

MANDATORY CURRICULUM COMMITTEE TRAINING FALL 2022

Faculty Co-Chairs: Scarlet Relle, Letrisha Mai

VPAA Co-Chair: John Forbes

Curriculum Technician: Ana Barcenas



WHY MANDATORY?

- ▶ Moorpark College requires all its curriculum committee members to be trained in curriculum matters.
- ▶ Streamlining curriculum means more responsibility on curriculum committees to review course and program submissions to be sure that they adhere to Title 5 and PCAH.

TRAINING OUTCOMES

- ▶ Verification of membership
- ▶ Review of roles, responsibilities and meeting format
 - ▶ The Brown Act teleconference suspensions during a state of emergency
- ▶ Review of committee's goals for 2022-2023
- ▶ Review of curriculum approval processes
- ▶ Review of curriculum submission timeline for 2022-2023
- ▶ Review of the laws and regulations related to curriculum
- ▶ Update on key points from Curriculum Institute
- ▶ Questions

VERIFICATION OF CURRICULUM COMMITTEE MEMBERSHIPS

- ▶ Co-chair, Vice President of Academic Affairs: John Forbes
- ▶ Co-chairs, Faculty: Scarlet Relle, Letrisha Mai
- ▶ Curriculum Technician: Ana Barcenas (non-voting)
- ▶ Academic Data Specialist: Alan Courter and Dean Tran (non-voting)
- ▶ Academic Senate President: Erik Reese (ex officio)
- ▶ AFT Representative: Susan Kinkella (non-voting)
- ▶ Articulation Officer: Letrisha Mai
- ▶ CTE Faculty Liaison: ?
- ▶ Dean: Carol Higashida
- ▶ Dean: Josepha Baca
- ▶ Dean: Robert Cabral
- ▶ Student Representative: Sergio Mendieta

VERIFICATION OF CURRICULUM COMMITTEE MEMBERSHIPS

- ▶ ACCESS/Learning Skills: *Silva Arzunyan (Jolie Herzig)*
- ▶ Behavioral Sciences: *Veronique Boucquey*
- ▶ Business: *Ruth Bennington*
- ▶ Chemistry & Earth Sciences: *Tiffany Pawluk*
- ▶ Child Development/Education: *Shannon Coulter (Cynthia Sheaks-McGowan)*
- ▶ Counseling: *Jodi Dickey*
- ▶ EATM: *Cindy Wilson (?)*
- ▶ English/ESL: *Wade Bradford*
- ▶ Performing Arts: *Robert Salas (Nathan Bowen)*
- ▶ Health Sciences: *Bob Darwin (Christina Lee)*
- ▶ Kin., Athletics & HED: *Adam Black*
- ▶ Library Resources: *Danielle Kaprelian*
- ▶ Life Sciences: *Beth Miller*
- ▶ Mathematics: *Renee Butler*
- ▶ Media Arts and Communication Studies: *Candice Larson*
- ▶ Physics, Astronomy & Engr.: *Erik Reese*
- ▶ Social Science: *Hugo Hernandez*
- ▶ Visual Arts: *Clare Sadnik*
- ▶ World Languages: *Perry Bennett*

REVIEW OF MEMBERS' ROLES AND RESPONSIBILITIES

- ▶ A liaison between curriculum committee and respective division
- ▶ Awareness of the curriculum submission timeline and how it can affect course and program offerings
- ▶ Relay pertinent curriculum information from the committee to the division
- ▶ Basic understanding of Title 5 requirements in regards to course and program development and review
- ▶ Active participation in the curriculum review and approval process

PREVIOUSLY APPROVED (MAY 3RD, 2022) CURRICULUM COMMITTEE GOALS FOR 2022-2023

- ▶ Continue implementation of COR/program review
- ▶ Ensure curriculum compliance with Title 5 regulations and the latest edition of PCAH
- ▶ Create new ADTs, review and if necessary update adopted ADTs for SB 1440 compliance
- ▶ Become familiar with course and program submission timeline, necessary documentation, and approval process
- ▶ Adhere to the approval processes of noncredit curriculum in accordance with VCCCD policy and Title 5 regulations
- ▶ Review and if necessary update courses and propose new courses for C-ID
- ▶ Continue implementation of CTE 2-year program review processes
- ▶ Continue to explore options for granting Credit for Prior Learning (CPL)
- ▶ Guide and support Culturally Responsive Curriculum
- ▶ Encourage the consideration of DEI (Diversity, Equity, Inclusion) across curriculum
- ▶ Encourage reduction of barriers to promote diversity, equity, and inclusion through curriculum

