CCCCO ANNUAL CERTIFICATION

community college curriculum complied with California Regulations
This authority has been increasingly delegated to local districts

Exception: ADTs and CTE programs, which require direct approval

-certify that, among other things:

All submitted courses/programs comply with <u>Title 5</u> and the <u>Program and Course</u> <u>Approval Handbook</u> (PCAH)

All Curriculum Committee members have received training in Title 5 and PCAH

CURRICULUM BASICS

Curriculum is an area of faculty primacy under Ed Code and Title 5

Ed Code §70902(a)(7)

BP 2510

<u>Title 5 §55002(a)(1)</u> requires community colleges to establish a Curriculum Committee as either a district committee or Academic Senate committee

At Napa Valley College, the Curriculum Committee is a Senate committee governed according to the Bylaws of the NVC Academic Senate

ROLE OF THE COMMITTEE

The Curriculum Committee exists to evaluate and make recommendation primarily on matters related to credit and noncredit curriculum and to ensure that the college is complying with Title 5 regulations

<u>AP 4020</u> directs the Curriculum Committee to establish its own processes for reviewing new and revised courses and programs (through the Curriculum Handbook)

All course and program additions, modifications, and deletions must be approved by the Curriculum Committee (along with the Academic Senate and Board of Trustees).

COMMITTEE CHARGE

1. Develop written procedur8(e)-2pd(tt31(de-17(\$Sp4rdICID itt)-4o)22(/Span \$MCID f/Sp4rdu)20r 12(o)a)15v

LEVELS OF POLICY

State

<u>California Education Code</u> (California State Legislature)

California Code of Regulation, Title 5 (Board of Governors, ASCCC for 10+1)

Program and Course Approval Handbook (CCCCO with constituent input)

Local

NVC Board Policy (Board of Trustees through collegial consultation)

NVC Administrative Procedures (President thro.4Tf1 0 0c7 Tf1 00(0c7 n)-10(t)21()-8(t)21(h)-8

COURSE OUTLINE OF RECORD

STEPS IN LOCAL REVIEW PROCESS

Full details in Chapter 4 of Curriculum Committee Handbook

Pending approval*

Step 1: Faculty Author proposes/modifies/archives course or program

Step 2:

DEVELOPMENT CRITERIA

Minimum requirements for curriculum development in the California Community Colleges. Full details in PCAH pp. 24-29.

Appropriateness to Mission (both state and local mission statements)

Need (no harmful competition with existing programs)

Curriculum Standards (approved by CC and BOT)

Adequate Resources (faculty, facilities, equipment, library)

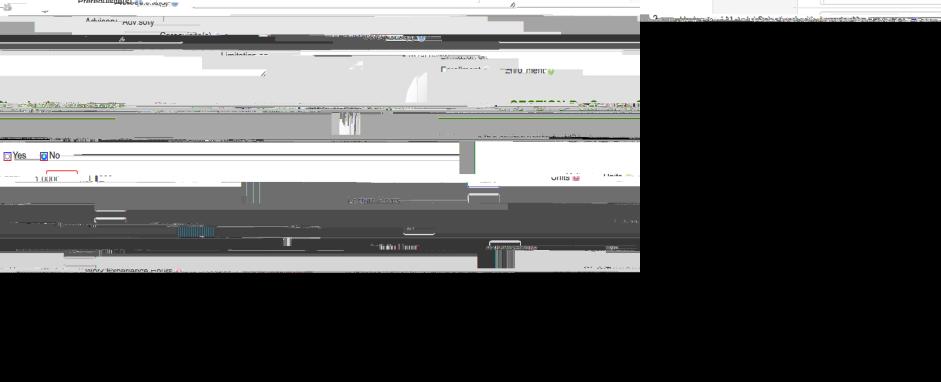
Compliance (open courses, meet all Title 5 curriculum regulations)

LET'S GIVE IT A TRY!

Use the printed copy of Chapter 4 as your guide to review the printed COR

Find the components of the COR that you would review in your role on the Curriculum Committee(o)19()-8(r)27(e)17(v)7(i)-8(e)1763i-8(r)27(e)inmme(o)19()-8(r)27(e)17(v)19(m)-4





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STANDARDS OF APPROVAL

Full details in <u>Chapter 5</u> of Curriculum Handbook

Standards and Criteria for Course Approval defined in <u>Title 5 §55002</u> and <u>PCAH</u> Elements that must appear in a Course Outline of Record (COR)

Three types of courses: Degree-applicable credit courses, non-degree applicable credit courses, noncredit course

For credit courses, COR must include: unit value, contact hours, outside-of-class hours, total student learning hours, prerequisites and corequisites, catalog description, objectives, content, assignment types and examples, instructional

For non-credit courses, COR must include: contact hours, catalog description, objectives, content, assignment or activity examples, instructional methods, evaluation methods

PREREQUISITES & COREQUISITES

Requisites are an exception to CCC open course regulations that must be reviewed by the Curriculum Committee

Prerequisites and corequisites must be renewed every 6 years (every 2 years for CTE)

Discipline faculty generally required to document and compare exit skills (objectives) for prerequisite course with entry skills for target course through <u>content review</u>

Closely related lab/lecture courses and requisites required by 4-year institution or accrediting agency exempt from this

CCCCO <u>Guidelines for Title 5 Section 55003</u> gives more detailed explanation

REPEATABLE COURSES

earn credit for the same course multiple times

<u>Title 5 §55041</u> limits repeatable course to three categories:

Repetition necessary for CSU/UC major requirement

Intercollegiate athletic course

Intercollegiate academic or vocational competition

PROGRAMS AND DEGREES

Title 5 §55000

CERTIFICATES

<u>Title 5 §55070</u>

GENERAL EDUCATION

Local General Education requirements are defined in <u>Title 5 §55063</u> and <u>AP 4025</u>

3 units each in Area A: Natural Science, Area B: Social and Behavioral Sciences, Area C: Humanities, Area D1: English Composition, Area D2: Mathematical Concepts/Quantitative Reasoning, Area D3: Communication/Analytical Thinking

Additional graduation requirements: 2 courses in American History/Institutions (AA only); 3 units in Kinesiology/Health, 3 units in Ethnic Studies, and Math, Reading/Writing, and Cultural Competencies

Stacey Howard can help faculty submit courses for articulation with other GE patterns, such as <u>CSU GE</u> and <u>IGETC</u> (details on <u>CalGETC</u> submission forthcoming)

RESOURCES