

Working with the Chancellor's Office Curriculum Inventory (COCI)

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CALIFORNIA COMMUNITY COLLEGES

Breakout Session
Curriculum Institute, Summer 2018

*The Chancellor's Office Curriculum Inventory (COCI) maintains all program and course elements that require Chancellor's Office approval. Although the guidelines for its use are documented in the Program and Course Approval Handbook (PCAH), veteran users are familiar with its **quirks and perks, short-cuts and work-arounds**, and know how to calm it down when it throws a tantrum. If you are one of these brave and often not-fully appreciated souls, or you would like to learn from them, this session is for you.*



This quirky little system...

Proposal Owner

CCCCO Reviewer

Search and Filter Options

Actual Membership Benefits...

Credit Course Approvals

Sub Changes for Programs

Program Modifications

Short cuts and work-arounds eventually become paved roads...

Bulk Upload

Adding courses to programs

Legacy Documents



This Quirky Little System...

Proposal Owner

CCCCO Reviewer

Search and Filter Options

Programs

+ Create New Program

Search Criteria

College	SANTA BARBARA CITY	College Submitter	Laura Castro - castro@sbcc.edu
Award		Status	Active
Title		Goal	
Control Number			

Clear Filters

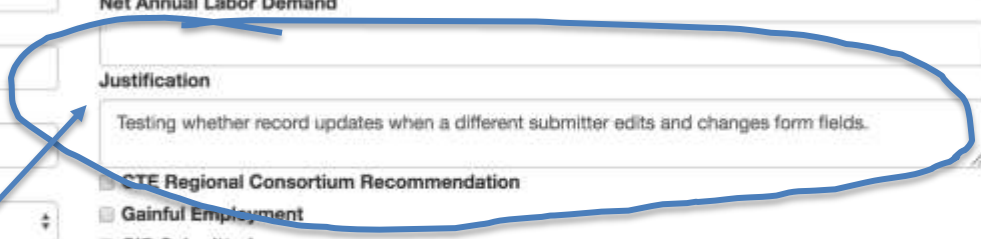
Locate the Course or Program needed and select "Edit"

Show 100 entries

Proposal Create Date	Control Number (SP04)	Title (SP02)	College	Submitter	Reviewer	Status	Last Updated	Program Award	Program Goal	Action
2017-06-28	36604	Global Leadership	SANTA BARBARA CITY	Laura Castro	Njeri Griffin	Active	2018-05-30	Certificate of Achievement: 18 or greater semester(or 27 or greater quarter) units	Local (all other AA/AS degrees and certificates not in a CTE TOP Code)	View History Edit Deactivate

Program Information

Program Title Global Leadership	TOP Code (CB03) 1506.00 Speech Communication
District Governing Board Approval Date 05/25/2017	Program Review at Month 5
JAC Sponsor Name 0	Program Review at Year 2019
JAC Sponsor Address 	Certificate or Diploma Select
RSI Hours 0	CDCP Eligibility Criteria Select
RSI Year 0	Distance Education 50-99% (5099)
JAC Sponsor Phone (e.g. 9161112222) 	Net Annual Labor Demand
Employment Potential N/A (none)	Justification Testing whether record updates when a different submitter edits and changes form fields.
	<input type="checkbox"/> STE Regional Consortium Recommendation
	<input type="checkbox"/> Gainful Employment
	<input type="checkbox"/> CID Submitted
	<input type="checkbox"/> Apprenticeship



Note the change made to the record in the "Justification" field

Programs

+ Create New Program

Search Criteria

College	SANTA BARBARA CITY	College Submitter	Kiel Kertzmann - damion01@example.com
Award		Status	
Title		Goal	
Control Number	36604		

Clear Filters

Submitter Name Updated

Show 100 entries

Proposal Create Date	Control Number (SP04)	Title (SP02)	College	Submitter	Reviewer	Status	Last Updated	Program Award	Program Goal	Action
2017-06-28	36604	Global Leadership	SANTA BARBARA CITY	Kiel Kertzmann	Njeri Griffin	Draft	2018-07-12	Certificate of Achievement: 18 or greater semester(or 27 or greater quarter) units	Local (all other AAAS degrees and certificate not in a CTE TOP Code)	View History Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Courses

