

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
October 12, 2020

CURRICULUM TRAINING CERTIFICATION

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Status: Information

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Vice President, Academic Services

Issue/Background

The Chancellor's Office requires each college to submit: an annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are submitted to the Chancellor's Office annually, during the month of October. The curriculum approval certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs.

The certification form verifies that:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

Recommended Action

No action is required.

Curriculum Approval Process Update

October 12, 2020

College of the Sequoias
Board of Trustees Meeting

Annual Credit Course & Program Certification

- The following are approved locally by the Board of Trustees:
 - All credit and noncredit* courses
 - Modified credit programs (with the exception of ADT's)
 - New credit programs with a program goal of local (excludes most new CTE credit programs, all ADTs, and Apprenticeship programs)
 - New credit CTE programs that are C-ID aligned
 - Some noncredit* programs (excludes Short-Term Vocational Career Development and College Preparation certificates).

*Note: All courses and programs must still be submitted to the Chancellor's Office for chaptering and are subject to periodic review. The Chancellor's Office Curriculum Inventory System (COCI) has not yet been updated for automatic approval of noncredit.

Reference: Title 5 sections 55100 (Credit Course Approval), 55150 (Approval of Noncredit Courses and Programs), and 55130 (approval of Credit Programs)

AUTHORITY

As the curriculum approval processes change, local colleges have greater authority and greater responsibility for certification



Local Approval



Regional Recommendation



CIO / Curriculum Chair Certification



Chancellor's Office Chaptering

Credit Course Certification

Annual Credit Course & Program Certification

- Signed by President/Superintendent, VP Academic Services, Academic Senate President, Curriculum Chair

- Certifies that:
 - course hours and units are correct in accordance with CCCCCO Course Calculations;
 - the college/district course outline of record has been approved by the District Governing Board;
 - the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
 - credit cooperative work experience plan has local board approval and is on file;
 - credit and noncredit courses and programs that are submitted to the Chancellor’s Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
 - credit and noncredit programs have the required attachments in accordance with the current CCCCCO PCAH; and
 - mandatory training is completed for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance with title 5 §55002.

Credit Course Certification



PCAH

- Education Code
- title 5
- Submission Guidelines



CCCCO Course Calculations

- Know the calculation
- Memo from CCCCCO
- Local Policy

Course approval and submission

- All curriculum must still be submitted to the Chancellor's Office Curriculum Inventory for chaptering.
- For colleges that have signed the certification, credit courses, some credit program modifications, and new local credit programs will receive automated approval
- Streamlines process and quick approval

Periodic Review

- Chancellor's Office began periodic review of curriculum in January, 2020.
- Reviews are conducted to ensure colleges are meeting the certification standards.
- If courses and programs do not fulfill the requirements, they will be returned to the college for revisions.
- Once the college responds that the revision request has been received, the college has an additional 6 months from the date of their response to make the necessary revisions for approval.
- If during the revision process, significant unresolved flags or process discrepancies are found a Review Team will be assembled to support the college through a closer examination before any self-certification is rescinded.

COS curriculum review process

- BP/AP 4020, AP 4021, 4022
- Courses and Programs are evaluated on a five-year or two-year (CTE Programs) cycle
 - Originates in the division or department
 - Approved at the department and division curriculum level
 - Curriculum committee – technical review
 - Academic Senate
 - Board of Trustees
 - California Community College Chancellor's Office
 - Catalog and schedule

Distance Education Updates

- Title 5, § 55206 states that, “If any portion of the instruction in a new or existing course is to be provided through distance education, an addendum to the official course outline of record shall be required.”
- The Chancellor’s Office and ACCJC permitted courses in Fall 2020 to be offered via distance education while colleges processed addendums, provided a plan for approval was on file with the CO. These addendums must be approved by December.
- This extension applied only to Fall – beginning in Spring 2021, all classes to be offered via Distance Education must have an approved addendum in place.
- COS Addendum form was updated in May to account for emergency conditions. Faculty may request “ongoing” DE approval for their course, or approval to offer via DE only in a “declared emergency.”
- These options are referenced on the curriculum report as “added distance learning addendum” and “added emergency distance learning addendum,” respectively.

Questions??

Thank you