

TRAINING ON CHANCELLOR'S OFFICE CERTIFICATION

Curriculum Institute 2017

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AUTHORITY

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



Local Approval



Regional Recommendation



Chancellor's Office Chaptering

CIO / Curriculum Chair Certification

First Actions: Credit Course Certification

- Annual Credit Courses Certification
 - Initial document was due December 16, 2016
 - 112 of 113 colleges have now signed the certification
 - CIO and Curriculum Chair signature
 - Will be due annually on 1 October beginning in 2017
 - Adding CEO and Senate President signature
 - New courses to new programs
- This certification applies to the following:
 - 1. New course proposals to existing approved credit programs
 - 2. Substantial change proposals for credit courses
 - 3. Stand-alone proposals
 - 4. Nonsubstantial change proposals for credit courses

Certification Timeline

- Credit Course Certification
 - New proposals to new programs
 - New proposals to existing approved credit programs
 - Substantial change proposals
 - Stand-alone proposals
 - Nonsubstantial change proposals
- Credit Program Certification
 - Timeline?
 - Nonsubstantial change proposals
- Non Credit Courses and Programs
 - Timeline?

Credit Courses Need to Demonstrate that the Documents Below Were Used



PCAH

- Education Code
- title 5
- Submission Guidelines



CCCCO Course Calculations

- Know the calculation
- Memo from CCCCCO
- Local Policy



Board of Trustees Approval

- Honoring of 10+1
- Compliance with PCAH
- Integration with Planning Documents



Training

- Partner with Academic Senate
- PCAH / Submission Guidelines
- Role of Curriculum Committees
- Support for Curriculum Technicians

Certification Training Template

- **Macro Level: Compliance Certification Signatories**
 - Academic Senate President, Curriculum Chair, Chief Executive Officer, Chief Instructional Officer
 - Review of four areas of credit course certification
 - Review of local policy to ensure that it contains local specification of the accepted relationship between contact hours, outside-of-class hours and credit for calculating credit hours
 - Discussion of when / how Governing Board approval of curriculum occurs

Certification Training Template

- **Meso level: Curriculum Committee**
 - Review of the following as early on as possible:
 - Five areas of credit course certification
 - PCAH, 6th Edition
 - CCCO Course Calculation paper – 2015
 - Curriculum Institute PPTs
 - Credit Hour Calculations
 - Training the Curriculum Committee
 - Changes to title 5 and implications for local policies
 - Local Curriculum Handbook

Certification Training Template

- **Micro level: Tech Review and Curriculum Analyst**
 - Review of the following:
 - 6th Edition, PCAH
 - CCCCCO Course Calculations
 - Local Policy for awarding credit
 - CA Ed Code
 - Title 5
 - Guidelines for Repetition and Repeatability
 - ASCCC papers and reference guides
 - Papers on COR, effective approval processes, etc. See Resource slides
 - Potential development of Tech Review Checklist
 - Hours and units
 - Required attachments
 - Pre-requisites and pro-requisetes
 - CTE requirements

A Quick Reminder

- All curriculum (courses and programs, credit and non credit, standalone, etc) must still be submitted to the Chancellor's Office Curriculum Inventory for chaptering!!!
- For colleges that have signed the certification, credit courses will receive automated approval; for those colleges that don't sign, their courses will go into the queue.
- All other curriculum pieces (for the moment) will go into the queue for approval by the Chancellor's Office.

Continuing Steps:

- Curriculum Streamlining White Paper Distributed
- Title 5 changes to support streamlining
- Chancellor's Office Curriculum Inventory
- Publication of the 6th Edition of the PCAH
- Substantial and Nonsubstantial Changes to Credit Programs
- Examine potential local approval of new credit programs
- ADTs and Noncredit