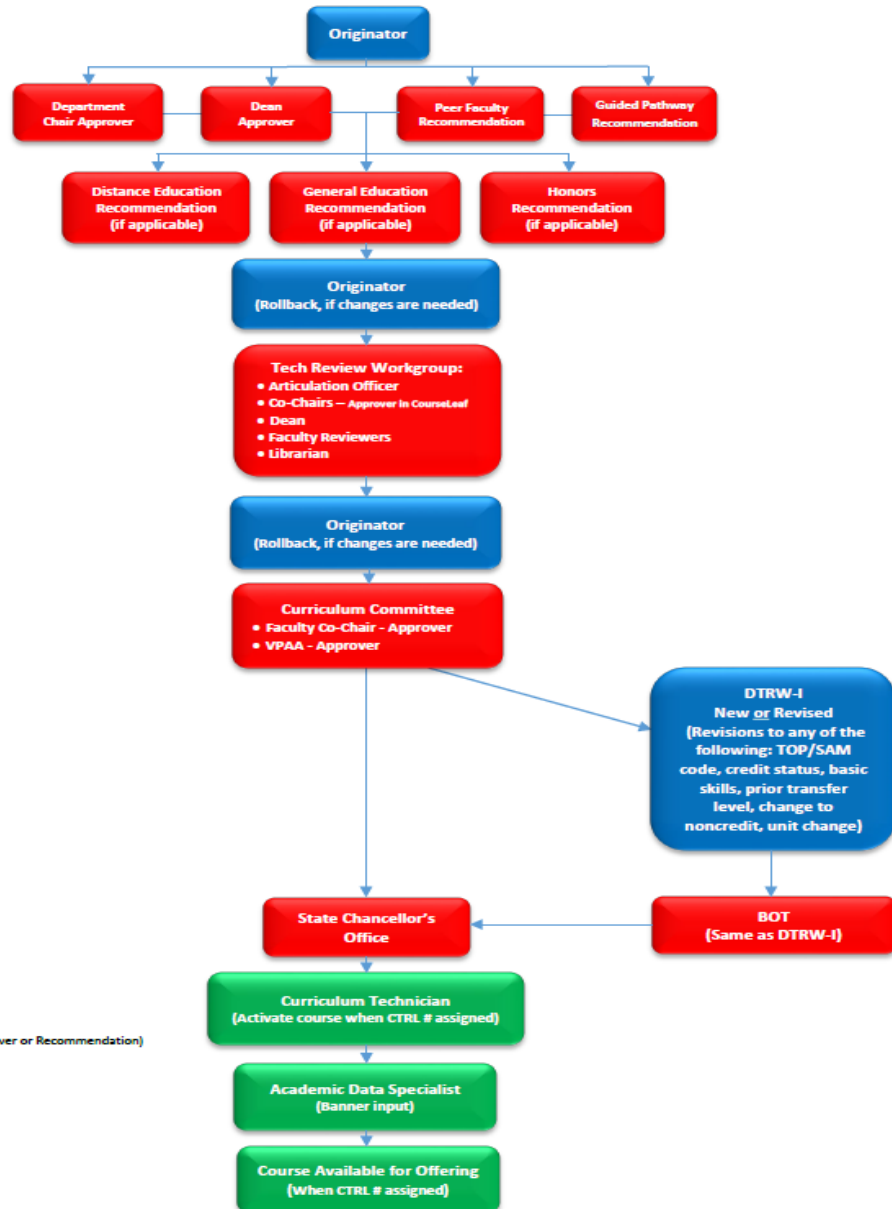
UPDATED - CURRICULUM COMMITTEE GOALS FOR 2022-2023

