

# CCCCO Strength Training for Curriculum Specialists

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# Agenda



- Curriculum Inventory Workout
- Credit Courses
- Credit Programs
- ADTs
- Noncredit CDCP Certificates



# Curriculum Inventory Workout



# Topics

- Short Overview to Curriculum Inventory (CI)
- Using CI Tools
  - Filter, Querying CI and Exporting to EXCEL
  - Search
  - Reports
  - Course Report on a Program
- What does this error mean?



# Overview: Distinguishing Data Systems

## Local

- Such as: CurricuNet, Socrates, Banner, etc.
- Development of programs, courses, catalogs and schedules

## Curriculum Inventory

- Submission of program and course proposals
- Chancellor's Office Program Course Approval

## MIS

- Chancellor's Office accountability reporting
- Submission of student and section data



# www.curriculum.cccco.edu

CCC Curriculum Inventory

[ Sign In ]

Home Search Reports



California Community Colleges  
Chancellor's Office



# Overview: Data in CI

- 323,000+ Credit and Noncredit Courses
- 22,000+ Programs
- 742 Active User Accounts



# Using CI Tools

- Sort, Filter and Export your queue
- Search
- Reports
- Course Report





# CI Tools: Sort, Filter and Export

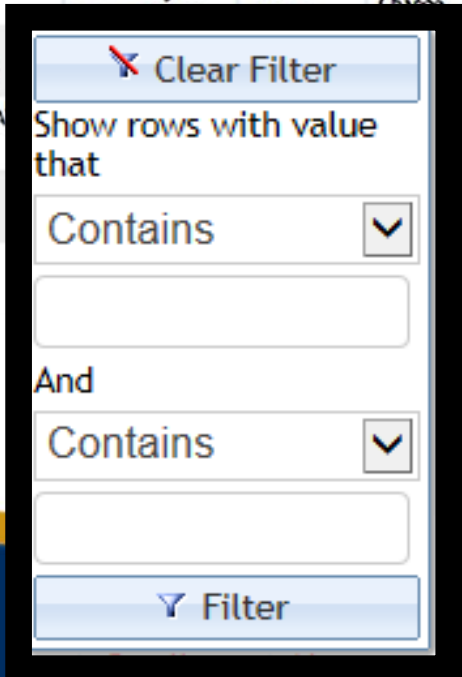
 **CCC Curriculum Inventory** Welcome democollege@cccoco.edu! [ Sign Out ]

Home Search Reports Admin

## Proposals (Program)

Export to Excel

	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			Substantial Change	Revision Requested	07/22/2014	College	Staff person 1
Edit / Withdraw	DEMO COLLEGE	55555	SOME PROGRAM CERTIFICATE OF COMPLETION			Substantial Change	Revision Requested	07/21/2014	College	Staff person 1
View / Withdraw	DEMO COLLEGE		Physics				Submitted	10/08/2014	Final Review	Staff person 1
View / Withdraw	DEMO COLLEGE		Anthropology				Submitted	10/08/2014		Staff person 1



Clear Filter

Show rows with value that

Contains

And

Contains


Filter

Click any header to sort ascending or descending



# CI Tools: Search

[ Sign In ]

 **CCC Curriculum Inventory**

Home   **Search**   Reports

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**Filter**

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

<b>College(s):</b> <input type="checkbox"/> Check All <input type="checkbox"/> ALAMEDA <input type="checkbox"/> ALLAN HANCOCK <input type="checkbox"/> AMERICAN RIVER <input type="checkbox"/> ANTELOPE VALLEY <input type="checkbox"/> BAKERSFIELD <input type="checkbox"/> BARSTOW	<b>Courses/Programs:</b> Programs <b>Keyword:</b> <input type="text"/> <b>Control Number:</b> <input type="text"/>	<b>Discipline / TOP Code (Alpha):</b> [All]	<b>Discipline / TOP Code (Numeric):</b> [All]
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**Additional Program Filters**

<b>Program Award:</b> [All]	<b>Program Goal:</b> [All]
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# Using Search



- In Public view (not signed into CI)
  - Includes only active courses and programs
  - Search Results limited to
    - Courses: College, CB01, CB02 & CB04
    - Programs: College, Program Title, Program Goal, SP02: Program Award
- In College view (signed into CI)
  - All of the above results INCLUDING a link to the actual active record for the college.



