CURRICULUM AND PUBLIC DOCUMENTS

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Academic Senate
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LEADERSHIP. EMPOWERMENT. VOICE.

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Description

Balancing the need for accessible and user-friendly curriculum publications while satisfying accreditation standards and education code is a challenge. Fortunately, there is a wealth of information on best practices available to help meet this challenge. This session will examine the relationship between curriculum and the college catalog, the class schedule, and other campus publications, on maintaining accuracy and consistency between them, and on serving the needs of those who use them.

Introductions

What is your role in curriculum?

What do you hope to learn?

Scenarios

- Courses without SLO assessments are deleted from the college catalog to report a high rate of assessment.

- The college has just received approval for new courses, can they be offered immediately?

- One of the departments on your campus has modified the online schedule of classes to describe content in a history course that is not found in the course outline.

- Students have brought to the department chair a syllabus that shows a different course description than is found in the official course outline. The faculty claims academic freedom of the syllabus.

Types of Publications

College catalog

Catalog addendum

Schedule of classes

Class syllabus

Other:

> College and departmental websites
>
> Marketing materials

ACCJC Standard I.C

The institution assures the clarity, accuracy, and integrity of information provided to students related to its mission statement, learning outcomes, educational programs, and student support services - I.C.1 (ER 20)

The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information - I.C.2 (ER 20)

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ACCJC Policy on Institutional Advertising

Policy on Institutional Advertising

Educational programs and services offered shall be the primary emphasis of all advertisements, publications, promotional literature and recruitment activities, including those presented in electronic formats…

ACCJC Publication Requirements

- Admissions, Fees and Programs
- Major Policies and Procedures Affecting Students
- Locations or Publications Where Other Policies may be Found

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Title 5 Course Publication Requirements

§58104: Courses must be published in the official catalog and/or addenda and listed in the schedule of classes.

§58102: Course Descriptions must be clear and understandable

§55003: Requisites must be published in college publications available to students and in the COR.

§55041(b): Repeatable courses must be identified as such

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Title 5 Course Publication Requirements

§55005: The following information must be published prior to student enrollment:

- Course Type
- Transferability
- Eligibility to meet a major/area of emphasis or general education requirement

§55022(a)(1)(2): when a course is offered as Pass/No-pass, must specify whether that is the only option or whether the student may choose a Letter Grade option.

Other Course Elements/Publications

- Lecture/lab hours
- To Be Announced (TBA)
- Distance education
- C-ID equivalency
- Honors distinction
- Special fees
- Flow charts
- Road maps
- Cross-listings

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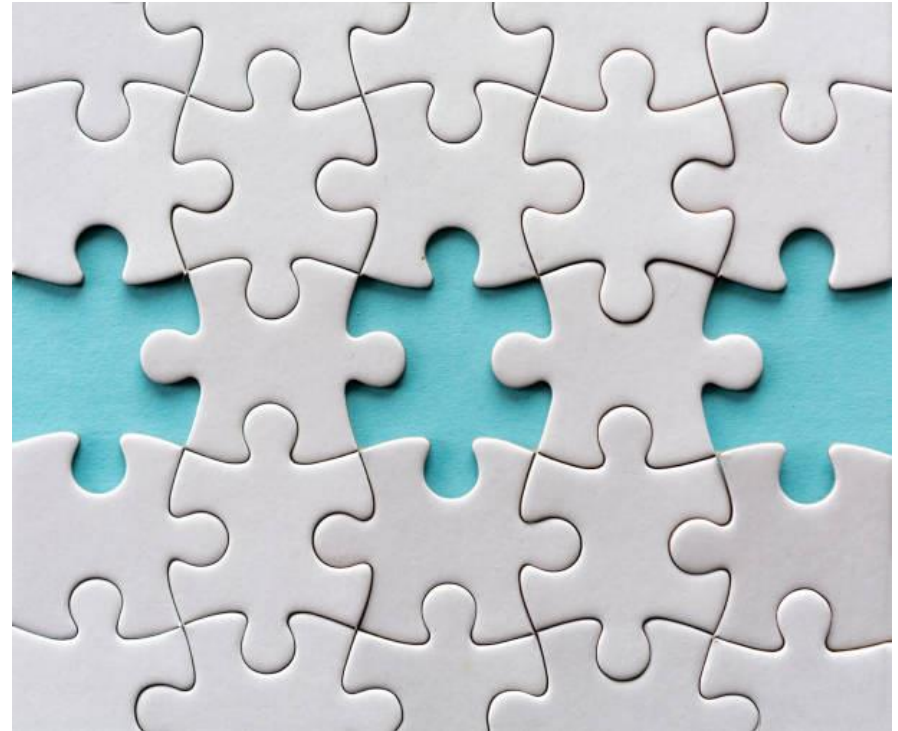
Title 5 Program Publication Requirements