- ▶ Continue implementation of COR/program review
- ▶ Ensure curriculum (credit and noncredit) compliance with Title 5 regulations and the latest edition of PCAH
- ▶ Create new ADTs, review and if necessary update adopted ADTs for SB 1440 compliance
- ▶ Become familiar with course and program submission timeline, necessary documentation, and approval process
- ▶ Encourage the consideration of IDEAA (Inclusion, Diversity, Equity, Antiracism, Accessibility) across curriculum
- ▶ Encourage reduction of barriers to promote diversity, equity, and inclusion through curriculum
- ▶ Continue to explore options for granting Credit for Prior Learning (CPL)
- ▶ Review and if necessary update courses and propose new courses for C-ID
- ▶ Continue implementation of CTE 2-year program review processes

REVIEW OF APPROVAL PROCESS: NEW AND REVISION TO CURRICULUM

1. Discipline faculty develop and submit curriculum
 - Meet with Guided Pathways representatives prior to submission of curriculum
2. Local curriculum committee reviews and approves
 - May include separate tech review, DE review, requisite review, etc.
3. Local governing board approves – only new and *substantively updated curriculum*
 - Requires a new control number: TOP and SAM/ Prerequisites/ Major Content Change/ Units/ Credit status
4. Submit to Chancellor's Office
 - Auto approval/chaptering for credit and noncredit courses, credit and noncredit programs, revised CTE programs, except:
 - ▶ **New and Revised** ADTs
 - ▶ **New** CTE Certificates of Achievement and AA/AS Degrees
 - ▶ **New and Revised** CDCP Noncredit (short term vocational)
5. Once a Control Number is generated, curriculum can be:
 - Published in catalog, schedule of classes, etc.
 - Eligible for apportionment
 - Sent for external articulation and transfer agreements

Course Approval Process



REVIEW OF APPROVAL PROCESS FLOWCHART: COURSES

https://www.moorparkcollege.edu/sites/moorparkcollege/files/faculty-staff/committees/curriculum/Resources/course_flow_chart_5.2.pdf



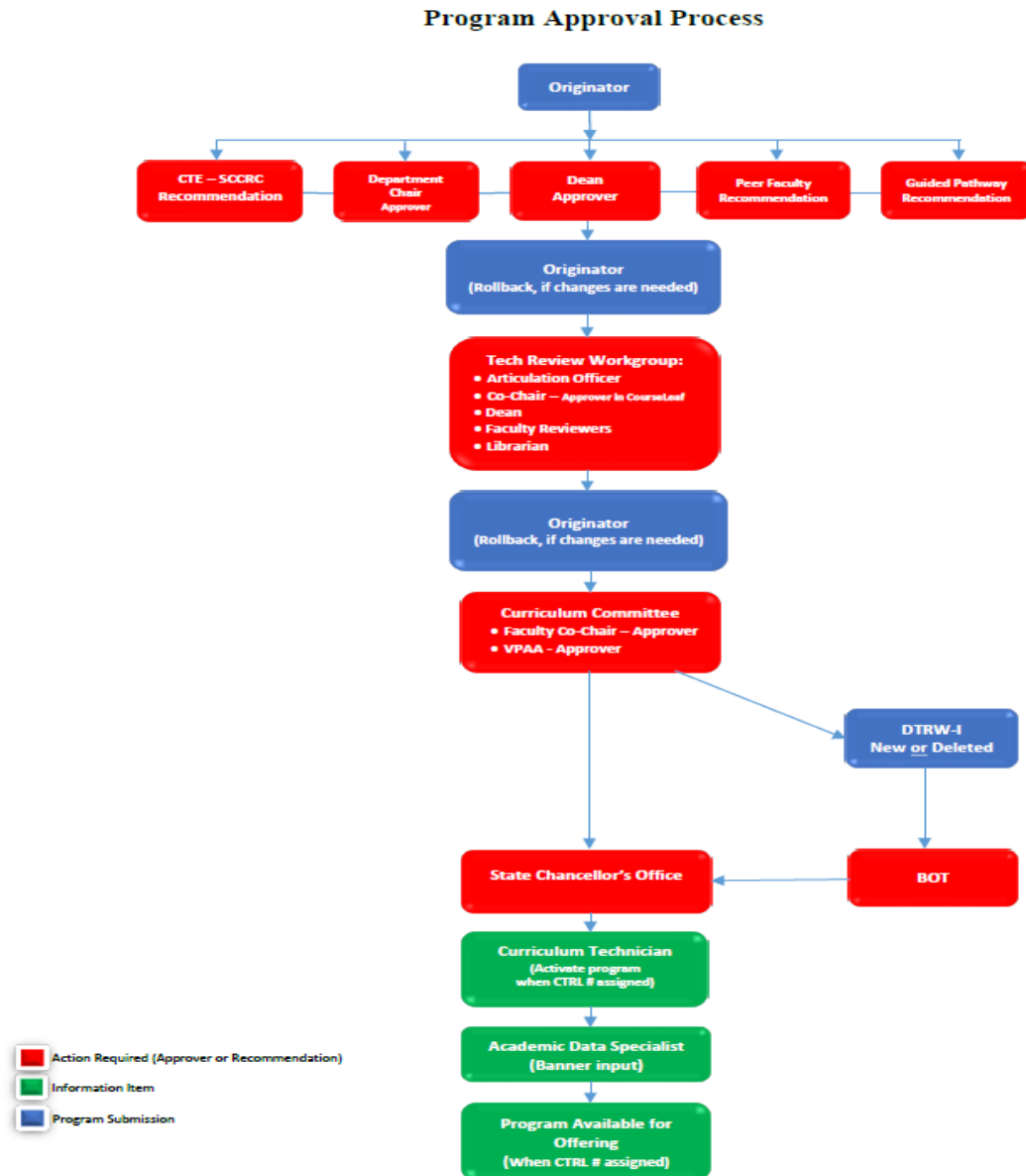
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REVIEW OF APPROVAL PROCESS FLOWCHART: PROGRAMS

