



# **New Curriculum Specialists**

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**ASCCC Curriculum Institute**  
**Riverside, July 11, 2018**

# Overview

- Curriculum Specialist common job duties
- Tasks of others
- Useful Information
- Curriculum process
- Credit courses
- Credit Program
- Resources

# Common Job Duties

**USUALLY, under the general supervision of the Vice President for Instruction:**

- Coordinate the curriculum approval process from the course and program proposal level through local and state approval, including ACCJC if appropriate
- Assure that new and revised curriculum is documented and approved by the district and chaptered with the CCCCO in a timely manner prior to offering
- Coordinate with the CCCCO in assuring compliance for program and course approval
- Attend curriculum Technical Review Committee meetings to provide technical and resource support

# Common Job Duties (continued)

**USUALLY, under the general supervision of the Vice President for Instruction:**

- Work with faculty to clarify comments and resolve issues prior to submission to COCI
- Participate in college Curriculum Committee meetings and record proceedings
- Prepare and maintain documentation related to curriculum approval
- Coordinates, edits, and produces content for the College Catalog, Catalog Addenda, and Schedule of Classes
- Track completion of changes for publication
- Coordinate with the Financial Aid department to update the ECAR/PPA

# Sometimes. . .

- Assures compliance of the curriculum with Student Services in the area of Articulation, Matriculation, and Admissions and Records
- Performs a variety of technical duties relative to assigned area

# Tasks of Others

Faculty or administrative responsibilities:

- Create the Course and Program Outlines of Record
- Determine Course Design (lecture/lab/studio)
- Determine the course units
- Assign TOP, SAM, and other coding
- Determine the Minimum Qualifications for a course

These elements should be established through collegial consultation with faculty and administration.

# Useful Stuff to Know Immediately!

- Definitions of Different Types of Curriculum
  - credit, degree-applicable, non-degree applicable; stand-alone
- Where to Find Course Data Elements

<http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED/Course.aspx>

# Challenge 1!!!!





# Challenge 1!!!!

Which is the oldest California Community College?