# Simple Sample Searches

- Will my college have to develop an ADT in Public Health when that Template is released?
  - Search Programs + TOP 120100
- Which colleges have apprenticeship courses or programs?
  - Search Courses/Programs + Keyword “apprenticeship”



# CI Tools: Using Reports

No links  
to records  
or  
proposals

- In Public view (not signed into CI)
  - Includes only active courses and programs
  - Preset report criteria = It cannot be modified
  - Results include
    - Courses: College, CB00-CB11, CB21-CB24, Status (always “Active”)
    - Programs: College, Control #, Program Title, TOP Code Program Goal, SP02: Program Award, Year Approved, Cert Units, Major Units, Total Units, Status (always “Active”)



# CI Tools: Using Reports

No links  
to records  
or  
proposals

- In College view (signed into CI)
  - Ad Hoc Reporting option so that you may select multiple fields including:
    - Courses - Approved Date, all CB data elements, Status (including Draft, Revision Requested, Submitted), Control Number, [Catalog] Description, Justification and Submitted Date
    - Program - Approved Date, Status, Control Number, Program Goal, total units for the program and Submitted Date
  - Reports can be saved



# Sample Reports

No links  
to records  
or  
proposals

- Which of my courses are incorrectly coded for CDCP enhanced Funding?
  - Select CB01, CB02, CB04, CB11, CB22, CB24 and Status  
→ filter CB04 by “N”
- How many of my programs with a Program Goal including “CTE” were approved last year?
  - Select a Approved Date, Program Goal, Program Title  
→ Generate Report → filter by date and program goal of “CTE”



# CI Tools: Program's Course Report

- Tells which courses in CI are tied to your program
- No program records should have a CB24 = 2

Course Report						Add / Remove (+/-)
Type	CB00: Control #	CB01: Dept #	CB02: Title	Units/ Hours	CB03: TOP Code	CB24: Program Status
Core Courses	<a href="#">CCC000123555</a>	<a href="#">SPAN1000</a>	SPANISH FOR SPANISH SPEAKERS II	5 - 5	110500 1 - PA	
Core Courses	<a href="#">CCC000123456</a>	<a href="#">SPAN101</a>	ELEMENTARY SPANISH I	5 - 5	110500 2 - SA	
Core Courses	<a href="#">CCC000123457</a>	<a href="#">SPAN102</a>	ELEMENTARY SPANISH II	5 - 5	110500 2 - SA	
Core Courses	<a href="#">CCC000123458</a>	<a href="#">SPAN201</a>	INTERMEDIATE SPANISH I	5 - 5	110500 2 - SA	
Core Courses	<a href="#">CCC000123459</a>	<a href="#">SPAN202</a>	INTERMEDIATE SPANISH II	5 - 5	110500 2 - SA	
Restricted Electives	<a href="#">CCC000987654</a>	<a href="#">SPAN20</a>	LATIN-AMERICAN CIVILIZATION	3 - 3	110500 1 - PA	





# What does this error mean?

Server Error in '/' Application.