https://www.moorparkcollege.edu/sites/moorparkcollege/files/faculty-staff/committees/curriculum/Resources/program_flow_chart_4.4.pdf



Microsoft Edge
PDF Document



Curriculum Submission Timeline 2022-2023

	1st & 3rd Thursday	1st & 3rd Tuesday	2nd Thursday	2nd Tuesday			
Must have All Departmental and Division Approvals (by noon)	Tech Review	Curriculum Committee	DTRW-I Meeting	BOT Meeting	Effective Semester [%] for Courses NOT Requesting UC Transfer (Non- Associate or Associate Degree Applicable, CSU transferable, Noncredit, CTE)	Effective Semester ^{&} for Courses Requesting UC Transfer (NOT requesting IGETC and/or CSU GE)	Effective Semester [#] (If requesting IGETC and/or CSU GE)
8-26-2022	9-1-2022	9-6-2022	9-8-2022	10-11-2022	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
9-9-2022	9-15-2022	9-20-2022	10-13-2022	11-8-2022	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
9-16-2022	9-29-2022	10-4-2022	10-13-2022	11-8-2022	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
9-30-2022	10-6-2022	10-18-2022	11-10-2022	12-13-2022	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
10-14-2022	10-20-2022	11-1-2022	11-10-2022	12-13-2022	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
10-28-2022	11-3-2022	11-15-2022	12-8-2022	1-10-2023	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
11-11-2022	11-17-2022	12-6-2022	1-12-2023	2-14-2023*	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
11-25-2022	12-1-2022	12-6-2022	1-12-2023	2-14-2023*	Fall 2023 (available in 2023-2024 Catalog)	Fall 2023	Fall 2024
2023-2024 Catalog Publication	All New and Substantially Revised Credit and Noncredit Curriculum ^{&} and All New and Revised ADTs <u>must</u> be in CourseLeaf and <u>ready</u> for December 1, 2022 Tech Review (including <u>ALL</u> Documentations). ^{&} Curriculum = Courses and Programs.						
	No Tech Rev	1-17-2023	2-9-2023	3-14-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2024	Fall 2024
1-27-2023	2-2-2023	2-7-2023	2-9-2023	3-14-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2024	Fall 2024
2-10-2023	2-16-2023	2-21-2023	3-9-2023	4-11-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2024	Fall 2024
2023-2024 Catalog Publication	All Nonsubstantive Revision <u>must</u> be presented at Technical Review at the 2-16-23 meeting for 2023-2024 Catalog, Summer and Fall 2023 Schedule of Classes publication.						
2-24-2023	3-2-2023	3-7-2023	3-9-2023	4-11-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2024	Fall 2024
3-10-2023	3-16-2023	3-21-2023	4-13-2023	5-9-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2024	Fall 2024
3-31-2023	TBD	4-18-2023	5-11-2023	6-13-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2025	Fall 2025
4-14-2023	4-20-2023	5-2-2023	5-11-2023	6-13-2023*	Fall 2024 (available in 2024-2025 Catalog)	Fall 2025	Fall 2025

NOTES:

* - Expected meeting date

% - For an earlier offering date, please discuss with Curriculum Co-Chairs (it will be reviewed on a case-by-case basis).

