

Curriculum Inventory Training for Curriculum Specialists

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Academic Affairs Division, CCCCCO

Fall 2014 ASCCC Curriculum Regional Meetings



We are all in this together...



Presentation Agenda

- Curriculum Inventory Overview
- Common Revision Request
 - Courses
 - Programs
 - Noncredit
- Other Curriculum Issues
- General Q & A



Curriculum Inventory Overview



Distinguishing Data Systems

Local

- CurricuNet, Socrates, etc.
- Development of programs & courses
- Local provider

CO Program Course Approval

- **Curriculum Inventory**
- Submission of program and course proposals
- citechissues@cccco.edu

CO Accountability Reporting

- MIS
- Submission of student and section data
- cccmisedit@cccco.edu



Data in the Curriculum Inventory

- Programs

- AA/AS (Traditional Degrees)
- AA-T/AS-T (ADTs)
- Certificates - >18 units
- Certificates – 12<18 units if submitted (not required)
- Noncredit

- Courses

- Credit
- Noncredit



www.curriculum.cccco.edu

CCC Curriculum Inventory

[Sign In]

Home Search Reports



California Community Colleges
Chancellor's Office



Public Search

CCC Curriculum Inventory [Sign In]

Home Search Reports

Filter

Select a college(s) and the type of filter(s) you would like to apply to the data, then click on "search".

College(s):

- Check All
- ALAMEDA
- ALLAN HANCOCK
- AMERICAN RIVER
- ANTELOPE VALLEY
- BAKERSFIELD
- BARSTOW

Additional Course f

Credit Status:

[All]

Search

CCC Curriculum Inventory [Sign In]

Home Search Reports

Filter

Select a college(s) and the type of filter(s) you would like to apply to the data, then click on "search".

College(s):

- Check All
- ALAMEDA
- ALLAN HANCOCK
- AMERICAN RIVER
- ANTELOPE VALLEY
- BAKERSFIELD
- BARSTOW

Courses/Programs:

Programs

Keyword:

Control Number:

Discipline / TOP Code (Alpha):

[All]

Discipline / TOP Code (Numeric):

[All]

Additional Program Filters

Program Award:

[All]

Program Goal:

[All]

Search



Public Search Results

Search Parameters:
All Colleges +
Keyword = Creative Writing

Courses Result:
College, CB01, CB02 & CB04

Program Result:
College, Program Title, Program Goal, SP02: Program Award

Row	College	Department Number	Course Title	Credit Status
101	ALAMEDA	ENGL 010A	CREATIVE WRITING	Credit - Degree Applicable
102	ALAMEDA	ENGL 010B	CREATIVE WRITING	Credit - Degree Applicable
103	ALAMEDA	ENGL 210A	CREATIVE WRITING	Credit - Degree Applicable
104	ALAMEDA	ENGL 210B	CREATIVE WRITING	Credit - Degree Applicable
105	AMERICAN RIVER	ENGC400-2437	Creative Writing	Credit - Degree Applicable
106	ANTELOPE VALLEY	ENGL 111	Creative Writing: Fiction	Credit - Degree Applicable
107	ANTELOPE VALLEY	ENGL 112	Creative Writing: Poetry	Credit - Degree Applicable
108	ANTELOPE VALLEY	ENGL 113	Creative Writing: Nonfiction	Credit - Degree Applicable
109	BAKERSFIELD	ENGLB41A	Intro to Creative Writing	Credit - Degree Applicable

Filter

Select a college(s) and the type of filter(s) you would like to apply to the data, then click on "search".

College(s): Check All
 ALAMEDA
 ALLAN HANCOCK
 AMERICAN RIVER
 ANTELOPE VALLEY
 BAKERSFIELD
 BARSTOW

Courses/Programs: Programs
 Discipline / TOP Code (Alpha): [All]
 Discipline / TOP Code (Numeric): [All]

Keyword: creative writing
 Control Number:

Additional Program Filters

Program Award: [All]
 Program Goal: [All]

Row	College	Title	Program Goal	Program Award
1	BERKELEY CITY	Creative Writing: Fiction		Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
2	BERKELEY CITY	Creative Writing: Poetry		Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
3	GROSSMONT	Creative Writing	Transfer	A.A. Degree
4	GROSSMONT	Creative Writing	Transfer	Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
5	LONG BEACH CITY	English: Creative Writing	Transfer	A.A. Degree
6	SANTA BARBARA CITY	Creative Writing: General	Transfer	Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
7	SANTA BARBARA CITY	Creative Writing: Professional	Transfer	Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
8	SISKIYOU	Creative Writing	Other - Designed to meet community needs	Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units

Displaying items 1 - 8 of 8



Public Report Results

Programs Report

Filter

Select a college(s) and the type of filter(s) you would like to apply to the data, then click on "View Report".

College(s):
 Check All
 ALAMEDA
 ALLAN HANCOCK
 AMERICAN RIVER
 ANTELOPE VALLEY
 BAKERSFIELD
 BARSTOW

Discipline / TOP Code (Alpha): [All] Discipline / TOP Code (Numeric): [All] Program Award: [All] Program Goal: [All]

View Report

Export to Excel

Row	College	Control #	Title
1	ALAMEDA	01136	African-American Studies
2	ALAMEDA	01135	Anthropology
3	ALAMEDA	01109	Apparel Design & Merchandising (2 year)
4	ALAMEDA	19838	Apparel Design & Merchandising [2yr]
5	ALAMEDA	01118	Art

Courses Report

Filter

Select a college(s) and the type of filter(s) you would like to apply to the data, then click on "View Report".