§55070(e), §55130: credit certificates and degrees

§55150, §55155(e): non-credit certificates of competency and completion

Title 5 Program Publication Requirements

The following must appear exactly as approved by the Chancellor's Office:

- Program Title

- Program Type: AA, AA-T, AS, AS-T, Certificate of Achievement, Competency, Completion, Adult High School Diploma

- Catalog Description (including SB 1440 language for ADTs)

- Courses: required, electives, general education (for degrees)

- Credit programs only: units for each category, plus the total units

PCAH Program Publication Requirements

Title 5, §55000.5

The Chancellor shall prepare, distribute, and maintain a detailed handbook for use by community college districts. The handbook shall contain course approval criteria and procedures for securing course and program approvals.

Program and Course Approval Handbook, 6th Edition

THE DIVISION OF ACADEMIC AFFAIRS

Program and Course Approval Handbook

6th Edition

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
Eloy Ortiz Oakley, Chancellor

Additional Program Information

Non-transcripted Certificates (not "Certificate of Achievement")

Guided Pathways and Recommended Course Sequences

Sequences showing blended major coursework with GE options

Other public facing program information..?

Program Review: Accreditation

ACCJC Standard I.B.5
The institution assesses accomplishment of its mission through **program review** and evaluation of goals and objectives, student learning outcomes, and student achievement...

ACCJC Standard II.A.16. The institution **regularly evaluates and improves the quality and currency of all instructional programs** offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location...

Program and/or Periodic Review

- Title 5, §51022: All courses and programs must be **reviewed periodically**

- Title 5, §55003: course and program **pre/corequisites** must be affirmed via "content review" at least once every six years or every two years for CTE courses/programs.

- Ed Code 78016: colleges must review the **effectiveness of CTE programs** every two years.

- **C-ID descriptors and TMCs** are evaluated every five years.

- The UC requires **textbooks** to be published within seven years. Advisory committees meet, licensing agencies change their standards, program review takes place every…

Reviewing Publication Policies

ACCJC Standard I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.

How frequently should such reviews occur?

Who participates in this process?

The Catalog

Know your audience

- Students
- Counselors/advisors
- Financial Aid personnel
- Degree auditors
- Advisory committee members
- Transfer institution counselors
- Etc.

ACCJC Standard I.C.2 (ER 20):

- The catalog is "…for students and prospective students…"

Are they experts or novices?

ACCJC: The Catalog

The following list of information must be included in the College Catalog.

- Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
- Educational Mission
- Representation of accredited status with ACCJC and with programmatic accreditors, if any
- **Course, Program, and Degree offerings**
- **Student Learning Outcomes for Programs and Degrees**

*Accreditation Standards (2014), Catalog Requirements (pg. 18)

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ACCJC: The Catalog

The following list of information must be included in the College Catalog.

- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

*Accreditation Standards (2014), Catalog Requirements (pg. 18)
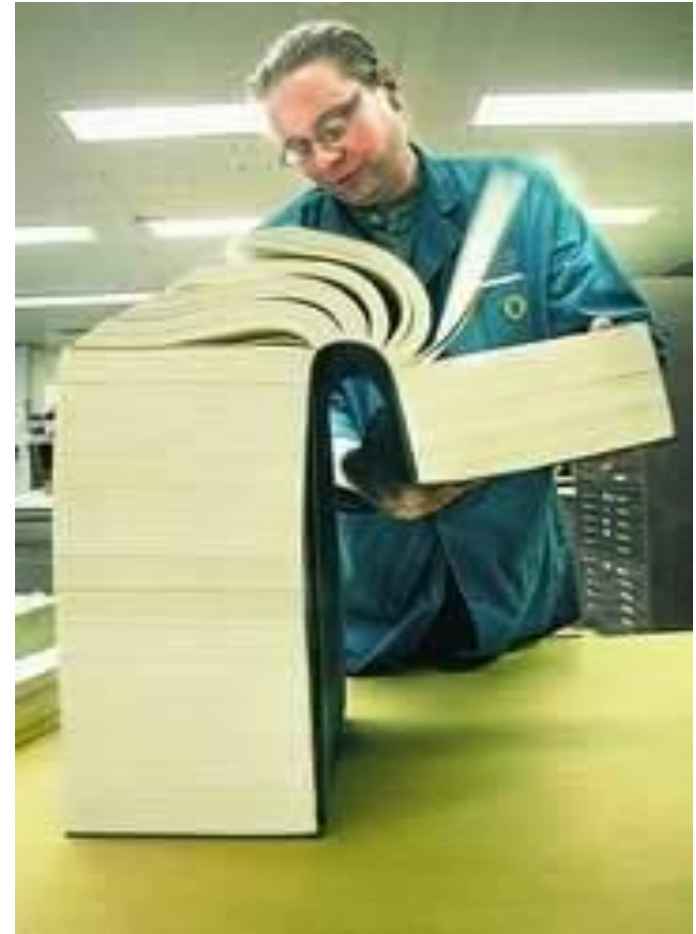
The Catalog

