CCI Training

Council for Curriculum and Instruction

Golden West College

Fall 2021

Council for Curriculum and Instruction (CCI)

- Council for Curriculum and Instruction (CCI)
  - Meets the 1st and 3rd Tuesdays from 3-5 pm
  - Resources, dates, and information can be found on CCI's webpage
  - Training is required for all Curriculum Committee members
- Sub-committee of the Academic Senate
- Responsible for:
  - Reviewing and approving courses and programs
  - Developing and approving campus policies related to curriculum and instruction

Acronym Central

- COR: Course Outline of Record
- C-ID: Course Identification Numbering System
- CCCCO: California Community College (CCC) Chancellor's Office
- TMC: Transfer Model Curriculum
- AD-T: Associate Degree for Transfer
- AA: Associate Degree (Local, Option 1)
- CSU GE: California State University, General Education (Option 2)
- UCTCA: University of California, Transferable Course Agreements
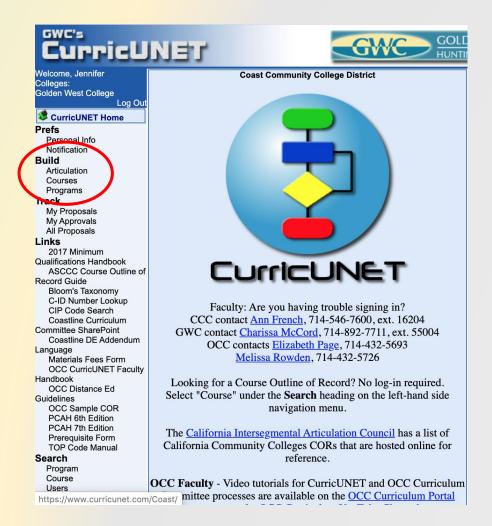- IGETC: Intersegmental GE Transfer Curriculum (Option 3)

Resources to Assist with Curriculum Development

- Course revision checklist
- New course checklist
- Distance education addendum language
- ASCCC: The Course Outline of Record: A Curriculum Reference Guide Revisited
- Bloom's Taxonomy
- CurricUNET Quick Guide
  - Major and minor revisions

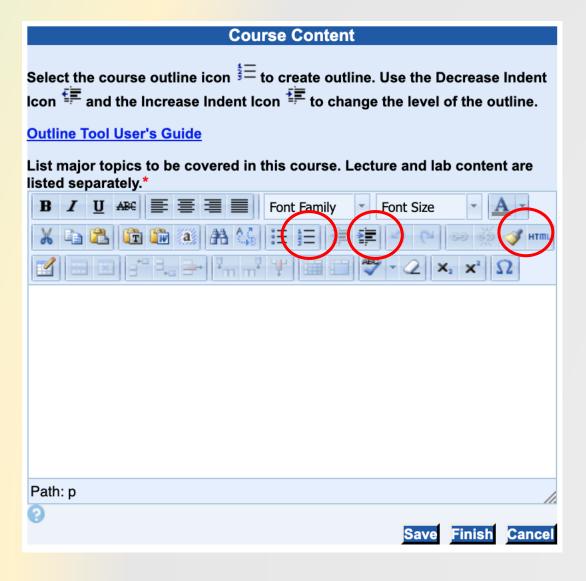- CCI's website: http://www.goldenwestcollege.edu/cci

CurricUNET

- To access CurricUNET visit: https://www.curricunet.com/coast/

- All full-time faculty should have a log in to manage their discipline curriculum.

  - CurricUNET login clean-up in progress.
  - FT faculty will retain log ins for their current roles
  - PT faculty can request new log in access from their department chair

- Your CurricUNET password will not be the same as our other GWC system log ins (unless you change it).

- CurricUNET Development site: https://dev.curricunet.com/Coast/

CurricUNET Basics

- To launch revisions and new courses/programs, select "Build."

- CurricUNET is used to:
  - Revise existing courses
    - Major revisions
    - Minor revisions (SLO's, DE addendums, etc.)
  - Create new courses
  - Revise existing programs
  - Create new programs
  - Suspend and retire courses and programs
  - It also contains resources:
    - Bloom's Taxonomy
    - ASCCC Course Outline of Record Guide
    - Program and Course Approval Handbook (PCAH)

Formatting Using CurricUNET

- The CurricUNET editor works similarly to the Rich Text Editor in Canvas.

- Use the number list icon and indent (forward and backward) to create an outline format.

- It is not recommended to cut and paste from Word (unless you remove the formatting).

- Have weird formatting? Sometimes you can find the problem in the HTML code.

- The spell check is not accurate!

The Course Outline of Record (COR)

- Official document for course characteristics and content

- Submitted to various institutions for approval.

- We have a commitment to teach the course as presented in the COR.

- Curriculum is the purview of the faculty.