College(s):
 Check All
 ALAMEDA
 ALLAN HANCOCK
 AMERICAN RIVER
 ANTELOPE VALLEY
 BAKERSFIELD
 BARSTOW

Credit Status: [All] Discipline / TOP Code (Alpha): [All] Discipline / TOP Code (Numeric): [All]

View Report

Export to Excel

Row	College	CB00	CB01	CB02	CB03	CB04	CB05	CB06	CB07	CB08	CB09	CB10	CB11	CB12	CB13	CB14	CB15	CB16	CB17	CB18	Status
1	ALAMEDA	CCC000375244	ADAM 101	APPAREL TEXTILES	1303...	D	A	3	2	N	C	N	Y	Y	Y	Y	Y	Y	Y	1	Active
2	ALAMEDA	CCC000367562	ADAM 103	APPAREL HISTORY	1303...	D	B	3	2	N	C	N	Y	Y	Y	Y	Y	Y	Y	1	Active
3	ALAMEDA	CCC000519216	ADAM 111	ADAM 111	1303...	D		2	2	N	C		Y	Y	Y	Y	Y	Y	Y	1	Active
4	ALAMEDA	CCC000349226	ADAM 111	APP DESIGN/SKETCH I	1303...	D	B	3	2	N	C	N	Y	Y	Y	Y	Y	Y	Y	1	Active
5	ALAMEDA	CCC000364264	ADAM 112	APP DESIGN/SKETCH II	1303...	D	B	3	2	N	C	N	Y	Y	Y	Y	Y	Y	Y	1	Active
6	ALAMEDA	CCC000354076	ADAM 131	APPAREL CONSTRUCTION I	1303...	D	B	4	4	N	C	N	Y	Y	Y	Y	Y	Y	Y	1	Active



Sign In



The screenshot shows the top navigation bar of the CCC Curriculum Inventory website. On the left is the California Community Colleges logo. The main title is "CCC Curriculum Inventory". To the right of the title is a navigation menu with "Home", "Search", and "Reports" buttons. In the top right corner, a "[Sign In]" link is circled in red. The main content area features a large version of the California Community Colleges logo and the text "California Community Colleges Chancellor's Office".



User Names and Passwords

CCC Curriculum Inventory [Sign In]

Home Search Reports

Sign In

Please enter your User Name/Email and password.

Account Information

User Name/Email

Password

- CIO Admin
 - Each college has one
 - Password reset by CCCCO
 - Controls user accounts for that college
- College User Accounts
 - Maintained at College
 - Password reset by CIO Admin



College Course Queue


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CCC Curriculum Inventory

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- Proposals (Course)
- Proposals (Program)
- Users
- Resources
- Templates

Proposals (Course)

Export to Excel New Course

	College	CB00: Control #	CB01: Dept #	CB02: Title	CB04: Credit Status	CB08: Basic Skills	CB09: Sam Code	CB10: Coop Work Exp	Category	Status	Action	Proposal Status	Last Action Date	Review Position	User Name
View / Amend	DEMO COLLEGE	CCC00055555	MATH 1	MATHEM	Credit	B	E	N	Y	1 - Program Applicable		Active			Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 2	MATHEM	Credit	N	E	N	Y	1 - Program Applicable		Active			Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 3	MATHEM	Credit	N	C	N	Y	1 - Program Applicable		Active			Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 4	MATHEM	Credit	N	C	N	Y	1 - Program Applicable		Active			Admin, Demo College



College Course Queue



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Proposals (Course)

Export to Excel

	College	CB00: Control #	CB01: Dept #	CB02: Title
View / Amend	DEMO COLLEGE	CCC00055555	MATH 1	MATHEM
View / Amend	DEMO COLLEGE	CCC00055555	MATH 2	MATHEM
View / Amend	DEMO COLLEGE	CCC00055555	MATH 3	MATHEM
View / Amend	DEMO COLLEGE	CCC00055555	MATH 4	MATHEM

COLOR CODING KEY

- **Red** = will not pass MIS validation
- **Black** = Revision Requests from CCCCO
- **Blue** = Submitted to the CCCCO
- **Purple** = Draft
- **Green** = Active
- **Gray** = Inactive



College Program Queue

 CCC Curriculum Inventory Welcome democollege@ccco.edu! Sign Out										
Home Search Reports Admin										
Proposals (Program)										
Export to Excel										New Program
	College ✓	SP04: Control # ✓	Title ✓	SP02: Program Award ✓	Credit Status ✓	Action ✓	Proposal Status ✓	Last Action Date ✓	Review Position ✓	User Name ✓
Edit / Withdraw	DEMO COLLEGE	55555	Psychology	A.A.-T Degree	Credit	Nonsubstantial Change	Revision Requested	10/08/2014	College	Staff person 1
Edit / Withdraw	DEMO COLLEGE	55555	SOME PROGRAM CERTIFICATE OF COMPLETION	Certificate of Completion	Noncredit	Nonsubstantial Change	Revision Requested	07/22/2014	College	Staff person 1
Edit / Withdraw	DEMO COLLEGE	55555	SOME PROGRAM CERTIFICATE OF COMPLETION	Certificate of Completion	Noncredit	Nonsubstantial Change	Revision Requested	07/21/2014	College	Staff person 1
View / Withdraw	DEMO COLLEGE		Physics	A.S.-T Degree	Credit	New	Submitted	10/08/2014	Final Review	Staff person 1
View / Withdraw	DEMO COLLEGE		Anthropology	A.A.-T Degree	Credit	New	Submitted	10/08/2014	Final Review	Staff person 1



Adding a New Course Proposal


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Proposals (Course)

Export to Excel

	College	CB00: Control #	CB01: Dept #	CB02: Title	CB04: Credit Status	CB08: Basic Skills	CB09: Sam Code	CB10: Coop Work Exp	CB22: Noncredit Category	CB24: Program Status	Action	Proposal Status	Last Action Date	Review Position	New Course!	User Name
View / Amend	DEMO COLLEGE	CCC00055555	MATH 1	MATHEM	Credit	B	E	N	Y	1 - Program Applicable		Active				Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 2	MATHEM	Credit	N	E	N	Y	1 - Program Applicable		Active				Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 3	MATHEM	Credit	N	C	N	Y	1 - Program Applicable		Active				Admin, Demo College
View / Amend	DEMO COLLEGE	CCC00055555	MATH 4	MATHEM	Credit	N	C	N	Y	1 - Program Applicable		Active				Admin, Demo College



Preparing a Draft New Credit Course

Back to List

New Course [DemoCollege]

CB04: Credit Status

- D - Credit - Degree Applicabl
- C - Credit - Not Degree Appli
- N - Noncredit

Back to List

Back to List

New Course [DemoCollege]

CB04: Credit Status

CB01: Department Number

CB02: Course Title

CB03: TOP Code

CB05: Transfer Status

CB06: Course Units Maximum

CB07: Course Units Minimum

CB08: Basic Skill Status

CB09: SAM Priority Code

CB10: Cooperative Work Experience

CB11: Course Classification Status

CB13: Approved Special Class

CB21: Prior Transfer Level

CB22: Noncredit Category

CB23: Funding Agency Category

CB24: Program Status

District Governing Board Approval Date

By entering a date, the college certifies that the course was approved by the governing board of the district, pursuant to Title 5 sections 55002 and 55100.



