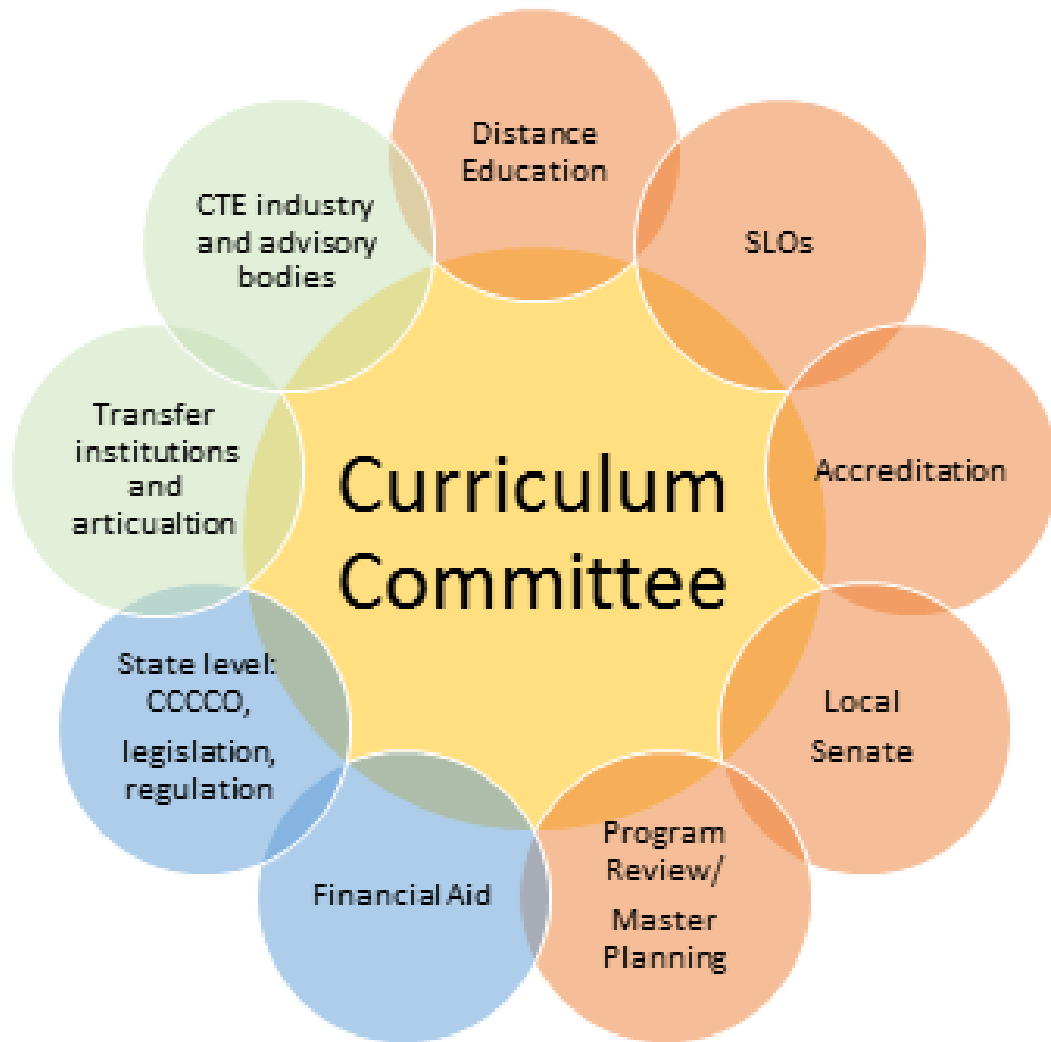


Mendocino College

Curriculum Committee- September 1, 2017

Overview of the committee with special thanks to presenters from Curriculum Institute 2017

Curriculum is at the center of what we do



- Directly impacts local processes and outcomes
- Responds to internal and external factors
- Has a steep learning curve; worth investing time and resources into training committee members
- Requires both breadth and depth of knowledge

Curriculum Is Also Part of the Faculty Purview Through the Senate

AB 1725 (Vasconcellos, 1988) provided the Academic Senate at each college with specific areas of purview, either in terms of primary reliance or mutual agreement in what is known as the “10+1”; each of these is spelled out in board policy.

Curriculum is the first of the 10+1 and is almost always rely primarily.

This also established that approval of curriculum at the local level is the responsibility of the Academic Senate or a subcommittee of the Academic Senate, which would be the curriculum committee or other group comprised primarily of faculty, which has been designated as the approving body.