- Course Justification
  - New courses: provide a justification for the course that aligns with CCI mission
  - Include transfer area recommendations
    - Revisions should include "Retain" and "Submit" if adding new areas

Things to Consider

- Check C-ID to see if a Course Descriptor exists
- Check OCC and CCC for similar courses
- Work to align course prefix, number, title, and content
- SLO's and Course Objectives
  - Start with Bloom's Taxonomy
  - Can not use "Understand"
  - Have one verb and action (do not link multiple items with "and" in SLOs)
- Submit completed proposals
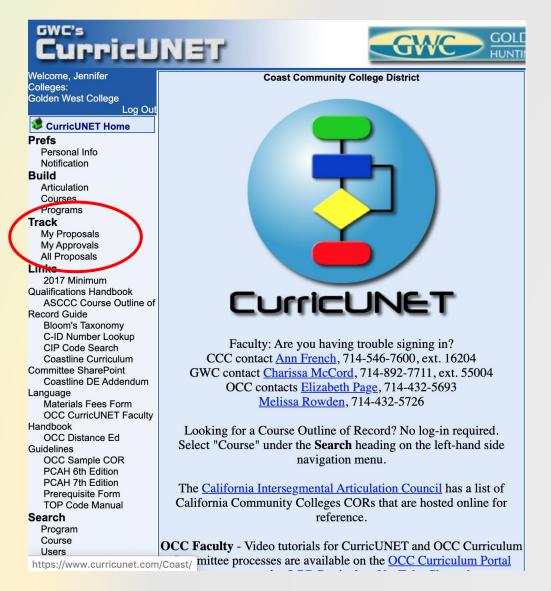 - SAMS code, TOPS code, Special C, etc. Do not leave any field empty!
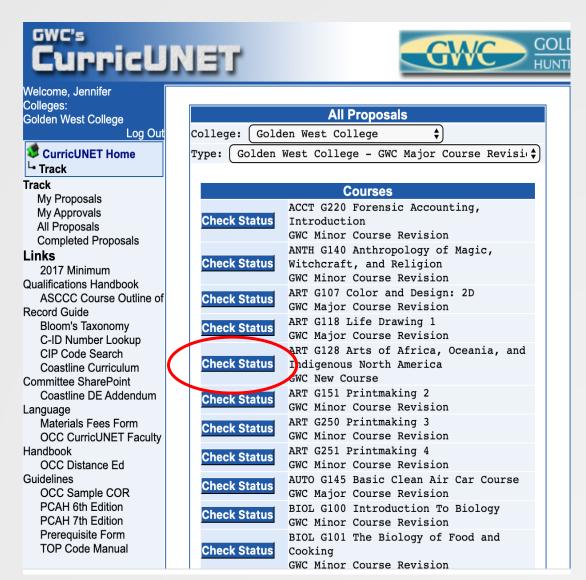
Degrees and Certificates

- Enter the program/degree in CurricUNET
  - For AD-Ts: complete the TMC template first and align to TMC
  - For New Programs: complete new program proposal and bring to CCI for approval first
  - Certificates of Achievements must be 6-15 units or 16+ units
- Attend Technical Review
- Attend CCI for 1st reading

- After 1st reading
  - Make requested edits to program
  - Complete the narrative and attach for 2nd reading
  - Complete a revised Guided Pathways sequence and attach for 2nd reading
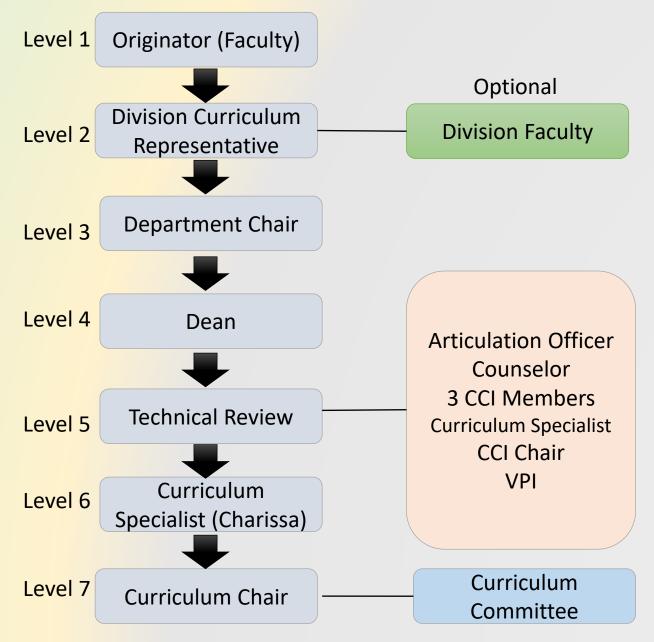
Stand-alone and Noncredit

- Courses generally need to be placed into a degree or certificate or are considered stand-alone

- Noncredit courses and programs generally need to fall in the Enhanced Noncredit categories
  - ESL, Basic Skills, Short-term vocational, Workforce Preparation
  - Placed into a certificate (completion or competency) of 2 or more courses

- Courses that do not contribute to a degree or certificate or are not enhanced non-credit have implications for funding and Guided Pathways

Where is my course in the queue?