*The wait operation timed out*

**Description:** An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

**Exception Details:** System.ComponentModel.Win32Exception: The wait operation timed out

**Source Error:**

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

**Stack Trace:**

```
[Win32Exception (0x80004005): The wait operation timed out]

[SqlException (0x80131904): Timeout expired. The timeout period elapsed prior to completion of the operation on the server
System.Data.SqlClient.SqlConnection.OnError(SqlException exception, Boolean breakConnection, Action`1 wrapCloseInAction)
System.Data.SqlClient.SqlInternalConnection.OnError(SqlException exception, Boolean breakConnection, Action`1 wrapCloseInAction)
System.Data.SqlClient.TdsParser.ThrowExceptionAndWarning(TdsParserStateObject stateObj, Boolean callerHasConnectionLock,
System.Data.SqlClient.TdsParser.TryRun(RunBehavior runBehavior, SqlCommand cmdHandler, SqlDataReader dataStream, BulkCopy
System.Data.SqlClient.SqlDataReader.TryConsumeMetaData() +61
System.Data.SqlClient.SqlDataReader.get_MetaData() +90
System.Data.SqlClient.SqlCommand.FinishExecuteReader(SqlDataReader ds, RunBehavior runBehavior, String resetOptionsString
System.Data.SqlClient.SqlCommand.RunExecuteReaderTds(CommandBehavior cmdBehavior, RunBehavior runBehavior, Boolean return
System.Data.SqlClient.SqlCommand.RunExecuteReader(CommandBehavior cmdBehavior, RunBehavior runBehavior, Boolean returnSt
System.Data.SqlClient.SqlCommand.RunExecuteReader(CommandBehavior cmdBehavior, RunBehavior runBehavior, Boolean returnSt
System.Data.SqlClient.SqlCommand.ExecuteReader(CommandBehavior behavior, String method) +134
System.Data.SqlClient.SqlCommand.ExecuteReaderDbDataReader(CommandBehavior behavior) +41
System.Data.Common.DbCommand.ExecuteReader(CommandBehavior behavior) +10
System.Data.EntityClient.EntityCommandDefinition.ExecuteStoreCommands(EntityCommand entityCommand, CommandBehavior behav

[EntityCommandExecutionException: An error occurred while executing the command definition. See the inner exception for det
System.Data.EntityClient.EntityCommandDefinition.ExecuteStoreCommands(EntityCommand entityCommand, CommandBehavior behav
System.Data.Objects.Internal.ObjectQueryExecutionPlan.Execute(ObjectContext context, ObjectParameterCollection parameter
System.Data.Objects.ObjectQuery`1.GetResults(Nullable`1 forMergeOption) +131
System.Data.Objects.ObjectQuery`1.System.Collections.Generic.IEnumerable<T>.GetEnumerator() +36
System.Data.Entity.Internal.Linq.InternalQuery`1.GetEnumerator() +40
System.Data.Entity.Infrastructure.DbQuery`1.System.Collections.IEnumerable.GetEnumerator() +40
ccco.Areas.ReportsAdminAdHoc.Controllers.AdHocReportController.TestExportCourse(Int32 page, String orderBy, String filt
lambda method(Closure , ControllerBase , Object[] ) +446
```

- Time out error
- Solutions
  - Resubmit action
  - Simplify search or report (it was too complex)