+ Create New Course

Search Criteria

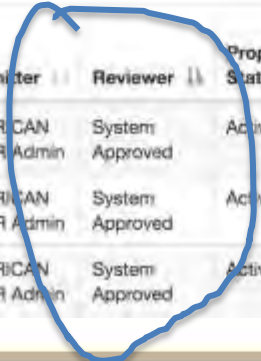
College	<input type="text"/>	College Submitter	Select
TOP Code (CB03)	<input type="text"/>	Title	<input type="text"/>
Department Name (CB01A)	<input type="text"/>	Department Number (CB01B)	<input type="text"/>
Credit Status (CB04)	Credit - All	Noncredit (CB22)	<input type="text"/>
SAM Priority Code (CB09)	<input type="text"/>		<input type="text"/>
Cooperative Work Experience (CB10)	<input type="text"/>		<input type="text"/>
Proposal Status	Active		<input type="text"/>
Control Number (CB00)	<input type="text"/>		<input type="text"/>

Credit Courses Now reflect System Approved in Reviewer Column

Clear Filters

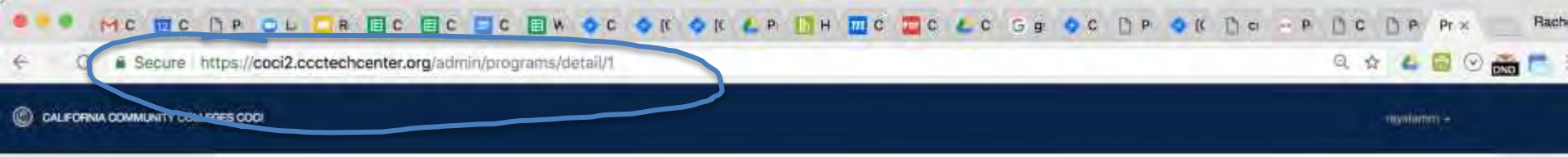
Show 100 entries

Proposal Create Date	Control Number (CB00)	Dept. Name (CB01A)	Dept. Number (CB01B)	Title (CB02)	Credit Status (CB04)	College	Submitter	Reviewer	Proposal Status	Last Updated	Action
2010-03-09	CCC000292971	ART421-20844	N/A	3D Character Modeling	D	AMERICAN RIVER	AMERICAN RIVER Admin	System Approved	Active	2017-06-29	View History Edit Deactivate
2012-06-18	CCC000532265	ART429-26550	N/A	3D Rigging and Rig Building	D	AMERICAN RIVER	AMERICAN RIVER Admin	System Approved	Active	2017-06-29	View History Edit Deactivate
2012-06-05	CCC000532305	ART431-24888	N/A	3D Short Production	D	AMERICAN RIVER	AMERICAN RIVER Admin	System Approved	Active	2017-06-29	View History Edit Deactivate





- 1. College Submitter name updates when a different submitter (or College Admin) edits an existing record and then selects "Save" or "Submit".*
- 2. Updates were made to how the assigned reviewer displays on courses and programs main pages.*
- 3. These changes were required to as part of the layout updates under development right now.*
- 4. We're working to have these changes part of our Fall Release.*



Program Detail

[↑ My Programs](#)
[↑ All Programs](#)
[Review](#)

College Name	ALAMEDA
Program Award	A.A. Degree (A)
TOP Code	2203.00 Ethnic Studies
Control Number	01136
Submission Number	341201701214352
Proposal ID	27199
Program Title	African-American Studies
Program Goal	
Units for Degree Major or Area of Emphasis (Minimum)	18.00
Units for Degree Major or Area of Emphasis (Maximum)	18.00
Total Units for Degree (Minimum)	
Total Units for Degree (Maximum)	0.00
Annual Completers	
Faculty Workload	0.00

