



CURRICULUM COMMITTEE TRAINING 2022-23

NAPA VALLEY COLLEGE
ACADEMIC SENATE

CCCCO ANNUAL CERTIFICATION

- Once upon a time, the Chancellor's Office was responsible for certifying that all community college curriculum complied with California Regulations
- This authority has been increasingly delegated to local districts
 - Chancellor's Office “chapter 2000”

CURRICULUM BASICS

- Curriculum is an area of faculty primacy under Ed Code and Title 5
 - Academic Senate has “primary responsibility for making recommendations in curriculum and academic standards to Board of Trustees” [Ed Code §70902\(a\)\(7\)](#)
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ROLE OF THE COMMITTEE

- The Curriculum Committee exists to evaluate and make recommendation primarily on matters related to credit and noncredit curriculum and to ensure that the college is complying with Title 5 regulations
- [AP 4020](#) directs the Curriculum Committee to establish its own processes for reviewing new and revised courses and programs (through the Curriculum Handbook)
- All course and program additions, modifications, and deletions must be approved by the Curriculum Committee (along with the Academic Senate and Board of Trustees).

LEVELS OF POLICY

State

- [California Education Code](#) (California State Legislature)
- [California Code of Regulation, Title 5](#) (Board of Governors, ASCCC for 10+1)
 - [Program and Course Approval Handbook](#) (CCCCO with constituent input)

Local

- [NVC Board Policy](#) (Board of Trustees through collegial consultation)
- [NVC Administrative Procedures](#) (President through collegial consultation)
 - [Curriculum Handbook](#) (maintained by Curriculum Committee)

COURSE OUTLINE OF RECORD

- Course Outline of Record (COR) is a legally required document defined in [Title 5 §55002](#) that describes minimum objectives, content, assignments, methods of instruction, methods of evaluation, etc., for all scheduled courses
 - Faculty use published CORs to develop course syllabi
 - Articulation Officers and faculty from other institutions use CORs to determine content of courses
 - Students may look at CORs to determine whether they should take a class

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STEPS IN LOCAL REVIEW PROCESS

Full details in [Chapter 4](#) of Curriculum Committee Handbook

- Step 1: Faculty Author proposes/modifies/archives course or program
- Step 2: Division Dean reviews proposal for [scheduling elements, feasibility, mission](#)
- Step 3: Articulation Officer reviews for CSU GE, IGETC, C-ID eligibility and transferability
- Step 4: Curriculum Analyst reviews for completeness and compliance (checks codes)
- Step 5: Faculty Co-Chair reviews proposal and assigns to content review
- Step 6: Faculty Librarian reviews for library resources
- Step 7: Faculty Rep reviews COR for [integration, clarity, completeness](#) and [DE standards](#)
- Step 8: Curriculum Committee votes on the proposal at its next meeting
- Step 9: Implementation (Academic Senate, Board of Trustees, CCCCCO, Catalog)



PREREQUISITES & COREQUISITES

- Requisites are an exception to CCC open course regulations that must be reviewed by the Curriculum Committee
- Prerequisites and corequisites must be renewed every 6 years (every 2 years for CTE)
- Discipline faculty generally required to document and compare exit skills (objectives) for prerequisite course with entry skills for target course through [content review](#)
 - Closely related lab/lecture courses and requisites required by 4-year institution or accrediting agency exempt from this
- CCCCO [Guidelines for Title 5 Section 55003](#) gives more detailed explanation

REPEATABLE COURSES

- Curriculum Committee may designate courses as “repeatable,” meaning students may earn credit for the same course multiple times
- [Title 5 §55041](#) limits repeatable course to three categories:
 - Repetition necessary for CSU/UC major requirement
 - Intercollegiate athletic course
 - Intercollegiate academic or vocational competition
- Students may still retake a course (not designated “repeatable”) for other specific reasons defined in [AP 4225](#); these do not need to be included in the COR
- CCCCO [Credit Course Repetition Guidelines](#) provides full explanation of regulations

CERTIFICATES

- [Title 5 §55070](#) defines Certificates of Achievement as "patterns of learning experiences designed

GENERAL EDUCATION

- Local General Education requirements are defined in [Title 5 §55063](#) and [AP 4025](#)
 - 3 units each in Area A: Natural Science, Area B: Social and Behavioral Sciences, Area C: Humanities, Area D: Language and Rationality, and Area E: Multicultural/Gender Studies (for now)
 - Additional graduation requirements: 2 courses in American History/Institutions (AA only), 3 units in Kinesiology/Health, and Math, Reading, and Writing Competencies
 - Starting Fall 2023: 3 units in Ethnic Studies
- Stacey Howard can help faculty submit courses for articulation with other GE patterns, such as [CSU GE](#) and [IGETC](#)

RESOURCES

- Some of the best resources on campus are people:
 - Seth Anderson (Faculty Co-Chair)
 - Stacey Howard (Articulation Officer)
 - Katherine Rhyno (Curriculum Analyst)
- [Program and Course Approval Handbook](#) (2019)
- ASCCC, [The Course Outline of Record: Revisited](#) (2017)
- [Taxonomy of Programs](#) (2004)
- [Minimum Qualifications Handbook](#) (2019)