& - Credit courses proposing for UC Transfer must be Board approved by 5-09-2023 to be effective for Fall 2024. UC TCA submission date: 06-09-2023. Results due back in late Aug. 2023.

- All courses seeking GE for UC (IGETC) must be UC TCA approved. Credit courses proposing for IGETC/CSUGE must be Board approved by 5-09-2023. CSU GE and IGETC Submission Date: 12-08-2023. Results due back by mid-May 2024 for Fall 2024 effective.

All New CTE Programs must have received recommendations from SCCRC (South Central Coast Regional Consortium) and LMI information prior to Tech Review.

All Revised CTE Programs must include updated LMI information in

CURRICULUM REVIEW SCHEDULE 2022-2023

Due	Tech Review Meeting Date	Discipline
SEPT	9/1/2022	<ul style="list-style-type: none"> ESL Dance (remaining CORs + New + AA + PA) EATM (remaining CORs + 2 CTE)
SEPT	9/15/2022	<ul style="list-style-type: none"> Child Dev (34) + 2 ADT + 3 CTE
OCT	10/6/2022	<ul style="list-style-type: none"> CD (remaining courses and programs) GAME (8) + AS + CTE
OCT	10/20/2022	<ul style="list-style-type: none"> Journalism (5) + ADT + PA Mathematics (noncredit + credit)
NOV	11/3/2022	<ul style="list-style-type: none"> Mathematics (remaining) Theatre (33) + ADT + 2 AAs + 3 COA + 8 PAs
NOV	11/17/2022	<ul style="list-style-type: none"> Theatre (remaining) Technical Theatre (17)
DEC	12/1/2022	<ul style="list-style-type: none"> Art (38) + Art History (8) + 1 ADT + AA
JAN	1/19/2023	<ul style="list-style-type: none"> Art + Art History (remaining)
FEB	2/2/2023	<ul style="list-style-type: none"> Criminal Justice (23) + 2 ADT + AA + COA
FEB	2/16/2023	<ul style="list-style-type: none"> Criminal Justice (remaining) Political Science (10) + ADT + AA
MAR	3/2/2023	<ul style="list-style-type: none"> Astronomy (3) Accounting (10) FTMA (C-ID, CTE)
MAR	3/16/2023	<ul style="list-style-type: none"> Computer Science (10) + ADT + 1 COA + 2 PA Registered Behavior (2) + PA EMT (M01L) + CTE Radiologic Technology – CTE Biotechnology – CTE
APRIL	4/6/2023	<ul style="list-style-type: none"> Philosophy (17) + ADT OPTI (AS + CTE)
APRIL	4/20/2023	<ul style="list-style-type: none"> CNSE (34) + 7 CTE
APRIL	4/27/2023	<ul style="list-style-type: none"> CNSE (remaining)
MAY	5/4/2023	<ul style="list-style-type: none"> Nursing Science (19)

Updated 4/29/2022

DISCIPLINES UP FOR REVIEW IN 2022-2023

https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2022/Curriculum%20Review%20Schedule_2022-2023_4.29.2022_final.pdf

REVIEW OF THE LAW

LAYERS OF GUIDANCE

▶ **CA Education Code**

- Statute, determined by legislation

▶ **Title 5 (California Code of Regulations)**

Title 5: Education

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 1: Programs, Courses, and Classes

Division 5: California State University (CSU) system

Division 10: University of California (UC) system

Easy to search CA Code of Regulations at:

<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations>

WHAT IS TITLE 5?

- Interprets the Ed Code into regulations, determined by Board of Governors (CCC)

Some Sections of the Law and Regulations in Title 5:

- ▶ 70902 Local Governing Board Approval of Curriculum
- ▶ 55000.5 Handbook; Monitoring and Review of Approved Courses and Programs
- ▶ 55002 Standards and Criteria for Courses
- ▶ 55002.5 Credit Hour
- ▶ 55003 Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation
- ▶ 55040 District Policy for Course Repetition

and so on

WHAT DOCUMENT INTERPRETS TITLE 5? PCAH!