Program Detail

[↑ My Programs](#)
[↑ All Programs](#)
[🗨 Review Program](#)
[📅 Program History](#)

Proposal Attributes

Status	Draft
College	ALAMEDA
Program Title	African-American Studies
Program Goal	Transfer (All ADTs and Certificates of Achievement for CSU GE Breadth and IGETC)
Program Award	A.A. Degree (A)
COCI Submission Number	341201701214352
PCN	01136
College Submitter	Rachel Test User
College Submitter Phone	(555) 555-5515
College Submitter Email	(555) 555-5515
CCCCO Reviewer	Simeon Ziemann
CCCCO Reviewer Phone	(916) 555-5515
CCCCO Reviewer Email	ocis.dietrich@example.com
Last Updated by College	2018-06-12 14:02:51

Course Detail

[↑ My Courses](#)
[↑ All Courses](#)
[Review Course](#)

Proposal Attributes

Status	Review
College	CCCCO
Title (CB02)	Angelina Hettinger
Credit Status (CB04)	
Control Number (CB00)	
COCI Submission Number	D01201717183315
College Submitter	Katheryn Mayer
College Submitter Phone	
College Submitter Email	
CCCCO Reviewer	Simeon Ziemann
CCCCO Reviewer Phone	(916) 555-5515
CCCCO Reviewer Email	ocie.dietrich@example.com
Last Updated by College	11/22/2017

Programs

+ Create New Program

Search Criteria

College	<input type="text"/>	College Submitter	Select
Award	<input type="text"/>	Status	<input type="text"/>
Title	<input type="text"/>	Goal	<input type="text"/>
Control Number	<input type="text"/>		

Clear Filters

Can't Search by "Review"

Courses

+ Create New Course

Search Criteria

College	<input type="text"/>	College Submitter	Select
TOP Code (CB03)	<input type="text"/>	Title	<input type="text"/>
Department Name (CB01A)	<input type="text"/>	Department Number (CB01B)	<input type="text"/>
Credit Status (CB04)	<input type="text"/>	Noncredit (CB22)	<input type="text"/>
SAM Priority Code (CB09)	<input type="text"/>	Basic Skills (CB08)	<input type="text"/>
Cooperative Work Experience (CB10)	<input type="text"/>	Transfer Status (CB05)	<input type="text"/>
Proposal Status	<input type="text"/>	Program Status (CB24)	<input type="text"/>
Control Number (CB00)	<input type="text"/>		

Clear Filters

Programs

+ Create New Program

Search Criteria

College

Award

Title

Control Number

College Submitter

Status

Goal

- Active
- Inactive
- Draft
- Revision
- Approved
- Submitted
- Hold
- Review
- Withdraw

Courses

+ Create New Course

Search Criteria

College

TOP Code (CB03)

Department Name (CB01A)

Credit Status (CB04)

SAM Priority Code (CB06)

Cooperative Work Experience (CB10)

Proposal Status

Control Number (CB00)

College Submitter

Title

Department Number (CB01B)

Noncredit (CB22)

Basic Skills (CB08)

Transfer Status (CB05)

Program Status (CB24)

Show 100 entries

Active

Inactive

Draft

Revision

Approved

Submitted

Hold

Review

Withdraw

Clear Filters

Proposal Create Date	Control Number (CB00)	Name (CB01A)	Number (CB01B)	Title (CB02)	Medium (CB04)	College	Submitter	Reviewer	Proposal Status	Last Updated	Action
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"Review" finally made it to the list!





Membership Benefits...

Credit Course Approvals

Sub Changes for Programs

Program Modifications

The College.

The content of Courses and Programs in COCI belongs to the College and the College is responsible for its completeness and alignment with the standards in the PCAH.

The College is responsible ensuring the Control Number assigned matches the correct version of the Course or Program.

The College is responsible for maintaining data parity between with curricula approved locally and curricula in the inventory.