Fresno City College

# Challenge 2!!!!

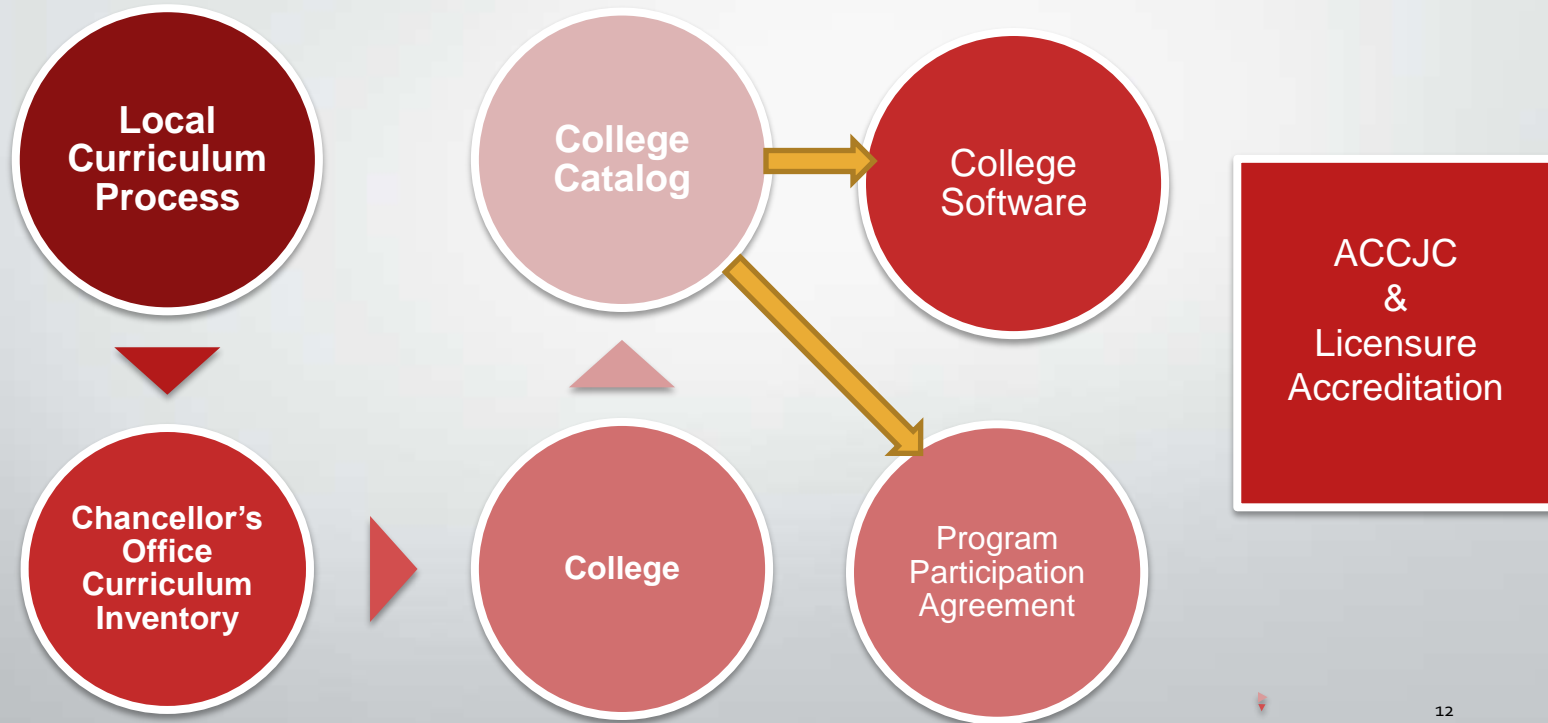


## Challenge 2!!!!

What is the name of Batman's butler?

Alfred

# Curriculum Process



# Course Types

- Credit
- Noncredit
- Program Applicable or Stand-alone

# Course Checklist

- COCI required fields
  - Units vs. hours
  - Contact hours vs. out-of-class hours
- Documentation: COR (matches fields)
- Coding (CB integrity checks)
- CCCCO periodic review checklist

# Credit Hour: Standard Formula



**Units of Credit =**

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor}^*}$$

\*Value used by the college to define the number of hours to award each unit of credit (minimum of 48 or maximum of 54)

# Credit Hour Standard Practices: In-class to Outside-of-Class Ratios

Instructional Category	In-class Hours	Outside-of-class Hours
<b>Lecture</b> (Lecture, Discussion, Seminar and Related Work)	1	2
<b>Activity</b> (Activity, Lab w/ Homework, Studio, and Similar)	2	1
<b>Laboratory</b> (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0



## Hours and Units

**36** Lecture

**72** Lab

**+ 72** Outside-of-class hours (36x2)

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**180** total student learning hours

**180 / 54 = 3.33; therefore, 3 units of credit**

# Program Types

- Transfer
- CTE
- Local
- Credit/noncredit

# Program Checklist

- COCI fields
- Narrative
- ADT: TMC, AAM, GECC, BCCT, C-ID checkbox
- Local: lower-division transfer patterns...
- CTE: LMI, Regional Consortium minutes (recommendation), Advisory minutes
- Apprenticeship: DAS, Hours, Address (employers)...

# Building a New Program Narrative

1. Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Master Planning
5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in the Service Area

# Challenge 3!!!!



# Challenge 3!!!!

What is a PPA?

Program Participation Agreement

# Challenge 4!!!!



# Challenge 4!!!!

There are 114 California Community Colleges. Name at least one of the four new additions.

