Mendocino College Curriculum Committee Training

Fall 2019

Who are the voting members?

- <u>Faculty Chair</u>- Tascha Whetzel
- <u>Vice Chair</u>- Debra Polak, Vice President of Academic Affairs
- <u>5 Full Time Faculty</u>-
  - Marcus Fredrickson- Chemistry
  - Sarah Walsh- ESL
  - Alicia Mendoza- Counselor
  - Kim Swift- Nursing
  - Steve Crossman- Counselor
- <u>1 Part Time Faculty</u>-
  - Kathryn Renderman- Math
- <u>1 Student</u>- NEED 1 appointed by Student Senate

Who are the non-voting resource members?

- <u>Kurt Combs-</u> Articulation Officer

- <u>Dennis Aseltyne-</u> Dean of Applied Academics

- <u>Rebecca Montes-</u> Dean of Instruction

- <u>Amanda Xu-</u> Dean of Centers

- <u>Anastasia Simpson-Logg-</u> Director of Admissions and Records

- <u>Vivian Varela-</u> Distance Education Coordinator

- <u>Amy Nelson-</u> Curriculum Technician

Curriculum Committee

Reviews the appropriateness of the new or modified Course Outline of Records and Programs brought forth by Discipline Faculty.

Committee members look for specific things:

- Assignment of a discipline, minimum qualifications
- Avoiding duplication of existing curriculum
- Appropriateness to college mission
- Integration of elements of COR (content, objectives, assignments, SLO's etc.)
- Justification for advisories, requisites, GE petitions, DE modalities
- Deletion or inactivation of courses and programs
- Policy changes pertaining to curricula issues

Tech Review Committee

- Participants are: Curriculum Chair, Curriculum Technician, Articulation Officer, Dean of Instruction, Dean of Applied Academics, VP of Academic Affairs and the meeting is held prior to the Curriculum Committee Meeting.

- The tech review committee is responsible for reviewing the proposal and seeing that the course outline conforms to the requirements and guidelines for content, form and style as well as state and college rules and regulations. It attempts to ensure complete data, compliance and consistency. Goal is to look at details that can be corrected prior to the Curriculum Committee meeting including grammar, wording, codes, typos.

- Feedback is given to writer to make changes prior to curriculum committee meeting. If changes are not made or if there are further issues, then course can come back to Tech Review again for more discussion before being placed on curriculum agenda

- **New in 2019, looking for help from Faculty to aid in editing and grammatical review at the Tech Review level

What is the Approval Process of curriculum?

1. Discipline faculty develop and submit curriculum in eLumen
   - Senate 10+1 – faculty purview
   - If it is a new Program, must have been submitted to EAP prior
2. Local curriculum committee reviews and approves
   - Includes separate tech review, DE review, requisite review, etc.
3. Local governing board approves through representation of President

4. Chancellor's office reviews, approves, and issues Control Numbers

5. Curriculum can now be
   - published in catalog, schedule, etc.
   - eligible for apportionment
   - sent for external articulation and transfer agreements (may take an additional year; coordinate with your AO)

What do we need to know?

Credit	Noncredit
Courses	**Courses**
• Degree-applicable • Non degree-applicable	• Noncredit: no credit awarded for courses in 10 categories but approved by CO and receives apportionment
Programs	**Programs**

• Associate Degrees (AA, AS)
• Associate Degrees for Transfer (AA-T, AS-T)
• Certificates of Achievement
    8 to less than 16 units (semester)
    16 or more units (semester)
• Locally Approved Certificates
    <16 units, CO approval optional but not required
	• Certificate of Completion (CDCP)
	• Certificate of Competency (CDCP)
	• Adult High School Diploma
	• Noncredit Apprenticeship Program
	• Locally Approved Certificates (not CO approved)

Requirements for Credit Courses

- Course Number and Title
- Catalog Description
- Prerequisites, Corequisites, Advisories
- Units
- Total Contact Hours
- Total Number of Hours in Each Instructional Category
- Outside of Class Hours
- Course Content
- Objectives/Outcomes
- Instructional Methods