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The College is responsible ensuring the Control Number assigned matches the correct version of the Course or Program.

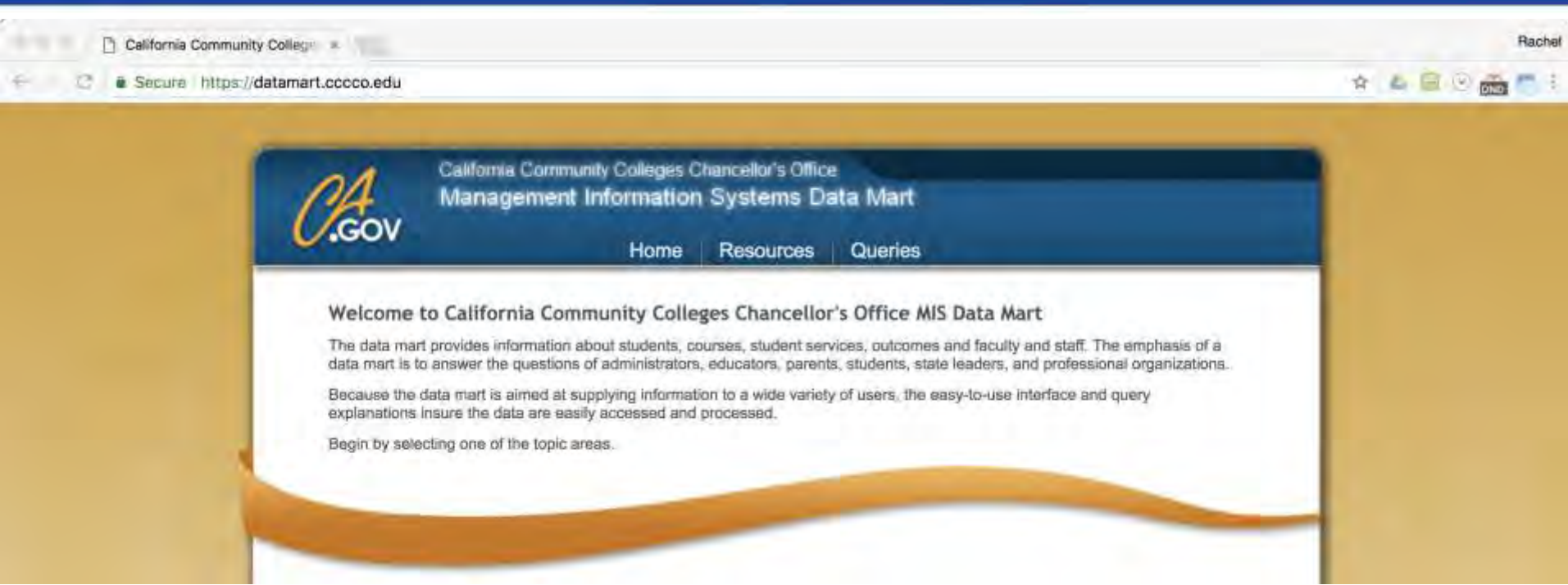
The College is responsible for maintaining data parity between with curricula approved locally and curricula in the inventory.

The Chancellor's Office reviews the content of Courses and Programs (using both human and automated processes) to validate its completeness and alignment with the standards in the PCAH.



The Chancellor's Office is responsible for assignment of a unique Control Number for all Courses and Programs that successfully validate.