- Required by Title 5, Section 55000.5
- Program and Course Approval Handbook (PCAH)
 - Developed by Chancellor's Office with CCC Curriculum Committee (5C)
 - Establishes specific guidelines for implementing Title 5
- Provides criteria for program development and approval: Appropriateness to Mission, Need, Curriculum Standards, Adequate Resources, Compliance
- Provides criteria needed for course development and approval: Course Outline of Record (COR)
- Chancellor's Office Guidelines
 - Further clarify implementation of Title 5 and emerging issues (e.g. AB 705)

WHY DO WE FOLLOW TITLE 5?

- ▶ It's the LAW!
- ▶ To receive approval from the Chancellor's Office for programs and courses
- ▶ To receive apportionment from the State

TYPES OF CURRICULUM - CREDIT

Courses

- Degree-applicable
- Non degree-applicable

➤ **Programs**

- Associate Degrees (AA, AS)
- Associate Degrees for Transfer (AA-T, AS-T)
- Certificates of Achievement
 - 16 + units *must* be submitted to CO
 - 8-<16 units *may* be submitted to CO (if want to be transcribed)
- Locally Approved Proficiency Awards
 - <8 units; or 8 -<16 units CO approval not needed but it is encouraged to submit to the CO for tracking and counting of completion rate

TYPES OF CURRICULUM - NONCREDIT

➤ **Courses**

- Noncredit: Courses must fit in one of 10 categories (see next slide) to be approved by Chancellor's Office and receive apportionment
- Vs. Not-for-credit/Community Services: Fee-supported class; apportionment is not claimed; locally approved. However, this is currently handled at the District Level.