- Grading criteria (letter grade, P/NP)
- Methods of Assessment
- Reading, Writing, and Outside of Class Assignments
- Repeatability Options
- Open Entry/Open Exit
- Justification of Need
- CCCCO Data Elements (e.g. TOP and SAM Codes, CB codes)
- Discipline Assignment(s)

Eligible Noncredit Courses: Ten Categories

1. English as a Second Language (ESL)*
2. Immigrant Education
3. Elementary and Secondary Basic Skills*
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational*
10. Workforce Preparation*
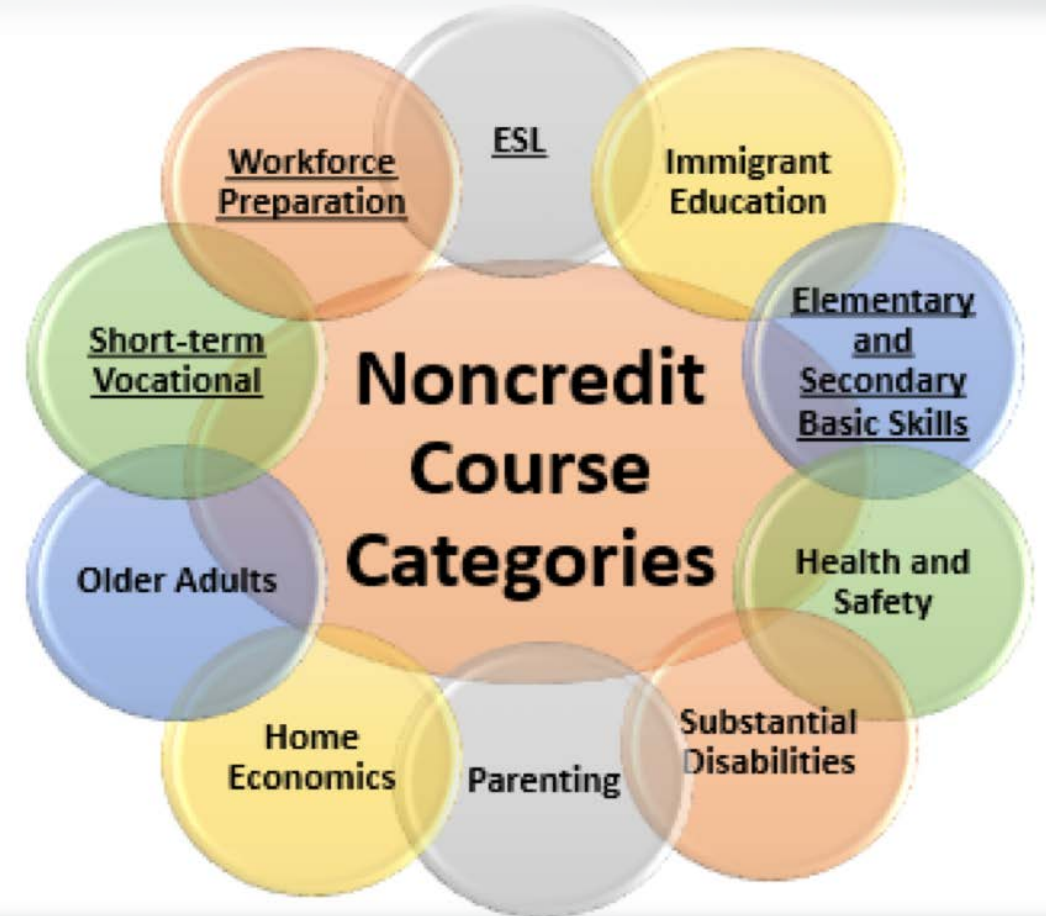
*Areas (1), (3), (9), (10) are eligible for Enhanced Funding if associated with an approved noncredit program.