Draft New Credit Course Validation Check

For support regarding this error message and Data Element Dictionary (DED) definitions please contact your college Information Technology Department.

- The Description field is required.
- The Justification field is required.
- The CB08: Basic Skill Status field is required.
- The CB09: SAM Priority Code field is required.
- The CB21: Prior Transfer Level field is required.
- The CB23: Funding Agency Category field is required.
- The CB10: Cooperative Work Experience field is required.
- The CB13: Approved Special Class field is required.
- The CB24: Program Status field is required.

Print

Edit Course [SANTA ANA]

CB04: Credit Status	<input type="text" value="D - Credit - Degree App"/>	CB21: Prior Transfer Level	<input type="text" value=""/>
CB01: Department Number	<input type="text" value="Test 101"/>	CB22: Noncredit Category	<input type="text" value="Y - Credit course, Not #"/>
CB02: Course Title	<input type="text" value="Test of New Course"/>	CB23: Funding Agency Category	<input type="text" value=""/>
CB03: TOP Code	<input type="text" value="100100 - Fine Arts, Ge"/>	CB24: Program Status	<input type="text" value=""/>
CB05: Transfer Status	<input type="text" value="A - Transferable to both"/>	District Governing Board Approval Date	<input type="text" value=""/>
CB06: Course Units Maximum	<input type="text" value="24"/>		
CB07: Course Units Minimum	<input type="text" value="24"/>		
CB08: Basic Skill Status	<input type="text" value=""/>		
CB09: SAM Priority Code	<input type="text" value=""/>		
CB10: Cooperative Work Experience	<input type="text" value=""/>		

Supporting Documentation			Add New (+)
Doc Type	Title	Date	

Action/Messages

Action/Messages (Withdrawn History)

By entering a date, the college certifies that the course was approved by the governing board of the district, pursuant to Title 5 sections 55002 and 55100.

Draft New Credit Course Saved

The course has been saved.

Proposals (Course)

Export to Excel

New Course

	College ✓	CB00: Control # ✓	CB01: Dept # ✓	CB02: Title ✓	CB04: Credit Status ✓	CB08: Basic Skills ✓	CB09: Sam Code ✓	CB10: Coop Work Exp ✓	CB22: Noncredit Category ✓	CB24: Program Status ✓	Action ✓	Proposal Status ✓	Last Action Date ✓	Review Position ✓	User Name ✓
															Admin



Submitting Draft New Credit Course for CCCCO Review

View / Amend	DemoC...	CCC000555555	Course	Sample course	Noncre...	B	E	N	A	2 - Not Program Applicable	Active to Inactive	Inactive				
View / Withdraw	DemoC...		Test 101	Test Course	Credit	N	E	N	Y	1 - Program Applicable	New	Submit...	10/13/2014	Prelimi... Review	College, Demo	
Edit / Delete	DemoC...		Course 101	Another sample course	Credit					1 -						
View / Amend	DemoC...	CCC000555555	Course 10	Sample course 3	Credit											

Justification

B / I U bold X, X* (inherited font) (inherited size) A O₂ [List icons]

Select block type Styles </>

test

Submit to CCCCO Save and Validate



Draft New Course Successfully Submitted to CCCCO

View / Amend	DemoC...	CCC000555555	Course	Sample course	Noncre...	B	E	N	A	2 - Not Program Applicable	Active to Inactive	Inactive			
View / Withdraw	DemoC...		Test 101	Test Course	Credit	N	E	N	Y	1 - Program Applicable	New	Submit...	10/13/2014	Prelimi... Review	College, Demo
Edit / Delete	DemoC...	CCC000555555	Course 101	Another sample course	Credit	N	E	N	Y	1 - Program Applicable	Nonsub... Change	Draft	02/15/2013		
View / Amend	DemoC...	CCC000555555	Course 10	Sample course 3	Credit	N	C	N	Y	1 - Program Applicable	Nonsub... Change	Active	07/31/2014		



Preparing a Draft New Program


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Proposals (Program) 

Export to Excel [New Program](#)

	College ✓	SFO4: Control # ✓	Title ✓	SFO2: Program Award ✓	Credit Status ✓	Action ✓	Proposal Status ✓	Last Action Date ✓	Review Position ✓	User Name ✓
Edit / Withdraw	DEMO COLLEGE	55555	Psychology	A.A.-T Degree	Credit	Nonsubstantial Change	Revision Requested	10/08/2014	College	Staff person 1
Edit / Withdraw	DEMO COLLEGE	55555	SOME PROGRAM CERTIFICATE OF COMPLETION	Certificate of Completion	Noncredit	Nonsubstantial Change	Revision Requested	07/22/2014	College	Staff person 1
Edit / Withdraw	DEMO COLLEGE	55555	SOME PROGRAM CERTIFICATE OF COMPLETION	Certificate of Completion	Noncredit	Nonsubstantial Change	Revision Requested	07/21/2014	College	Staff person 1
View / Withdraw	DEMO COLLEGE		Physics	A.S.-T Degree	Credit	New	Submitted	10/08/2014	Final Review	Staff person 1
View / Withdraw	DEMO COLLEGE		Anthropology	A.A.-T Degree	Credit	New	Submitted	10/08/2014	Final Review	Staff person 1



Preparing a Draft New Program

[Back to List](#)

New Program [DemoCollege]

SPO2: Program Award

Program Title

Program Goal

SP01: Program TOP
Code

A - A.A. Degree
S - A.S. Degree
Y - A.A.-T Degree
X - A.S.-T Degree
B - Certificate of Achievement: 12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units
C - Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
- Noncredit Program