1. Compton
2. Clovis
3. Norco
4. Moreno Valley



# Local Associate Degree Submission Needs

- Program Goal (Transfer vs. CTE vs. Local)
- Fields align with narrative (courses list, units, title, etc.)
- GE Pattern options
- Supporting Documentation
  - Narrative
  - Transfer: 51% AAM
- Course list: CORs (program-applicable status)

# Certificate Submissions Needs

- Certificate Award
- Certificate Goal
- Fields align with narrative (courses list, units, title, etc.)
- Supporting Documentation (CTE, Apprenticeship)
- Course list: CORs (program-applicable status)



# Demo

Example of an Associate degree



# Demo

Example of a certificate

# ADT Submission Needs

- Narrative items 1-2 (matching fields)
  - Associate in (Arts/Science) in (Discipline) for Transfer
  - Associate of (Arts/Science) (Discipline)
- If including item 3: match program requirements to TMC
- Can submit ADT for approval with courses that have been awaiting C-ID approval for 45 days or longer
- GE Area (both CSU and IGETC) designation on the TMC
- Double count accuracy
- ASSIST Supporting Documents: AAM, GECC, BCCT
- Name the baccalaureate program, specifies preparation for transfer to CSU system

# ADT Submission Needs (continued)

## Ed Code §66746 requirements for **program description** of ADT:

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district and meeting the requirements of an approved transfer model curriculum.
- (2) Obtainment of a minimum grade point average of 2.0.

# Challenge 5!!!!



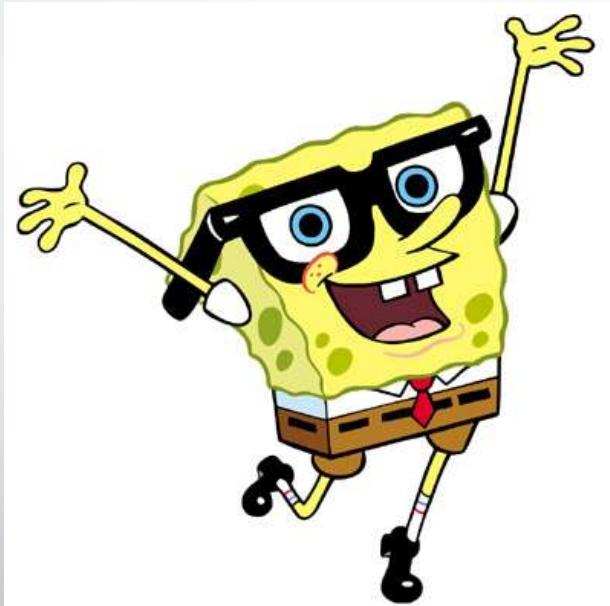
# Challenge 5!!!!

**True or False:** LMI is a requirement for all program submissions.

**False,** LMI is a requirement for new and substantial changes for CTE submissions.



# Challenge 6!!!!



# Challenge 6!!!!

How many students do California Community Colleges serve?

2.1 million students

# Information Resources

Information may not trickle, so regularly check these websites:

Chancellor's Office:

<http://www.cccco.edu/>

College Reviewers

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit.aspx>

Academic Affairs:

<http://extranet.cccco.edu/Divisions/AcademicAffairs.aspx>

Intersegmental Programs and Credit Curriculum:

<http://extranet.cccco.edu/Divisions/AcademicAffairs.aspx>

What's New:

[http://extranet.cccco.edu/Divisions/AcademicAffairs/WhatsNew.aspx#Basic\\_Skills/ESL](http://extranet.cccco.edu/Divisions/AcademicAffairs/WhatsNew.aspx#Basic_Skills/ESL)

# Related Breakouts Suggestions

## **Thursday, July 12**

- 10:15 Curriculum and Public Documents  
Submission of ADTs and Doubling Counting  
Working with the Chancellor's Office Curriculum Inventory (COCI)
- 2:15 COR 101

## **Friday, July 13**

- 8:30 Program Submission Requirement  
Ever Changing Curriculum - Updates on Changes from 5C
- 10:00 Basics of Noncredit
- 2:15 Roles and Responsibilities of Curriculum Specialists

## **Saturday, July 14**

- 9:00 Q&A with the Chancellor's Office



# Questions/Discussion



# Contacts

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