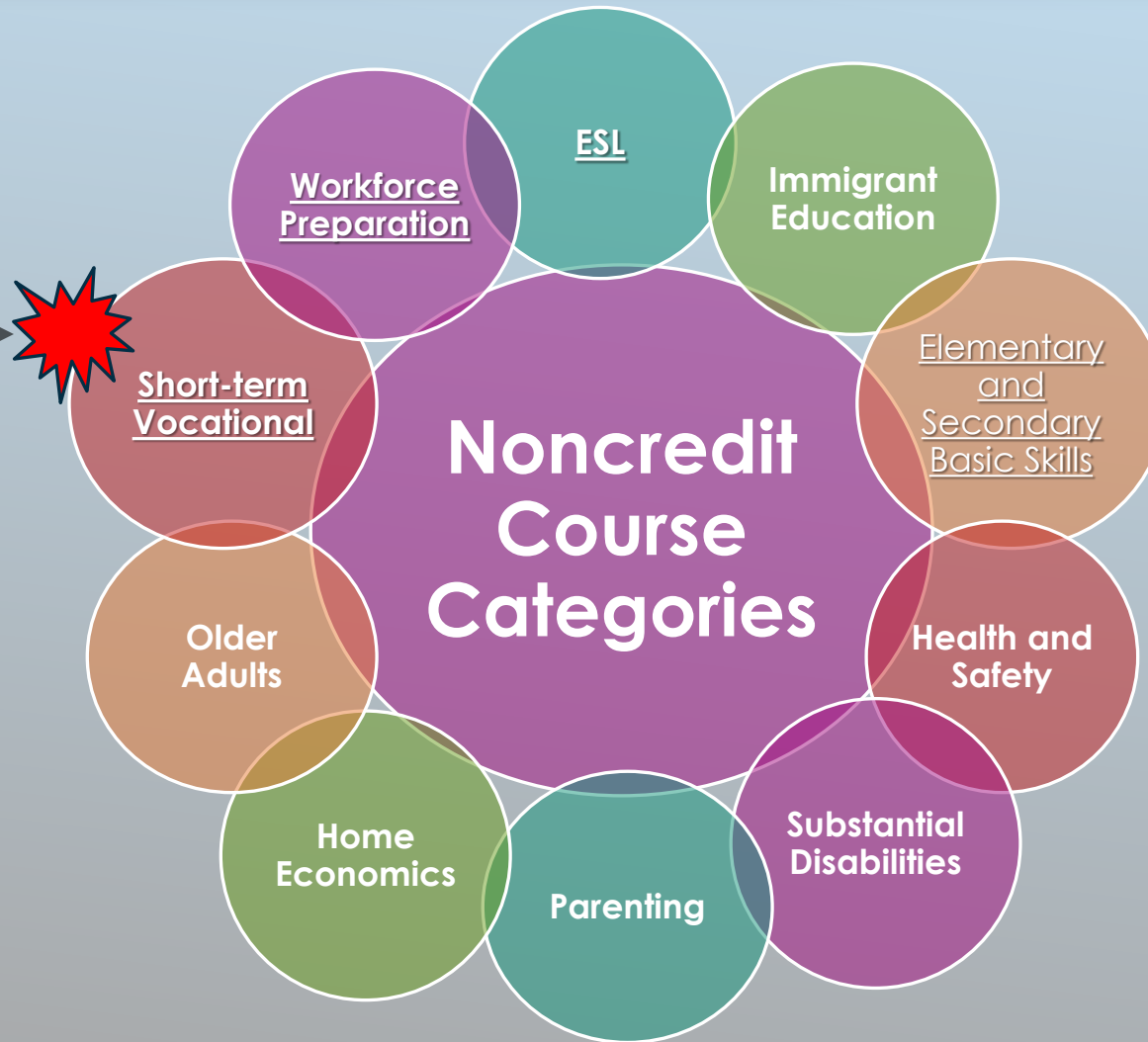
➤ **Programs**

- Certificate of Completion
 - Short-term Vocational with high employment potential
- Certificate of Competency
 - Preparation for academic readiness

ELIGIBLE NONCREDIT CATEGORIES

EC § 84757; CCR TITLE 5 § 58160

Review and Approve
by CO



DATA ELEMENTS REQUIRED FOR COURSES

Credit

- ▶ All curriculum components will be reviewed at the local level
- ▶ COCI proposal fields for data elements must be filled in
- ▶ Course outline of record meets standards in title 5, § 55002 (a) (b), and approved by the district governing board
- ▶ Refer to PCAH 7, **Part II, credit** curriculum standards and criteria

Noncredit

- ▶ All curriculum components will be reviewed at the local level
- ▶ COCI proposal fields for data elements must be filled in
- ▶ Course outline of record meets standards in title 5, § 55002 (c), and approved by the district governing board
- ▶ Refer to PCAH 7, **Part III, noncredit** curriculum standards and criteria

DATA ELEMENTS REQUIRED FOR PROGRAMS

Credit

Certificate of Achievement

- ▶ All curriculum components will be reviewed at the local level
- ▶ Narrative (with all components)
- ▶ CORs for all courses
- ▶ Appropriate supporting documentation for “Local” (non-CTE) certificates
- ▶ Appropriate supporting documentation for CTE certificates
- ▶ Refer to PCAH 7, Part II, Section 3 for credit certificate program standards and criteria

Noncredit

Certificate of Completion/Certificate of Competency

- ▶ All curriculum components will be reviewed at the local level
- ▶ Narrative (with all components)
- ▶ CORs for all courses
- ▶ Appropriate supporting documentation for short-term vocational (“CTE”) certificates
- ▶ Refer to PCAH 7, Part III, Section 3 for noncredit program criteria and standards

KEY POINTS FROM 2022 CURRICULUM INSTITUTE

2022 CCCCCO PRIORITY AREAS:

- ▶ CPL
- ▶ Teaching modality
 - ▶ For articulation consult with Letrisha
- ▶ Common course numbering
 - ▶ It is being tested out by a workgroup
- ▶ Cooperative Work Experience Education (updates coming)
- ▶ IDEAA – incorporation into curriculum
 - ▶ Question: Have you thought about IDEAA? Where and how it is incorporated into the COR?

AVAILABLE RESOURCES

- ▶ TOP-CIP Crosswalk (June 2020)
- ▶ California Education Code
- ▶ CCR, Title 5
- ▶ Program and Course Approval Handbook - “PCAH”, 7th Edition
- ▶ Taxonomy of Programs “TOP Code” Manual, 6th Edition
- ▶ The Course Outline of Record: A Curriculum Reference Guide Revisited (ASCCC, 2017)
- ▶ <https://www.asccc.org/category/event-type/statewide-events/curriculum-institute>