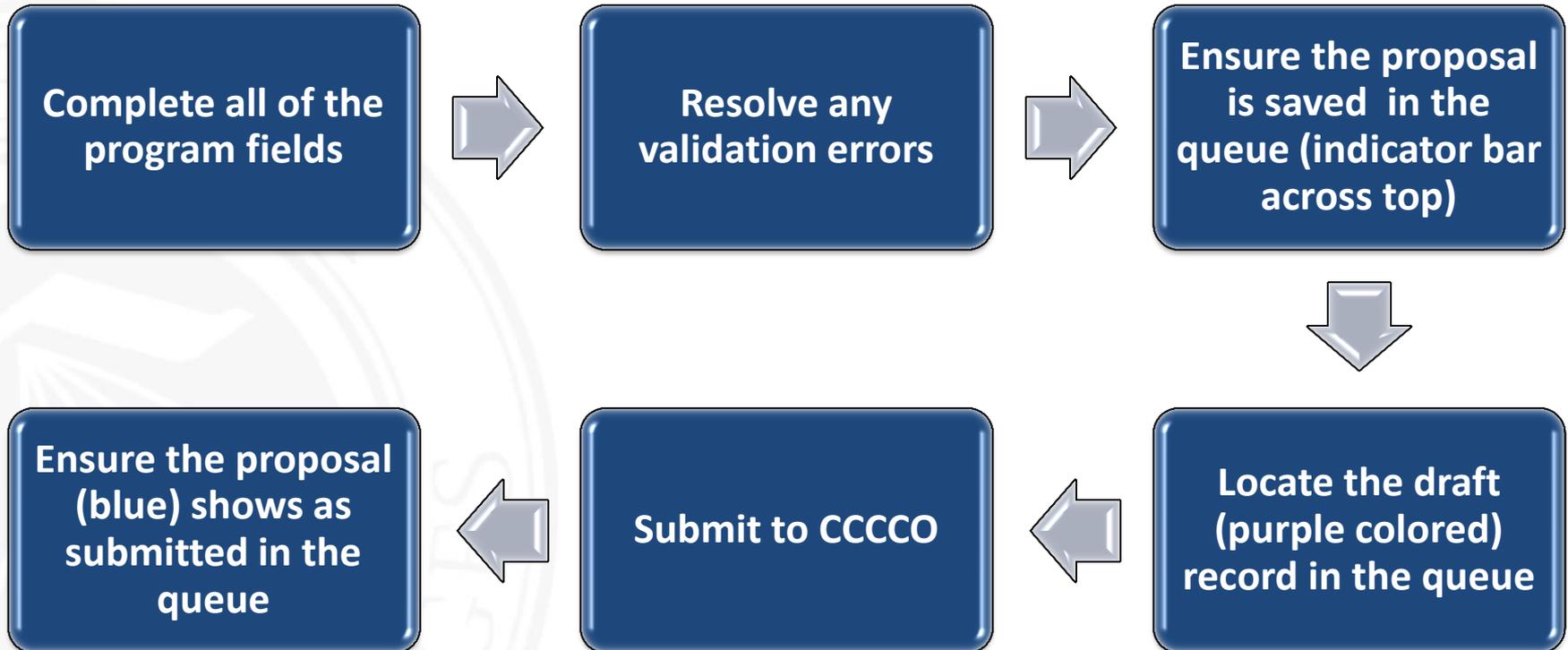
of the district, pursuant to Title
5 sections 55002 and 55100.

Employer or Joint Apprenticeship Committee (JAC) Sponsor:

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Font Face, Font Size, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. Below the toolbar are dropdown menus for "Select block type" and "Styles". The main editing area is currently empty.

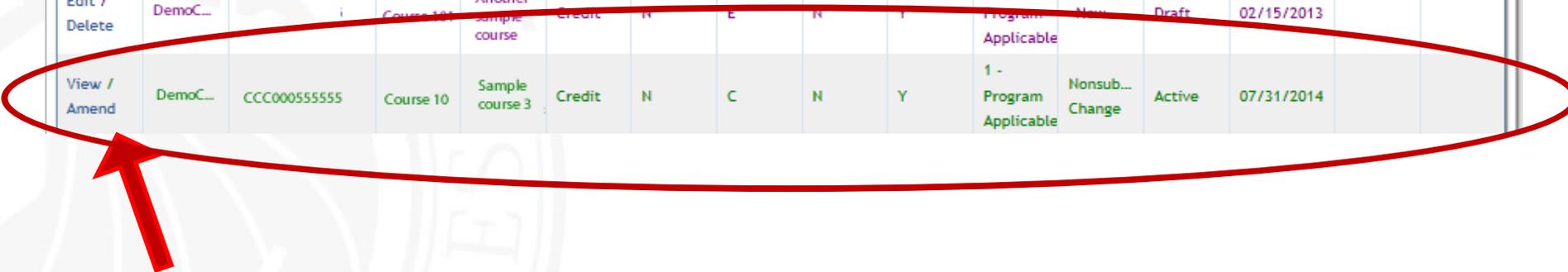


Completing the New Program



Amending an Existing Course or Program

View / Amend	DemoC...	CCC000555555	Course	Sample course	Noncre...	B	E	N	A	2 - Not Program Applicable	Active to Inactive	Inactive		
View / Withdraw	DemoC...		Test 101	Test Course	Credit	N	E	N	Y	1 - Program Applicable	New	Draft	10/13/2014	College, Demo
Edit / Delete	DemoC...		Course 101	Another sample course	Credit	N	E	N	Y	1 - Program Applicable	New	Draft	02/15/2013	
View / Amend	DemoC...	CCC000555555	Course 10	Sample course 3	Credit	N	C	N	Y	1 - Program Applicable	Nonsub... Change	Active	07/31/2014	



Amending an Existing Course or Program

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 **CCC Curriculum Inventory**

