

7/2017 Guidelines for Faculty When Creating/Modifying Curriculum

- 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. 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 immediately issued. 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 faculty in keeping with previously established practices of shared governance:

1. When faculty are contemplating creating a new course, the main question which should always be answered first is:

HOW WILL THIS COURSE BENEFIT THE STUDENT?

Faculty should engage in collegial consultation with their department/program colleagues, as well as with the coordinator. These conversations need to occur before the course is launched into Curricunet and before ~~the faculty you~~ have ~~a your~~ conversation with ~~the appropriate your~~ Dean. Items to check on when contemplating a new course:

- a. Courses numbered 1-99: These courses must have comparable courses at the first 2 years of a four-year (preferably a CSU) institution. PLEASE DO NOT USE COMPARABLE COURSES FROM OTHER COMMUNITY COLLEGES. The 1-99 numbering sequence is reserved for "transfer" courses. If you are not finding comparable courses at the freshman/sophomore level at a four-year institution, it means the course should not be taught at the Community College level. (Title 5 language). If you have networked with colleagues from CSUs or UCs, have they given you any type of evidence that this course is needed for student preparation upon transfer?
- b. Courses numbered in the 400s: these courses are not transferable, but are necessary in a Community College's curriculum, especially in areas including CTE curriculum. Courses numbered in the 400s can be included on local degrees.
- c. Courses numbered in the 600s: We have traditionally reserved the 600s for noncredit curriculum. Noncredit curriculum is currently earning equal apportionment to credit curriculum. There is a BIG PUSH (i.e., lots of money) from the State to offer noncredit to get the Strong Workforce agenda moving (<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>) . As a reminder, we still do

not have immediate approval of noncredit curriculum so this curriculum is still being reviewed by the Chancellor's Office staff. This means curriculum approval will take a little longer.

PLEASE DISCUSS THESE MATTERS WITH YOUR COLLEAGUES

2. Other issues you need to discuss with your colleagues before chatting with your Dean include the following:
 - a. Will there be a discipline placement issue with this course and another department?
 - b. Will this course require new faculty?
 - c. Will this new course require your program/department's schedule be expanded?
 - d. Will this new course require new equipment?
 - e. Will this new course require a different type of classroom not currently available on campus?
 - f. Will this course require new library materials?
3. Lastly, if this new course is in a CTE area, do you have the following:
 - a. Evidence from your Advisory Committee that the course and specific content/objectives are required by potential employers or the industry at large?
 - b. LMI data that supports the labor demand for this course content?
 - c. Course/program requirements from outside accrediting agencies overseeing your program?

AGAIN, PLEASE DISCUSS THESE MATTERS WITH YOUR COLLEAGUES

4. [What happens when the Dean does not agree with proposals for new or modified curriculum? Curriculum is within the Faculty purview as per Title 5. In the event that a Dean does not approve of the faculty member's curriculum proposal, the faculty member can still launch the proposal in Curricunet and in the appropriate places, indicate rationale and whether or not there was Dean approval. The Curriculum Committee will review the proposal as part of the standard curriculum review process and a first and second approval of the curriculum will be recorded. The curriculum committee may request further information and perhaps a visit from the originator to explore the background of the proposal and status of school approval. As a reminder, the Curriculum Committee is subject to the Brown Act, which means the meetings are open to all.](#)