

COS Curriculum Committee Currency Policy

Purpose statement:

This policy serves to maintain currency of all courses and programs in the COS College Catalog and adheres to best practices and articulation policies widely accepted within the California Community College system.

Course currency process:

Each fall, divisions will receive a list of courses last approved by the BOT four years previously. In order to maintain a manageable workload, the Curriculum Committee strongly recommends that 20% of a divisions' courses be reviewed for currency each year. If less than 20% of a division's courses are due for currency review in a given year, additional courses will be added to the currency list in order of their due date, or in an order requested by the Division Chair, until the total reaches 20%. Curriculum Committee Representatives will alert area faculty, chairs and deans and monitor the progress of course revisions necessary to bring the courses into compliance.

All courses must be approved by all entities (including the Chancellors Office, if necessary) by the courses' review dates (five years from the last Board of Trustees approval date).

Pre- and Co-requisites for CTE courses must be reviewed every two years, in accordance with Title 5 (see below).

Courses that don't meet the review date deadline will have one year to bring the course into compliance before the course is removed from the general catalog and course schedule. Reinstatement of the course will require submission of the course as a new course outline in the curriculum management system.

A list of courses not taught within two years will be reviewed annually by the committee. Those courses not taught within three years will be reviewed by the curriculum committee for inactivation and catalog removal. Reinstatement of inactivated courses will require submission of the course as a new course outline in the curriculum management system.

Program¹ currency process:

Each fall, divisions will receive a list of programs that were last approved by the Board of Trustees four years previously. Curriculum Committee Representatives will alert area faculty, chairs and deans and monitor the progress of program revisions necessary to bring the programs into compliance.

All programs must be approved through by all entities (including the Chancellor's Office, if necessary) by the programs' review dates (five years from the last Board of Trustees approval date).

¹ For purposes of this policy, "program" refers to all COS-approved programs, including locally-approved skill certificates.

Programs that don't meet the review date deadline will have one year to bring the program into compliance before the program is removed from the general catalog. Reinstatement of the program will require submission of the program as a new program outline in the curriculum management system.

CTE Programs:

CTE programs are subject to the policy above, except that the review cycle is every two years.

Guiding Documents:***Program and Course Approval Handbook (PCAH), 7th Edition:***

“Standards for establishing and monitoring Prerequisites, Corequisites, and Advisories on Recommended Preparation are outlined in title 5, section 55003. This section of regulations includes: definitions; allowance for the establishment of conditions of enrollment (COE) on the basis of content review or content review with statistical validation; the requirement that all conditions of enrollment must be made on a course-by-course or program-by-program basis; requirements for the development of local policy; directions for local governing boards to develop a plan for the establishment of conditions of enrollment by content review for English or mathematics; requirements for course availability; and other provisions” (61-62).

Title 5, section 55003(b)(4)

“A district governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall, in accordance with the provisions of sections 53200-53204, adopt policies for the following: [...] the process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.”

COS AP 4020:

“Courses must be reviewed every five years to maintain currency. Programs must also be reviewed every five years to maintain currency, with the exception of Career Technical Education programs, which have to be reviewed every two years.”

C-ID submission:

The C-ID Guide for AOs includes the following statement, “Course outlines over five years old will not be accepted. If you have an outline, which is more than five years old and submitted before the system required entry of an approval date, the course will be deemed “not approved” by the reviewer. You will need to initiate the process once again with a valid course outline.”

UC Transfer Course Agreement Guidelines:

The UC Transfer Course Agreement Guidelines includes the following statement: “Outlines should be current (not more than five years old).”

ACCJC Standard IIA.2

“Faculty, including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success.”