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Proposal Action

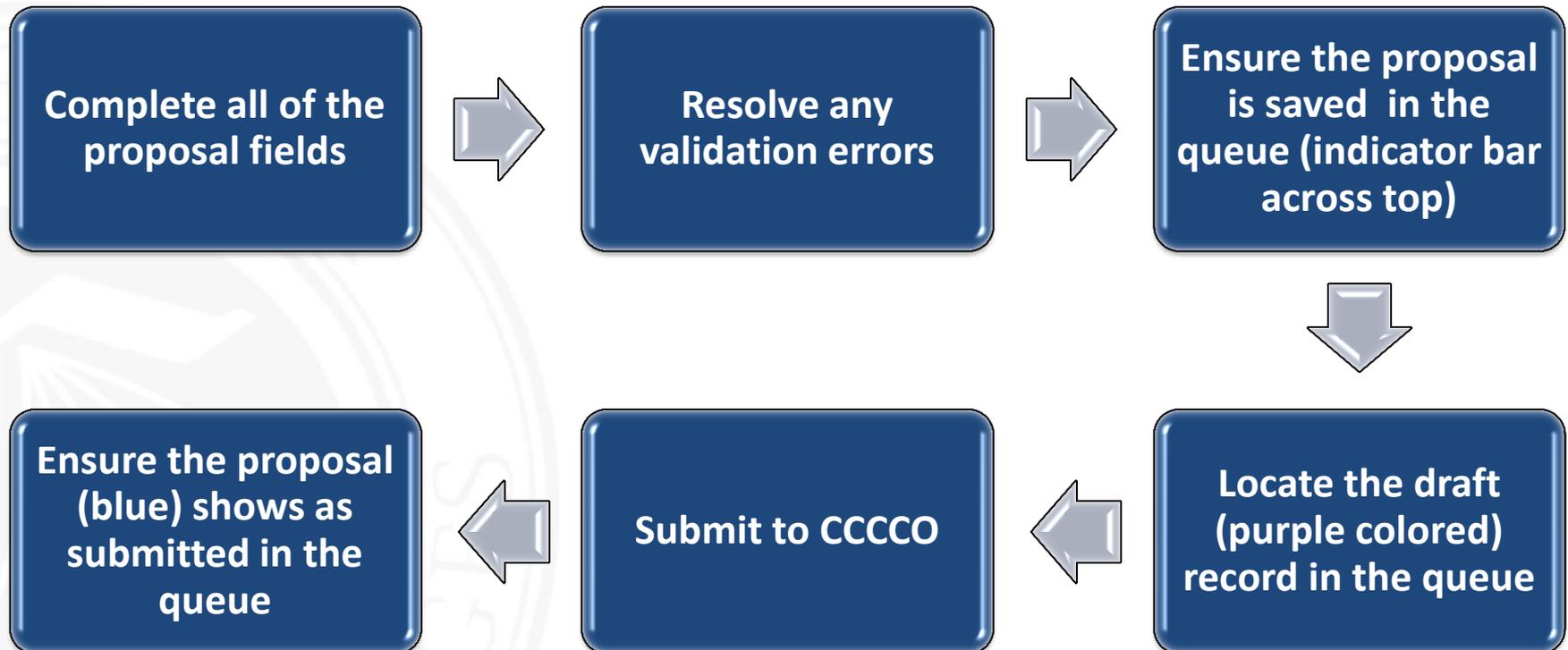
Correction.
 Substantial Change.
 Nonsubstantial Change.
 Active to Inactive.

Current Course Information

Control Number	CCC00055555	CB21: Prior Transfer Level	Y - Not applicable ▾
Proposal Status	Active	CB22: Noncredit Category	Y - Credit course, Not F ▾
CB04: Credit Status	D - Credit - Degree App ▾	CB23: Funding Agency Category	Y - Not Applicable (func) ▾
CB01: Department Number	Test 101	CB24: Program Status	1 - Program Applicable ▾
CB02: Course Title	Test Course	District Governing Board Approval Date	5/21/2014 <input type="button" value="Calendar"/>
CB03: TOP Code	100500 - Commercial N ▾	By entering a date, the college certifies that the course was approved by the governing board of the district, pursuant to Title 5 sections 55002 and 55100.	
CB05: Transfer Status	B - Transferable to CSI ▾		
CB08: Basic Skill Status	N - Course is not a basic skill ▾		



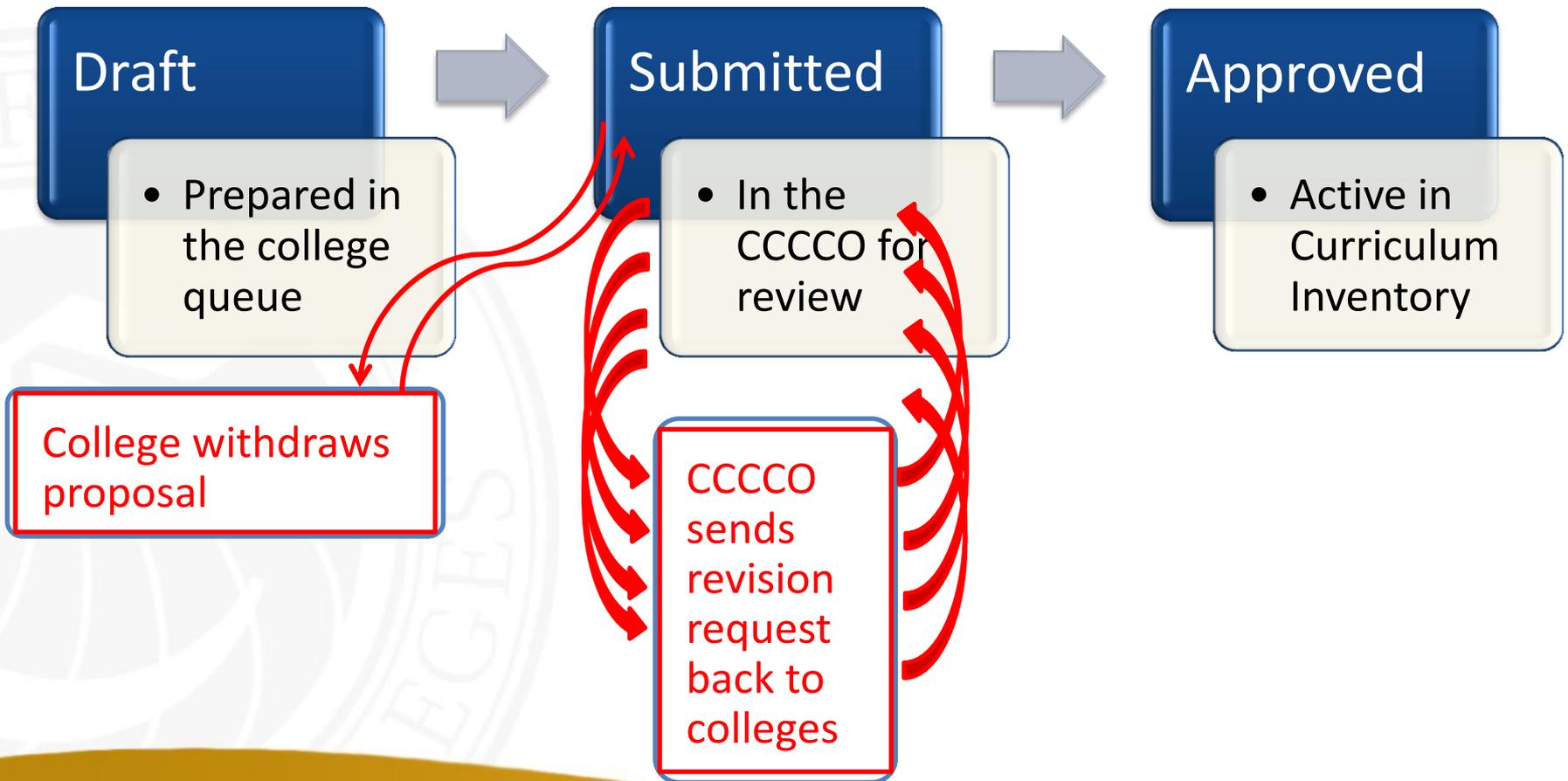
Completing the Course or Program Amend Action



