

7/2017 Guidelines for Deans:

- These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall, 2017.
- The streamlined process involves automated approval for new course proposals which will be a part of a previously approved certificate or program of study and/or a new certificate or program of study. Once the Curriculum Committee and Governing Board have locally approved new courses, courses will be submitted to the Chancellor's Office Inventory in which a Control Number (MIS Number) will be issued 24-48 hours later. This means the course is eligible to be offered, pending notification to the public.
- In addition, substantial and nonsubstantial modifications on existing credit courses will be submitted to the Chancellor's Office Curriculum Inventory as a source of record, but the curriculum will not be reviewed by the Chancellor's Office as they will now receive automated approval.
- Future plans (and changes to Title 5) will allow for immediate approval of new noncredit courses, as well as substantial and nonsubstantial changes to noncredit courses.
- "Future future" plans will allow for immediate approval of programs and certificates. CTE programs and certificates will still be required to go through the regional consortium review process.

Shared governance in California Community Colleges is a powerful tool. Shared governance also requires due diligence. In light of this new authority of our local curriculum, the following practices will be requested of Deans in keeping with previously established practices of shared governance:

1. California Community College mission – first TWO years for a 4-year higher education degree;
2. ADT degrees cannot be changed too much – please try to discourage changes because those templates are pretty restrictive.
3. Still no repeating; we must work within the confines of Title 5 requirements; level out courses if necessary, but please keep the college's overall mission in mind when levelling. (Dance request regarding repeatability: Rio Honda does it – why can't we? Rio Hondo may be doing the following: Offering it noncredit; not collecting apportionment)
4. Stacking courses for scheduling is permissible still (?)
5. When discussing new courses with faculty, please remember to discuss where the course will fit in within the department schedule, i.e., what will not be offered so the new course can be offered.
6. Also discuss what certificate/degree the new course will be a part of. Remember point #1 above.
7. New transfer courses have quite a long articulation journey to complete before they can be added to:
 - a. ASSIST
 - b. CSU-GE or IGETC
 - c. Any listing for lower division major prep
8. When discussing new courses, certificates or programs, please include, if possible, a discussion of what could also be deactivated;

9. Please remember Minimum Qualifications for faculty when designing a new course/program of study – link on CurricUNET homepage.
10. Specific rules for COOP ED, internships, job shadowing, apprenticeships and service learning. Here's a good source:
<http://www.shastacollege.edu/Academic%20Affairs/WSL/Documents/WSL%20Handbook.pdf>
11. AP 4021 on Program Viability (formerly Program Discontinuance) is almost done. The new AP is more inclusive and includes other scenarios besides discontinuance:
 - a. Program Continuation
 - b. Program Revitalization
 - c. Program Suspension
 - d. Program Hold Due to Dire Fiscal Emergency
 - e. Program Discontinuance.
12. In addition to the Program Viability revision, work is also progressing on program initiation. These two documents will be reviewed for possible interweaving. An instructional program concept proposal document was tentatively approved by the College Planning Committee and can be used on a trial basis if needed within your school.
13. New Program Initiation process will require faculty training on when and how to use this document. Are "skills builders" included? This process must be utilized for ANY new programs/certificates.
14. All curriculum must be updated every 6 years except for CTE curriculum which must be updated every 2 years.
15. When curriculum is added or discontinued, please remind faculty to update related SLO documentation in Taskstream.
16. As a reminder, the class size field from CurricUNET has been removed.
17. Deans need to establish a regular calendar of school department meetings at which time members of the Curriculum Committee will report curriculum.
18. The units to hours section from the Sixth PCAH is below (page 46).

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (Lecture, Discussion, Seminar and Related Work)	1	2
Activity (Activity, Lab w/ Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0