New! Streamlining the Curriculum Process

We asked for it! 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
Credit programs (other than ADTs) and noncredit courses to follow

Layers of Guidance

➤ CA Education Code

- Statute
- Determined by legislation

➤ Title 5

- Interprets Ed Code into regulations
- Determined by Board of Governors

➤ Chancellor's Office Program and Course Approval Handbook (PCAH)

- Establishes specific guidelines for implementing Title 5
- Developed by Chancellor's Office with Academic Senate (ASCCC) and CCC Curriculum Committee (5C – formerly SACC)

➤ Chancellor's Office Guidelines

- Further clarify implementation of Title 5
- i.e. Guidelines for Repetition and Repeatability

➤ ASCCC papers and reference guides

- Papers on COR, effective approval processes, etc.

Meet the Curriculum Committee

Voting Members:

- ❖ 6 Full time Faculty- Julie Finnegan, Marcus Frederickson, Sarah Walsh, Tanja Ramming , Reid Edelman, Tascha Whetzel (Chair)
- ❖ 1 Part Time Faculty-Kathryn Renderman
 - Review and examine curriculum and asks “is this a good fit for students”
- ❖ 1 Student- Lhasa Summers
 - Share students’ perspective on course, programs and needs
- ❖ 1 Vice Chair/Dean of Instruction- Rebecca Montes
 - ID resources, issues , scheduling, load, enrollment

Meet the Curriculum Committee-Non Voting Members- Resources

❖ Articulation officer- **Kurt Combs**

- ADT, ASSIST, C-ID, IGETC, CSU, UC

❖ Admissions and Records- **Anastasia Simpson-Logg**

- Transcript issues, course equivalency, enrollment, graduation requirements

❖ Curriculum Technician- **Amy Nelson**

- Troubleshoots, codes, submits, expert in ~~CurricUNET~~ eLumen, coordinates, minutes, agendas

❖ Dean of CTE- **Dennis Aseityne**

- Resources, Workforce Development, CTE programs and development

❖ Distance Education Coordinator- **Vivian Varela**

- Distance education factors in relation to regular/effective contact, course quality/accessibility

❖ Vice President of Academic Affairs (Interim)- **Debra Polak**

- Identify resources and issues that affect curriculum, looks at how College mission and goals are reflected, scheduling and enrollment

The Course Outline of Record

- The course outline of record (COR) is a **legal document** that must contain certain required elements that are outlined in: [§55002 of Title 5](#)
- The COR serves as a legal contract between the faculty, student, and the college
- All CORs must be approved by the local academic senate (curriculum committee) and the local governing board

Importance of the COR

The COR establishes the content and rigor of a course and ensures consistency for students across all section offerings	Provides evidence of meeting Chancellor's Office and Title 5 requirements
Distinguishes a course from other courses	Supports program review process
Assists accrediting agency review	Ensures quality and consistency of course delivery for faculty
The COR serves as the basis for articulation agreements and course identification number (C-ID) designation	Provides data for Management Information Systems (MIS) and apportionment
Establishes CSU-GE and IGETC status	CORs are used to construct new or revised instructional programs
	Ensures instructional integrity

Essential Elements of the COR – Credit

- Course Number and Title
- Catalog Description
- Prerequisites, Corequisites, Advisories
- Units
- Total Contact Hours
- Course Content
- Objectives/Outcomes
- Instructional Methods
- Methods of Assessment
- Grading criteria (letter grade, P/NP)
- Reading, Writing, and Outside of Class Assignments
- Repeatability Options
- Open Entry/Open Exit
- Justification of Need
- CCCCCO Data Elements (e.g. TOP and SAM Codes, CB codes)
- Discipline Assignment(s)

Essential Elements of the COR – Noncredit

- | | |
|---|---|
| <ul style="list-style-type: none">➤ Course Prefix, Number, and Title➤ Catalog Description➤ Total Hours of Instruction➤ TOP Code/SAM Code➤ Total Contact Hours➤ Noncredit Eligibility Category➤ Materials Fees | <ul style="list-style-type: none">➤ Special Characteristics➤ Justification of Need➤ Class Schedule Description➤ Part of program/certificate➤ Open Entry/Open Exit |
|---|---|

Additional COR Items to Consider

Item	Why you might want it
Student Learning Outcomes	ACCJC Standard II.A.3
Required and Recommended Textbooks	Aids in C-ID and 4-yr articulation; helps new instructors
Transfer/GE Information/C-ID	It can be helpful to have this info on the COR
Supplemental Instruction	Could SI be part of your course?
Distance Education	Include modalities (e.g. online, hybrid) and possibly DE Addendum
Enrollment limits	Instructional quality, external accreditation requirements

Resource Binder

***Handbook will be revised soon once eLumen is implemented- will need to be approved by Senate

- Distance Education course quality and standards- Mendocino College (2014)
- Program and Course Approval Handbook (PCAH) (2017)
- The Course Outline of Record: A Curriculum Reference Guide Revisited (2017)
- Minimum Qualifications for Faculty and Administrators in CCC (2016)

Coming Soon! Curriculum webpage on our college website to include resources for Curriculum Committee and faculty as well as elumen information.