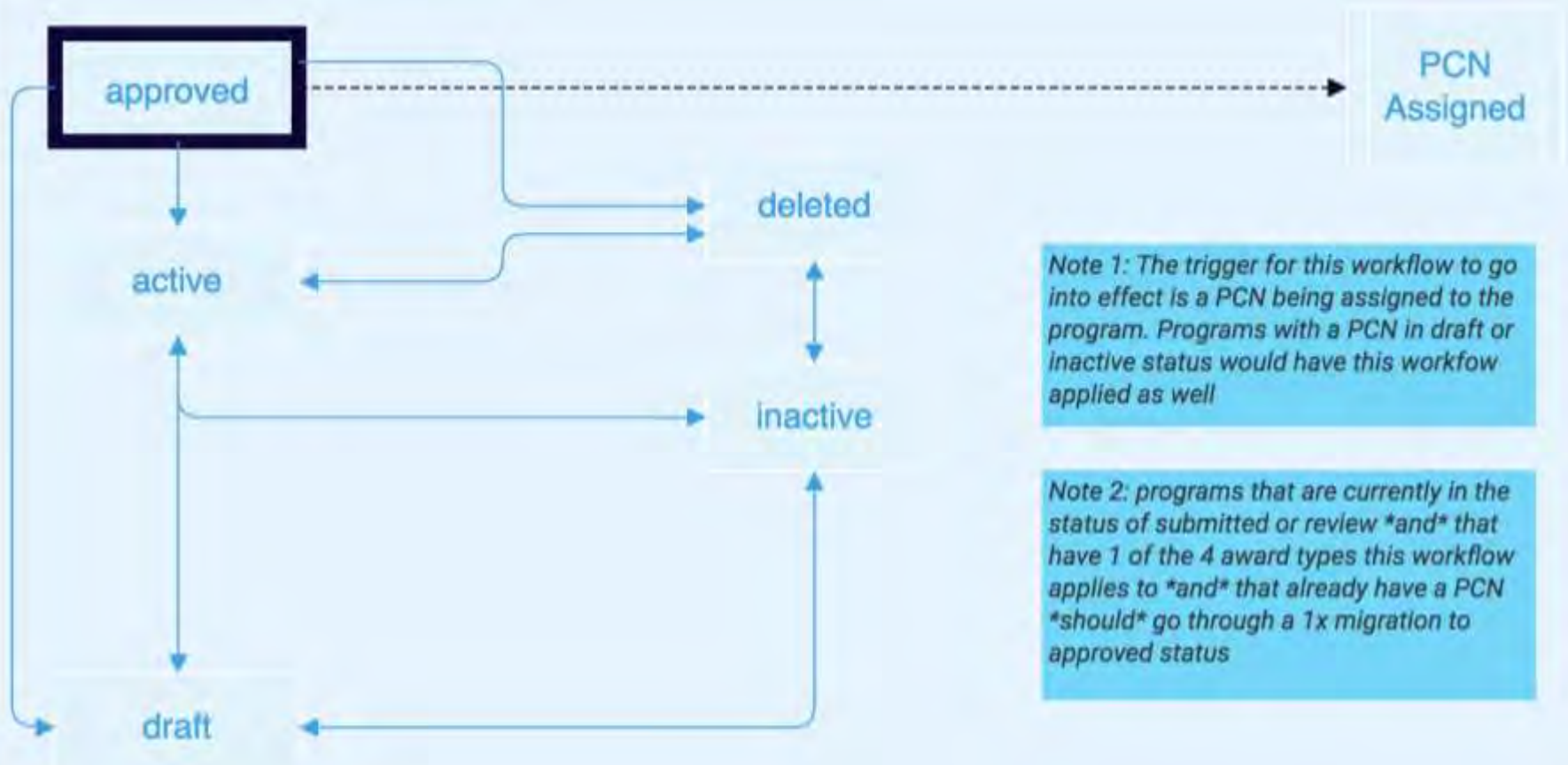
The Chancellor's Office is responsible for maintaining an inventory of all validated curricula across California Community Colleges.



MIS consumes Course and Program data from COCI and is responsible for generating a unique CCN for Courses after a final set of validations are completed.

MIS is the owner of the Data Element Dictionary and is responsible for the field integrity checks on CB data elements to be in alignment with the PCAH and CCCCCO Curriculum policies.