CurricUNET Workflow

Level 1 → Originator (Faculty)

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Level 2 → Division Curriculum Representative — Optional — Division Faculty

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Level 3 → Department Chair

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Level 4 → Dean

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Level 5 → Technical Review — Articulation Officer / Counselor / 3 CCI Members / Curriculum Specialist / CCI Chair / VPI

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Level 6 → Curriculum Specialist (Charissa)

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Level 7 → Curriculum Chair — Curriculum Committee

- Any course at the 0.5 level is at the originator. Courses must be in your queue as originator to make edits (the pencil icon).

- For example, after Technical Review the course moves back to level 4.5 for edits.

- Faculty should keep track of the workflow and ensure their course moves through to Level 5 for Technical Review.

Technical Review

- Technical review is a required segment of the curriculum workflow
- Technical review meets on the 2nd and 4th Tuesdays (opposite of CCI) from 3-5 pm
- Each CCI member is asked to attend 2 Technical Review sessions throughout the semester
- Technical Review reviews proposals for CCI agenda, helps with formatting, password and log in issues, and content questions.
- Edits following Technical Review must be completed by 9 am on Thursday before CCI

Technical Review Tips

- Bring a complete proposal to Technical Review
  - Proposals will be limited to 5 minutes
  - Incomplete proposals may be returned for edits and delayed until the next Technical Review
- Take Notes on the Suggested Edits in Technical Review
- Proposals will be prioritized based on the urgency of the revision in Technical Review and at CCI
- Courses must be in the Technical Review queue by Monday at 5pm the day prior to be prioritized. Any later submissions may be reviewed if time permits.
- Proposals resubmitted without the requested edits will not be considered for the CCI agenda for the upcoming meeting and will be delayed two weeks

Technical Review

Discussion:

- Technical Review Queue
  - Disciplines with more than 3 courses at a time
  - Courses at Technical Review and faculty are not in attendance
  - We need the Technical Review queue cleaned out each time to keep track of the courses to place on the agenda

- Technical Review Structure
  - Consider 2-4 permanent current or former CCI members rather than rotation

Curriculum Approvals

- Approval at CCI is just the first step in attaining complete course/program approval.
- The next steps:
  - Board approval (submissions 1x per month)
  - State approval (approvals require 60 days on average, longer for non-credit)
  - Transfer submissions
    - Change in rules: Backdating of transfer approval is no longer allowed. Full transfer approvals are 1 year out, 2 for IGETC
- Curriculum approvals at CCI
  - Fall submissions are effective the following Fall
    - Submit Fall 2021 effective for Fall 2022
  - Spring submissions are effective Fall for the next academic year
    - Submit Spring 2022 for Fall 2023 (Fall 2024 for IGETC approval)

Responsibilities of CCI Representatives in Assisting Area Faculty

- CCI reps are the first line of review for curriculum submissions at Level 2
  - Help area faculty build complete proposals
    - Assure all fields are filled in (refer to checklists)
    - Assure formatting is clean
    - Check DE addendums for updates using the designated language
  - Return proposals that are incomplete or need edits back before forwarding in the workflow
- Assist area faculty with using CurricUNET and tracking proposals
- Multi-area divisions should only forward their own discipline courses through the queue
- Expert Tip: Multiple Course revisions
  - ***Submit one revision to Technical Review for your first go around***
  - Receive feedback and edits for your one course, then submit revisions
- Consider attending Technical Review when your area has curriculum coming through

Help Prioritize Area Curriculum

- Updated Spreadsheet of current CurricUNET information will be provided to CCI reps, department chairs, and deans for Program Review

- Courses with last date of revision more than 5 years need revision (3 years for CTE)

- Check for possible active courses that are not being offered
  - Not offered in 2+ years should be suspended
  - Courses suspended for 2+ years should be retired
  - We can revive retired courses if they are needed in the future

- Ensure courses are included in degrees/certificates

- DE addendums designated as:
  - Standard DE added and approved
  - Emergency DE
  - None (Can not be offered unless on campus)

CCI Policies and Procedures

- Given CCI policies, an area can submit about 9 proposals for approval in a given semester
  - An area may have 3 courses per agenda
- Adding DE addendums
  - Recently updated courses can have a DE addendum added using the approved language and be placed on consent
  - Courses more than 5 years old will need a major revision to add a DE addendum
- Abandoned proposals more than 1 year old will be removed from CurricUNET
- Courses must be active and offered for 1 year before new revisions may be submitted (passed by CCI Spring 2021) with exceptions

New and Upcoming

- Passage of AB 928: Common GE pattern for CSU and IGETC
- Passage of AB 1111: Common course numbers/titles across all CCCs to C-ID
- Credit for Prior Learning (CPL)
- Transition to Courseleaf

Curriculum Assistance

- Jennifer Bailly: Chair of the Council for Curriculum and Instruction
- Charissa McCord: Curriculum Specialist
- Joe Roxas: Curriculum Support
- Jerry Castillo: Articulation Officer
- Curriculum Help Team and Curriculum Buddies (Need Volunteers)
- Curriculum Committee Representatives
- Technical Review

Questions?