Career Development and College Preparation Courses (CDCP)

- Education Code Statutes: CDCP Funding (84750.5);
  - ➢ Intended to bridge students into higher education and/or earned employment
  - ➢ Must be part of a noncredit certificate to receive enhanced funding.
  - ➢ Categories:
    - ▪ Elementary and Secondary Basic Skills
    - ▪ English as a Second Language
    - ▪ Workforce Development
    - ▪ Short-term Vocational (including CTE and Workforce prep for older adults)

Noncredit CDCP Certificates

Certificate of Completion
- For career field with high employment potential
- (§ 55151 (i)) – Short - term Vocational, Workforce Preparation

OR

Certificate of Competency
- In a career field transitioning to credit, a degree, or baccalaureate institution
- (§ 55151 (h)) – ESL, Basic Skills, VESL

Completion counts for AEBG/AEP, SWP, and Scorecard metrics

Noncredit Program Approval

Five criteria used by the Chancellor's Office to approve noncredit programs and courses. These criteria are as follows:

- Appropriateness to Mission
- Curriculum Standards
- Compliance
- Need
- Adequate Resources
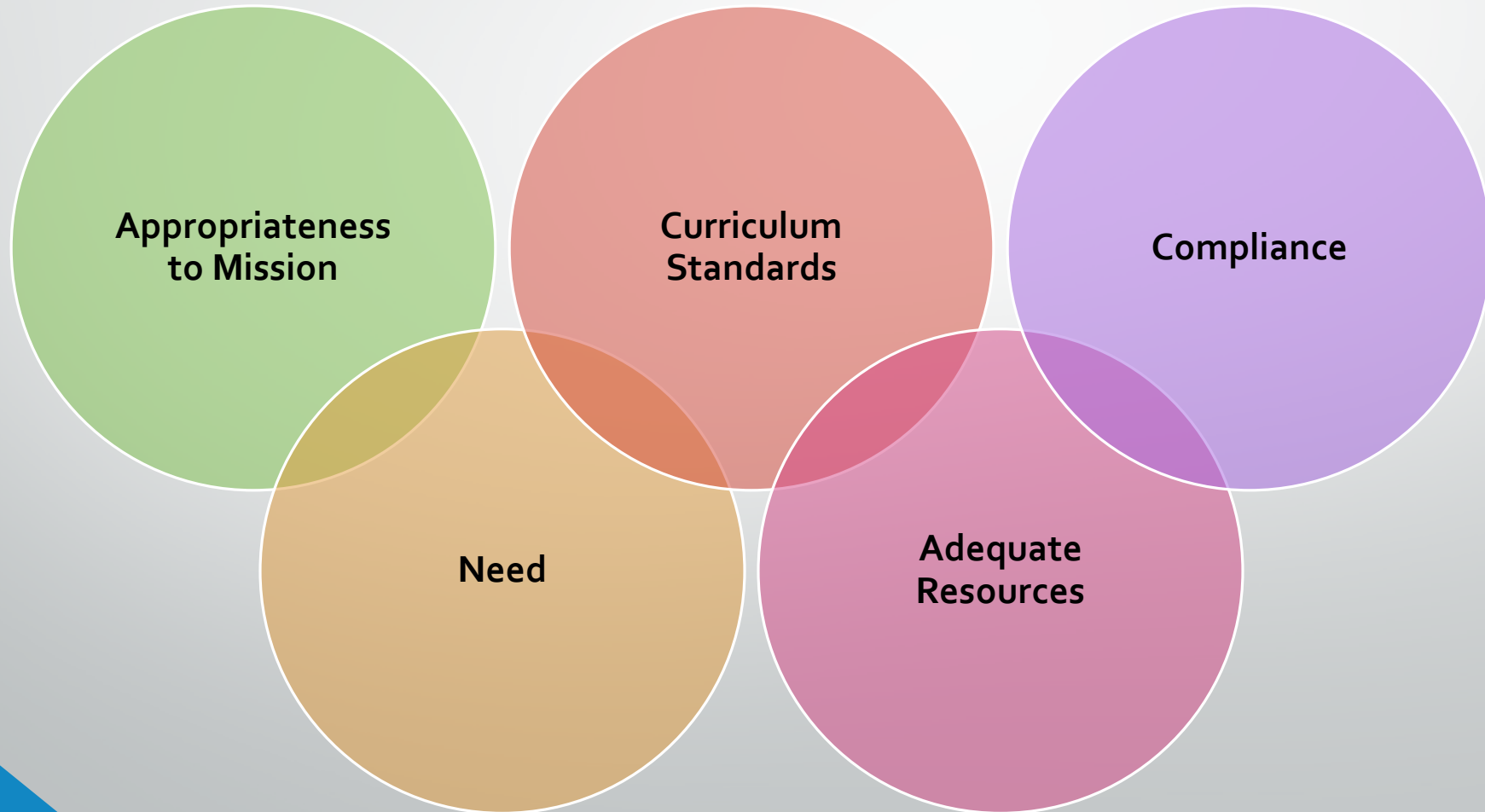
Requirements Associate Degrees