Proposal Submission (Best Case)



Proposal Submission (Reality)



Common Revision Requests



Common Revision Requests: Courses

- Carnegie Units
- Cooperative Workforce Experience
- CB03 - CB09 Relationship
- Proposal Fields and Course Outline Consistency
- Noncredit Coding



Carnegie Units

- Exception:
Work
Experience

CARNEGIE UNITS - SEMESTER							
Lecture		Lab		Lecture		Lab	
17.5 hours = 1 unit		52.5 hours = 1 unit		18 hours = 1 unit		54 hours = 1 unit	
Hours	Units	Hours	Units	Hours	Units	Hours	Units
8.8	0.5	26.3	0.50	9	0.5	27	0.5
17.5	1.0	52.5	1.00	18	1.0	54	1.0
26.3	1.5	78.8	1.50	27	1.5	81	1.5
35.0	2.0	105.0	2.00	36	2.0	108	2.0
43.8	2.5	131.3	2.50	45	2.5	135	2.5
52.5	3.0	157.5	3.00	54	3.0	162	3.0
61.3	3.5	183.8	3.50	63	3.5	189	3.5
70.0	4.0	210.0	4.00	72	4.0	216	4.0
78.8	4.5	236.3	4.50	81	4.5	243	4.5
87.5	5.0	262.5	5.00	90	5.0	270	5.0
96.3	5.5	288.8	5.50	99	5.5	297	5.5
105.0	6.0	315.0	6.00	108	6.0	324	6.0
113.8	6.5	341.3	6.50	117	6.5	351	6.5



Cooperative Work Experience

- Units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).
- Units are awarded for on-the-job training hours and not for lecture.

CCR, title 5, Section 55256.5 (a)(b) – Work Experience credit



CB03 - CB09 Relationship

CB03: TOP Code

- Vocational TOP Code denoted in the inventory with an asterisk (*)
- Non-vocational (CTE)

CB09: SAM Priority Code

- A: Apprenticeship
- B: Advanced Occupational
- C: Clearly Occupational
- D: Possibly Occupational
- E: Non-Occupational



Proposal Fields and Course Outline Consistency

- Units/Hours
- Catalog Description
- Justification



Noncredit Course Coding

Resources needed to successfully code

CDCP:

- Table 9 of PCAH 
- MIS Data Element Dictionary for CB22, CB24 & CB11
- CDCP Program's Eligibility Category

Table 9. Noncredit Categories (CB22) and Valid TOP Codes

CB22 Code	Noncredit Eligibility Category	Valid TOP Codes [^]
A	English as a Second Language (ESL)	493084 [^]
	Provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, and personal goals. English as a Second Language provides instruction primarily in, but not limited to, the areas of listening, speaking, reading, and writing, and may integrate other areas such as computer literacy, cultural competency, Secretaries Commission on Achieving Necessary Skills (SCANS) competency, study skills, vocational skills, and life skills. Based upon student goals, noncredit ESL provides pathways to a variety of academic, career-technical, and personal growth opportunities.	493085 [^] 493086 [^] 493087 [^] 493100 [^]
	Immigrant Education	220120
	Provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.	220500 220700 493090 [^]
C	Elementary and Secondary Basic Skills	150100 [^]
	Provide instruction for individuals in elementary- and secondary-level reading, writing, computation, and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals. Elementary-level is generally recognized to mean that, where appropriate, the coursework addresses the content and proficiencies at levels through the 8th grade.	152000 [^] 170100 [^] 170200
	Secondary-level is generally recognized to mean that the coursework addresses the content and proficiencies at levels through the 12th grade and may incorporate a high school diploma. Based on community needs, a college can develop an Adult High School Diploma program.	493009 [^] 493014 493030 493031
	Supplemental instruction, which includes supervised tutoring and learning assistance, is also authorized under this heading. Learning assistance can be a required component of another course for all students in that course	493032 493033
		493060 [^]



