Mendocino College Curriculum Committee

Approval Process

Slides modified from Curriculum Institute 2017

Approval Process

1. Discipline faculty develop and submit curriculum in eLumen
   - Senate 10+1 – faculty purview
   - If it is a new Program, must have been submitted to EAP prior
2. Local curriculum committee reviews and approves
   - May include separate tech review, DE review, requisite review, etc.
3. Local governing board approves through representation of President
4. Chancellor's office reviews, approves, and issues Control Numbers
5. Curriculum can now be
   - published in catalog, schedule, etc.
   - eligible for apportionment
   - sent for external articulation and transfer agreements (may take an additional year; coordinate with your AO)

What is Tech Review?

- A separate meeting held prior to the Curriculum Committee

- Participants are: Curriculum Chair, Curriculum Technician, Articulation Officer, Dean of Instruction, Dean of Applied Academics, VP of Academic Affairs

- Technical review looks at clarity, SLO, course objectives, topic & scope, grammar/spelling/formatting, etc.

- Feedback is given to writer to make changes prior to curriculum committee meeting. If changes are not made or there are further issues, then course can come back to Tech Review again for more discussion before being placed on curriculum agenda

Brand New: Streamlining the Curriculum Process

- Curriculum streamlining means more responsibility on colleges to ensure quality and compliance in curriculum

- Colleges now must certify annually that curriculum is developed and approved in accordance with Ed Code, Title 5 and PCAH

- Certification = automated (expedited) approval for credit courses

Recent Title 5 updates to clarify role of CCCCO in curriculum approval:

- Full review and approval for
  - All degrees and certificates (this may change)
  - Noncredit Courses
  - Cooperative Work Experience and Public Safety Courses

- Auto approval for all other credit courses

Submission, review, and approval happens in COCI

What is COCI?

➢ Chancellor's Office Curriculum Inventory:

https://coci2.ccctechcenter.org/

➢ New system, home grown by CCC Tech Center at Butte

➢ Replaced old CIV-2 system when Governet contract expired June 30

➢ Allows submission of courses and programs for either review and approval, or auto-approval

➢ Provides chaptering of college curriculum, but college will be the primary record keepers

What is Auto Approval?

➢ Automated through COCI, but not <u>automatic</u>
  ➢ New COCI will validate certain fields such as CB codes
  ➢ Courses submitted correctly will get an automatically generated course control number (CCN)

➢ Good news—Much faster approval, plus a shorter queue for everything else

➢ *Caveat*—More important than ever to make sure local process is aligned with Title 5 and PCAH

What is the College Certification Process for Auto-Approval?

➢ In order to be given auto-approval rights, colleges certify annually that the local curriculum development, review and approval process follows statutes and regulations:

  ➢ **California Education Code**

  ➢ **California Code of Regulations, Title 5**

  ➢ **CCCCO Program and Course Approval Handbook (PCAH)**

➢ Even though COCI has fewer "required" fields for submission, colleges are still expected to have a robust local process.

➢ College certification is signed by CIO, curriculum chair, CEO, Academic Senate President

➢ Certification is due annually in October