- Minimum of 60 units
- At least 18 units in a major or area of emphasis
- Can use local GE pattern

- Chancellor's Office Approval if goal is **CTE**. Local Approval if goal is **Local** or *CTE C-ID Aligned*
- All revisions are locally approved

Associate Degrees for Transfer (ADTs)

- Minimum of 60 units; no more than 60 units may be required

- At least 18 units in a major

- General education limited to a CSU GE Breadth or IGETC pattern

- New and modified ADT's require Chancellor's Office approval

Certificates of Achievement

- 16 or more related units **must** be Chancellor's Office approved, noted on transcript

- 8 to less than 16 units **may** be Chancellor's Office approved, but it is not required*

- All new certificates with a goal of Transfer or CTE must be approved by the Chancellor's Office. All revisions and new certificates with a goal of Local are locally approved.

*Certificates noted on students' transcript must be approved by the Chancellor's Office.

What resources do we have?

Mendocino College website- Curriculum webpage

https://www.mendocino.edu/academics/curriculum

- eLumen log in and instructions and public viewing of Course Outline of Records
- Committee calendar, members and agenda
- Forms- content review, distance education, general education, institutional requirements
- Resources- handbooks, manuals, checklists, curriculum institute materials
  - Distance Education Course Quality and Standards- Mendocino College 2014
  - Program And Course Approval Handbook (PCAH) 6th edition 2017
  - Course Outline Of Record: A Curriculum Reference Guide Revisited 2017
  - Minimum Qualifications For Faculty and Administrators in CCC 2018

MC Curriculum Committee COR Checklist, PCAH & Catalog

- https://www.mendocino.edu/sites/default/files/docs/Curriculum/mc_curriculum_committee_cor_checklist.pdf

- https://www.mendocino.edu/sites/default/files/docs/Curriculum/pcah_6thedition_july_final.pdf

- https://www.mendocino.edu/sites/default/files/docs/academics/2019-2020_catalog.pdf

2019 Curriculum Certification

- Memo will be distributed in Fall 2019 and will be due to the Chancellor's Office by October ??, 2019

- Memo will require the signatures of College President, Academic Senate President, Chief Instructional Officer, Curriculum Committee Chair

- Submitting the memo entitles the college to automated approval of:

  - All credit courses (including cooperative work experience)

  - Modifications to all existing credit programs except for ADTs

    - Note that changing program goal will require a new program submission

  - New credit degrees and certificates with a program goal of local (not ADTs or CTE)

  - *CTE C-ID Aligned Programs – recommended by 5C*

Requirements of Certification

- Colleges are certifying that all approved curriculum will align with all requirements outlines in Education Code, Title 5, and the 6th edition of the Program and Course Approval Handbook (PCAH)

- College must have a board policy related to the credit hour. Policy must be submitted to the CO with the certification memo. BP 4020

- College must have a cooperative work experience plan that has been approved by the local governing board (plan does not need to be submitted to the CO)

Need help?

- **Tascha Whetzel**- Curriculum Chair

- **Amy Nelson**- Curriculum Technician

- **Kurt Combs**- Articulation Officer

- **Debra Polak**- Past Chair and VPAA

- **Rebecca Montes**- Past Chair and Dean of Instruction