Noncredit Course Coding

Table 11. Noncredit Course Coding Guide for CDCP Enhanced Funding

Program's CDCP Eligibility Category	CB24: Course Program Status	CB22: Course Noncredit Category	CB11: Course Classification Status
n/a	2 - Not Program Applicable	A - English as a Second Language (ESL), C - Elementary and Secondary Basic Skills, I - Short-Term Vocational, or J - Workforce Preparation	L - Non-Enhanced Funding
J - Workforce Preparation	1 - Program Applicable	J - Workforce Preparation	J - Workforce Preparation
A - English as a Second Language (ESL), C - Elementary and Secondary Basic Skills), or I - Short-Term Vocational)	1 - Program Applicable	A - English as a Second Language (ESL), C - Elementary and Secondary Basic Skills, or I - Short-Term Vocational	K - Other Noncredit Enhanced Funding



Common Revision Requests: Programs

- Program Goals
- GE Patterns
- Information Consistency
- Duplicate Courses in the Course Report
- Supporting Documents
- Narrative for Certificates and Local Degrees
- ADTs



Program Goal

- Degree Options:
 - C: Career Technical Education (CTE)
 - CT: Career Technical Education (CTE) and Transfer
 - T: Transfer
 - O: Other – Designed to meet community needs
- Certificate Options:
 - C: Career Technical Education (CTE)
 - O: Other – Designed to meet community needs



GE Patterns for Local Degrees

If the Associate Degree Program Goal is CTE or Other, then college must use the **local GE** pattern.

	Local
Total Required Major:	21 units
College GE Requirements:	18 units
Electives (if needed):	21 units
Total Degree Units:	60 units



GE Patterns for Degrees that Transfer

If the Associate Degree Program Goal is Transfer or CTE and Transfer, the college must use an **IGETC and/or CSU-GE Breadth** GE pattern.

	IGETC	CSU GE
Major Total:	18 units	18 units
Double Count (IGETC/ CSU-GE):	3 units	6 units
IGETC/ CSU-GE Breadth:	37 units	39 units
Electives (as needed):	8 units	9 units
Total Degree Units:	60 units	60 units



Information Consistency

- Match CORs, Course Report, and Narrative Item 3 (Program Requirements)
- Units must match the units in the proposal fields, Narrative Item 3 (Program Requirements), and/or ADT Template



Duplicate Courses in the Course Report

- Accidentally entered twice
 - *College can delete one*
- Course proposal in review
 - *Hold the proposal until the course is approved*
- Original course record has two CORs
 - *College must edit the original course record to show only one COR*



Supporting Documentation

- CORs listed in the program
- Narrative
- Additional documentation required for CTE:
 - Advisory Council Minutes
 - Regional Consortium Minutes
 - Labor Market Information
 - EDD LMI: <http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1004>
 - O*Net: <http://www.onetonline.org/>
- Program Review Date



Supporting Documentation

- AAM

- Required for a Program Goal of Transfer or CTE and Transfer must attach.
- Must show that required courses fulfill the **majority (51% or greater)** of lower-division requirements for the baccalaureate major at a specific CSU or UC.

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Articulation Agreement by Major
Effective during the 12-13 Academic Year

To: San Diego State From: American River College

Semester | Semester

-----English-----

This is an impacted major that requires:

a. Completing with a minimum GPA of 2.50 and a grade of C or higher: English 250A or 250B; English 260A-260B; Rhetoric and Writing Studies 200; three units selected from English 220, 280, 281, Comparative Literature 270A or 270B. These courses cannot be taken for credit/no credit (Cr/NC);

b. Having a cumulative GPA of 2.40 or higher.

ENGL 250A	Literature of the United States	(3)	ENGLT 320	American Literature	(3)
	OR			OR	
ENGL 250B	Literature of the United States	(3)	ENGLT 321	American Literature	(3)
ENGL 260A	English Literature	(3)	ENGLT 310	English Literature	(3)
ENGL 260B	English Literature	(3)	ENGLT 311	English Literature	(3)
RWS 200	Rhetoric of Written Arguments in Context	(3)	ENGWR 302	Advanced Composition and Critical Thinking	(3)
	Same as: ENGL 200		OR		
			ENGWR 482	Honors Advanced Composition and Critical Thinking	(3)
	OR		OR	OR	
ENGL 200	Rhetoric of Written Arguments in Context	(3)	ENGWR 302	Advanced Composition and Critical Thinking	(3)
	Same as: RWS 200		OR		
			ENGWR 482	Honors Advanced Composition and	(3)



Narrative for Certificates and Local Degrees

- Item 3-Program Requirements

- Table format includes the course department number, course title, and unit value.
- Summary table includes subtotal of core units, general education pattern(s), double-count, electives, total proposal units.

Course #	Course Title	Units
ABC 101	Course 1	3
ABC 108**	Course 2	3
ABC 111	Course 3	3
DEF 201**	Course 4	3
DEF 202	Course 5	3
DEF 203	Course 6	3
HIJ 311**	Course 7	3
HIJ 312	Course 8	4
KLM 107**	Course 9	4
	Subtotal	29

	Units		
Major Total:		29	
Double-Counted (IGETC / CSU-GE):	12	12	0
IGETC / CSU-GE Breadth / Local:	37	39	18
Electives (as needed):	6	4	11
Degree Total:	60 units		



ADTs

- Proposal Review
- Ensure C-ID submission
- TMC-Template
- Double-Count
- Narrative – 1 & 2 required, 3 optional



ADTs

- **Proposal Review-** Associate Degree for Transfer Proposal Review PowerPoint Presentation at Curriculum Institute (July 2014) available at http://extranet.cccco.edu/Portals/1/AA/Credit/2014/ASCCC_CI_2014_ADT%20Development_SRAKN.pdf
- **Ensure C-ID submission** – All courses entered on the TMC Template where a C-ID descriptor is indicated, under the Required Core and List A, must have the corresponding college Course Outline of Record (COR) submitted to C-ID for review **prior** to Chancellor’s Office review, **and** the course(s) must have an acceptable C-ID course status of: Approved, Conditional, Submitted, In Progress, or Re-Submitted (**until June 30, 2015**).



ADTs

- **TMC Template** - college must use the current CCCCO approved template available at <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>
- **Double-Count** - must account for the ASSIST maximum number of units (not the assigned course unit value by the college) that may be double-counted for each GE (IGETC or CSU-GE) area (1-6 or A-E) (e.g. IGETC: Area 1 = 9, Area 4 = 9, CSU-GE: Area A = 9 units, Area B = 9 units. *Note: CSU allows the maximum number of units for each GE area and the other units to be counted towards transferable electives up until the transferable unit cap is reached.