Print vs. online

- PDF vs. searchable database
- Single vs. multiple files:
  - Policies
  - Program listings
  - Course listings

Addenda

- Title 5, §58104: Courses **approved after publication** of the current catalog or schedule of classes must be well publicized.
- How often do you release an addendum?

MENDOCINO COLLEGE
2014 - 2015 CATALOG
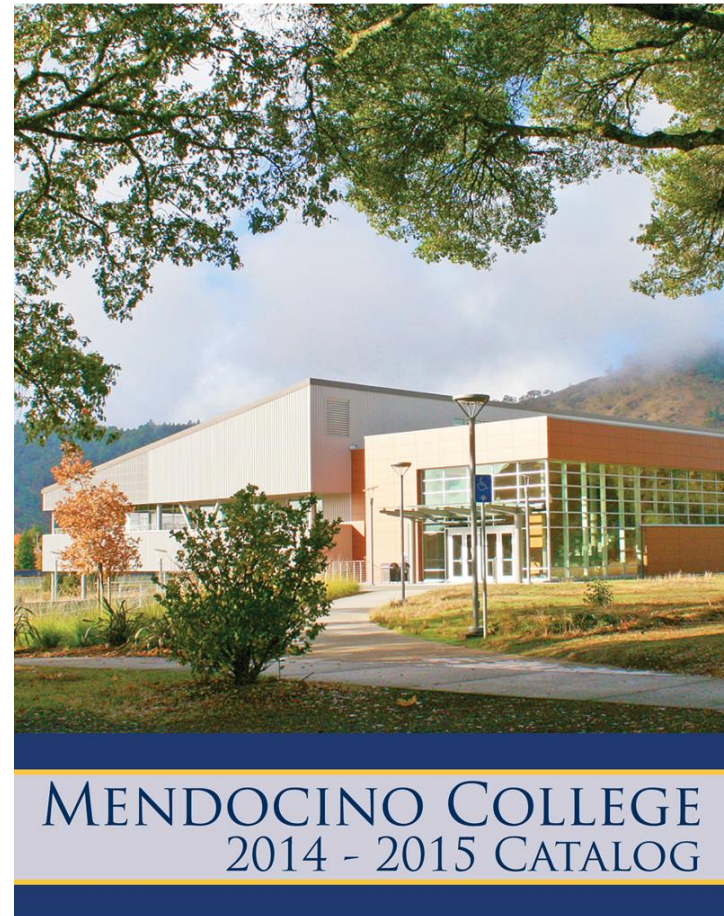
Where Does Catalog Info Come From?

Data sources and Integrity

- Local curriculum management system
- Chancellor's Office Curriculum Inventory (COCI)
- Catalog and schedule
- Other publications (by different offices, with different timelines)

What is the official source?

How do we ensure its accuracy?

How do we align all other sources to it?

Online Resources

- Ed Code Title 3, Div 7, Part 48, Ch 1, Art 1, Sec 78015-78016.5
  http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=48.&chapter=1.&article=1.

- Title 5, 55000
http://www.gamutonline.net/district/swhit/PolicyCategoryList/1126/8

- PCAH, 6th Ed.:
  http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf

- COCI Data Element Dictionary
  - Courses (CB):
    http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED/Course.aspx

  - Programs (SP):
    http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED/StudentProgramAward.aspx

- ACCJC: https://accjc.org/eligibility-requirements-standards-policies/#accreditation-standards

Questions?

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