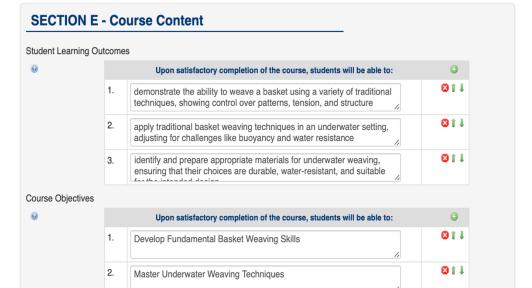
Outside of Class Hours

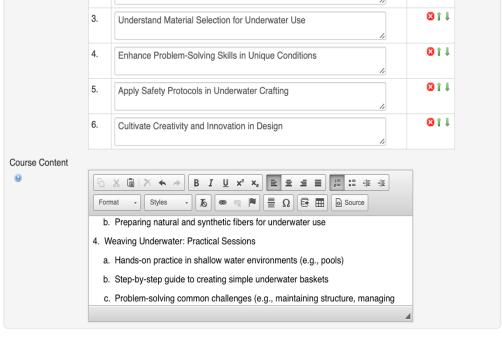
Total Contact Hours

Total Student Hours

Is this course offered through Distance Education?

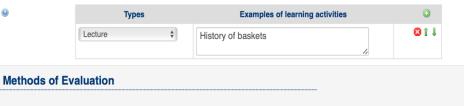
Yes No





Methods of Instruction

Methods of Instruction

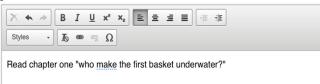


Methods of Evaluation

Assignments

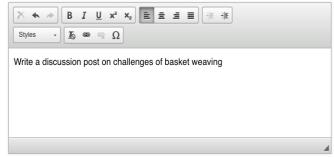
Reading Assignments

0

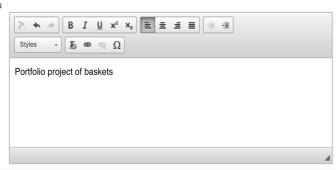




Writing Assignments



Other Assignments



SECTION F - Textbooks and Instructional Materials



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

Yes O No

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

Comments

Course Coo	des (Admi	n Only)			
ASSIST Update	Yes N	0			
Local GE Approval	Dates				
		Local GE Area		Approval Date	•
	Select		*		8
CSU GE Approval [Dates				
		CSU GE Area		Approval Date	0
	Select		*		8
IGETC Approval Da	ates				
		IGETC Area		Approval Date	①
	Select		*		8
C-ID Approval Date	s				
0 12 7 pp. 0 14. 24.0		C-ID Descriptor		Approval Date	•
					8
			1,		
CB00 State ID					
CB10 Cooperative	Work Experienc	e Status			
	Select	Å.			
CB11 Course Class	ification Status				
	Select	*			
CB13 Special Class					
CB00 Funding Agos	Select	\$			
CB23 Funding Ager	Select	*			
CB24 Program Cou					
· ·	Select	‡			
Allow Pass/No Pass	• Yes N	0			
Only Pass/No Pass	○ Yes • N	0			
Faculty Author's					

STANDARDS OF APPROVAL

Full details in <u>Chapter 5</u> of Curriculum Handbook

- Standards and Criteria for Course Approval defined in <u>Title 5 §55002</u> and <u>PCAH</u>
 - 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 (≤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 <u>Title 5 §55002.5</u> and <u>AP 4029</u>
 - 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
- <u>Title 5 §55253</u> (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 <u>content review</u>
 - Closely related lab/lecture courses and requisites required by 4-year institution or accrediting agency exempt from this
- CCCCO <u>Guidelines for Title 5 Section 55003</u> gives more detailed explanation

REPEATABLE COURSES

- Curriculum Committee may designate courses as "repeatable," meaning students may earn credit for the same course multiple times
- <u>Title 5 §55041</u> 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

- <u>Title 5 §55000</u> 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."
 - <u>Program requirements</u> 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 (≥21 within major; ≥21 GE)
 - Associate Degree for Transfer have same number of units but follow CSU GE/IGETC
 - Local graduation requirements defined in <u>AP 4100</u>

CERTIFICATES

- <u>Title 5 §55070</u> 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 <u>Title 5 §55063</u> and <u>AP 4025</u>
 - 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 <u>CSU GE</u> and <u>IGETC</u> (details on <u>CalGETC</u> 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, <u>The Course Outline of Record: Revisited</u> (2017)
- <u>Taxonomy of Programs</u> (2004)
- Minimum Qualifications Handbook (2023)