CSU-GE Breadth (39 sem/52-65 qtr units)

Area A Communication in the English Language and Critical Thinking

(one course each from sub area)

- 3 4 5 **A1 - Oral Communication**
- 3 4 5 **A2 - Written Communication**
- 3 4 5 **A3 - Critical Thinking**

9s 12q 15q

Area B Physical Universe and Its Life Forms

(one course each from sub area (one to contain a lab))

- 3 4 5 **B1 - Physical Science**
- 3 4 5 **B2 - Life Science**
- 1 1 1 **B3 - Laboratory Activity**
- 3 4 5 **B4 - Mathematics/Quantitative Reasoning**

10s 13q 16q

Area C Arts, Literature, Philosophy, and Languages Other Than English

(at least one course each from sub area)

- 3 4 5 **C1 - Arts (Arts, Cinema, Dance, Music, Theater)**
- 3 4 5 **C2 - Humanities (Literature, Philosophy, Languages Other Than English)**
- 3 4 5 **C1 or C2**

9s 12q 15q

Area D Social, Political, and Economic Institutions

(courses from at least 2 disciplines)

- D0 - Sociology and Criminology**
- D1 - Anthropology and Archeology**
- D2 - Economics**
- D3 - Ethnic Studies**
- D4 - Gender Studies**
- D5 - Geography**
- D6 - History**
- D7 - Interdisciplinary Social or Behavioral Science**
- D8 - Political Science, Government and Legal Institutions**
- D9 - Psychology**

9s 12q 15q

Area E Lifelong Learning and Self-Development

3s 4q 5q **E - Lifelong Learning and Self-Development**

IGETC (37 sem/49-62 qtr units)

Area 1 English Communication

(one course each from sub area)

- 3 4 5 **1A - English Composition**
- 3 4 5 **1B - Critical Thinking - English Composition**
- 3 4 5 **1C - Oral Communication** (required by CSU only)

9s 12q 15q

Area 2 Mathematical Concepts and Quantitative Reasoning

3s 4q 5q **2A - Math**

Area 3 Arts and Humanities

(at least one course each from sub area)

- 3 4 5 **3A - Arts**
- 3 4 5 **3B - Humanities**
- 3 4 5 **3A or 3B**

9s 12q 15q

Area 4 Social & Behavioral Sciences

(courses from at least 2 disciplines)

- 4A - Anthropology and Archaeology**
- 4B - Economics**
- 4C - Ethnic Studies**
- 4D - Gender Studies**
- 4E - Geography**
- 4F - History**
- 4G - Interdisciplinary, Social & Behavioral Sciences**
- 4H - Political Science, Government & Legal Institutions**
- 4I - Psychology**
- 4J - Sociology & Criminology**

9s 12q 15q

Area 5 Physical & Biological Sciences

(one course each from sub area (one to contain a lab))

- 3 4 5 **5A - Physical Science**
- 3 4 5 **5B - Biological Science**
- 1 1 1 **5C - Laboratory Activity**

7s 9q 11q



ADTs

- **Narrative** – Item 1 Goals & Objectives and Item 2 Catalog Description are required. Item 3 Program Requirements is not required but most colleges still include this item because it allows the Chancellor’s Office to recognize the completion requirements/restrictions that are unable to be displayed on the TMC Template.



Other Curriculum Issues



Other Curriculum Issues

- Curriculum Inventory: Feedback from the Field
- ADT Deadlines
- ADTs: Strategies for Meeting the 100% Goal
- Substantial vs. Non-substantial



Curriculum Inventory: Feedback from the Field

- Aligning timelines for activations and inactivations with MIS reporting
- Adding a Term Start Date/Implementation Date
- Auto-generated emails when revision request is sent to the college
- More user maintenance functions



ADT Deadlines

- By **December 31, 2014** All CCCs must complete their 100% ADT goal.
- By **June 30, 2015 C-ID Verification Requirement**, All courses entered on a TMC Template where a C-ID descriptor is indicated, must have a C-ID course status of “Approved” for both new and previously approved ADTs. No other C-ID course status will be accepted.
- Effective **July 1, 2015**, ADTs that do not meet C-ID Verification Requirement will be deactivated by the CCCCCO.



ADTs Strategies for Meeting the 100% Goal

- Ensuring a faster review
- Meeting the 60-unit requirement
- Reassessing courses not submitted to C-ID or do not have a valid C-ID status
- Reevaluating the college ADT goal



Substantial vs. Nonsubstantial: Courses

Substantial Change

creates a new course with a new control number based upon an active course record.

All fields can be edited.

Nonsubstantial Change is

an action to change an active course record and retain the existing control number.

Fields that can be changed:

CB01, CB02, CB05, CB10, CB11, CB13, CB23, CB24, District Board Approval, Catalog Description, Justification, Supporting Docs, & Course Report



Substantial vs. Nonsubstantial: Programs

Substantial Change

- creates a new program based upon an active program record
- Generates a new program control number

Change: Goals/Objectives, TOP Code at discipline level, addition/creation of a new program award, job categories, baccalaureate major

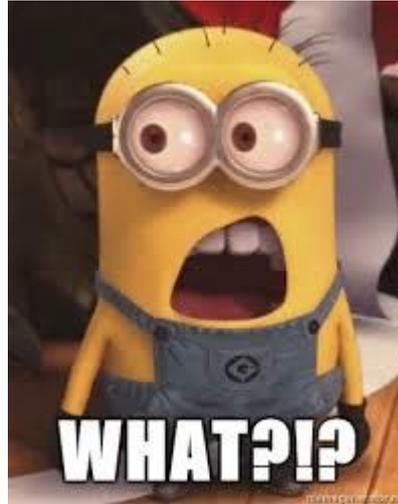
Nonsubstantial Change

- changes an active program record
- Does NOT generate a new control number.

Change: Program title, TOP Code with discipline, degree unit change, addition/removal of courses



Questions



Thank you for joining us today!

If you have a question or need assistance, please email us.

curriculum@cccoco.edu

OR

CItechIssues@cccoco.edu