- ✓ Credit Course Auto-Approval
- ✓ Insight into CCN Assignment Errors
- ✓ Sub-Change flags removed entirely from Programs
- ✓ Course documents added and updated to program proposal automatically
- ✓ Sub-Change flag removed for changes to last 2 digits of TOP Code for Courses (Fall Release)
- ✓ Public Reports reflect same data elements as DataMart (Fall Release)
- ✓ Auto-Approval for select Program modifications (Fall Release)



Editing Existing Programs, PCN Already Assigned: Workflow Applies to Programs with A.A., A.S., Both certificate types. Does not apply to AA-T, AS-T or non credit



- ✓ Workflow changes apply to the following program award types: A.A., A.S., Certificate 12-18, Certificate 18+.
- ✓ Once released a Program will go from **Active** to Edit and **back to Active** on submit.
- ✓ These 4 Program awards will essentially be on auto-approval for modifications.
- ✓ Users will be able to modify Programs iteratively and the "Submit" button becomes *Submit these changes to the database* rather than *Submit to the CCCC for review*.



Short cuts and work-arounds eventually become paved roads...

Bulk Upload

Adding courses to programs

Legacy Documents

It's not ready for prime time.

Challenges have included:

- ❑ Inbound file format
- ❑ Criteria for accepting or rejecting a file
- ❑ Rules for changes to Sub=Change fields
- ❑ Reflecting changes in field history

Expanded course statuses loading in table to make updates and edits to Programs more efficient.

Changes made to results display:

- Courses with statuses: active, approved, revision, review or submitted now display in the search results
- Courses with statuses of active, revision, review, or submitted must have control numbers
- Courses in approved status appear independent of CCN assignment
- YYYYYYYYYY is an acceptable search parameter in the control number field.

Legacy documents have been one of the most challenging and stressful parts of this new system.

Documents have been corrupted, disassociated from the record or hidden beneath the parent record.

We've updated the onscreen messaging when it appears a record is corrupted or cannot be found.

We've added tools to regenerate official Approval Letters from within the screens.

We've identified a solution for documents hidden under the parent record.

An example...

Today in production, Program *Architectural Drafting* from Saddleback is in Approved Status, but isn't showing any associated documents

Program Detail

- [↑ My Programs](#)
- [↑ All Programs](#)
- [🗨 Review Program](#)
- [📅 Program History](#)

College Name	SADDLEBACK
Program Award	Certificate of Achievement: 18 or greater semester(or 27 or greater quarter) units (C)
TOP Code	0201.00* Architecture and Architectural Technology
Control Number	22839
Total Elective Hours	0.00
Documents	No documents
Justification	

Documents	
	<ol style="list-style-type: none"> 1. Regenerated Approval Letter 2. Regenerated SIG PAGE 3. Regenerated CATALOG DESC 4. Regenerated ARCH 10 5. Regenerated ARCH 12 6. Regenerated ARCH 50 7. Regenerated DR 50 8. Regenerated DR 51 9. Regenerated ARCH 51 10. Regenerated ARCH 124A 11. Regenerated ARCH 218 12. Regenerated ARCH 260 13. Regenerated ARCH 261 14. Regenerated ARCH 262 15. Regenerated DR 200 16. Regenerated MFG 200 17. Regenerated MFG 201 18. Regenerated ARCH 219 19. Regenerated ARCH 220 20. Regenerated ARCH 34 21. Regenerated ARCH 42 22. Regenerated ARCH 122 23. Regenerated ARCH 124B 24. Regenerated ARCH 124C 25. Regenerated ARCH 44 26. Regenerated ARCH 132 27. Regenerated ARCH 152 28. Regenerated DR 152 29. Regenerated ARCH 161 30. Regenerated ARCH 163 31. Regenerated ARCH 164 32. Regenerated ARCH 165 33. Regenerated ARCH 200 34. Regenerated ARCH 211 35. Regenerated ARCH 212 36. Regenerated ARCH 213 37. Regenerated ARCH 221

Today in pilot, the Program *Architectural Drafting* from Saddleback is in Approved Status, and is now showing most of the original documents.

Documents restored as part of this fix will be flagged with "Regenerated" in the document link