# What does this error mean?

## Server Error

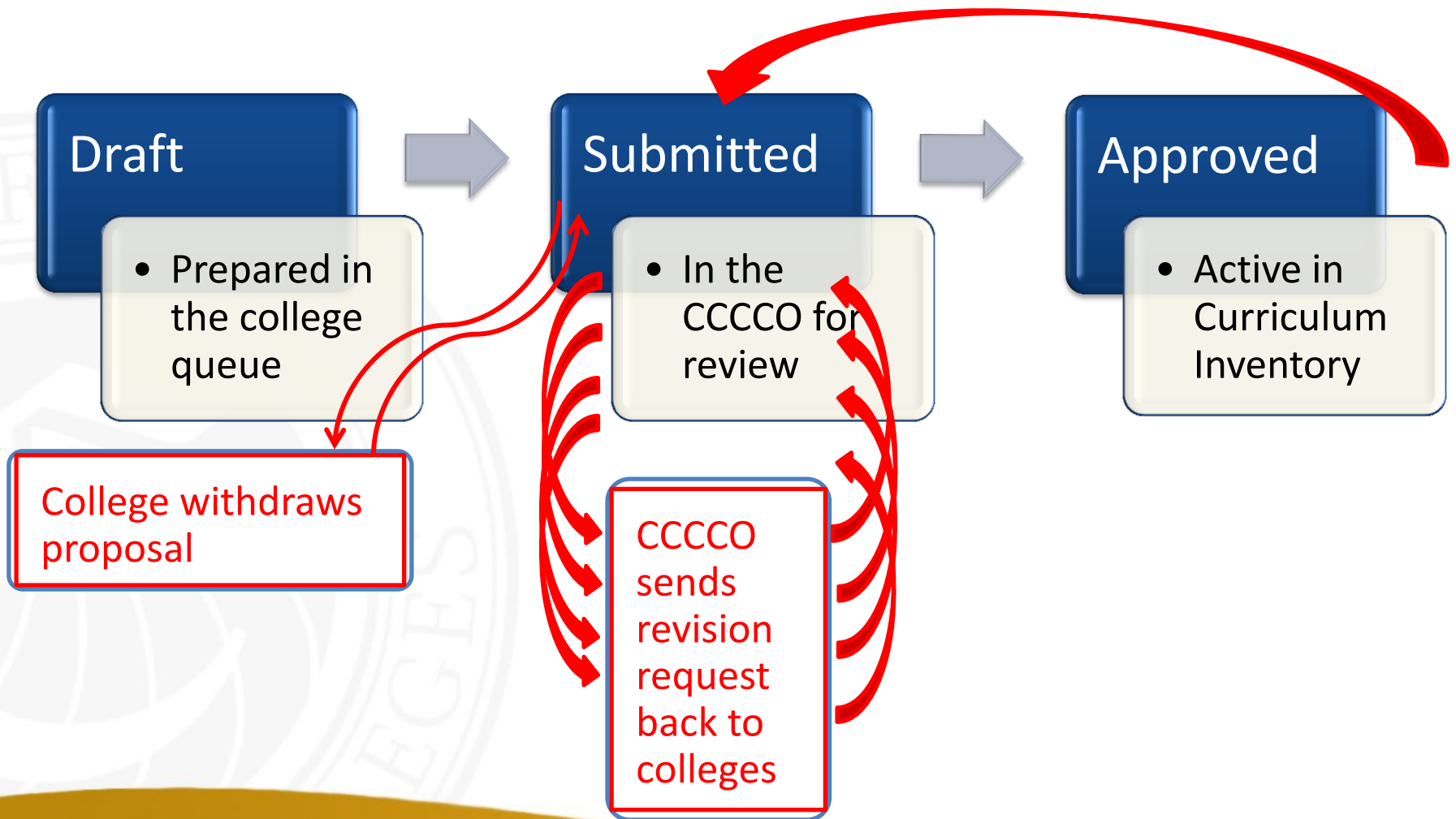
### **404 - File or directory not found.**

The resource you are looking for might have been removed, had its name changed, or is temporarily unavailable.

- **404 Error**
  - The attachment is not in CI or cannot be located in CI
  - **Solutions**
    - Reattach the missing document
    - Submit Helpdesk request to CITech



# Proposal Submission (Reality)



# Credit Courses



# CO Review of Courses

- Attached COR
- Routing: Credit, Noncredit, Apprenticeship, Work Experience, Basic Skills, & Standalone
- CB fields
  - Credit Status – CB04
  - Course Title – CB02
  - TOP Code – CB03
  - Sam Code – CB09
  - Unit fields – CB06 & CB07



# Common Revision Requests: Courses

- Incomplete proposal record
- Units/Hours
- Cooperative Workforce Experience
- CB03 - CB09 Relationship
- Legally mandated review
  - Repeatable/Repeatability
  - Open courses



# Units/Hours

- Exception:  
Work  
Experience

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



# Repeatable Courses

- Three types of courses that a district policy may designate as repeatable:
  1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
  2. Intercollegiate Athletics
  3. Intercollegiate academic or vocational competition



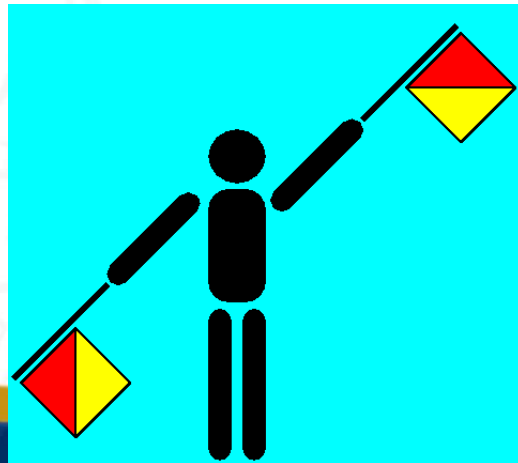
# Substantial vs. Nonsubstantial: Courses

## Substantial Change

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

## Nonsubstantial Change is

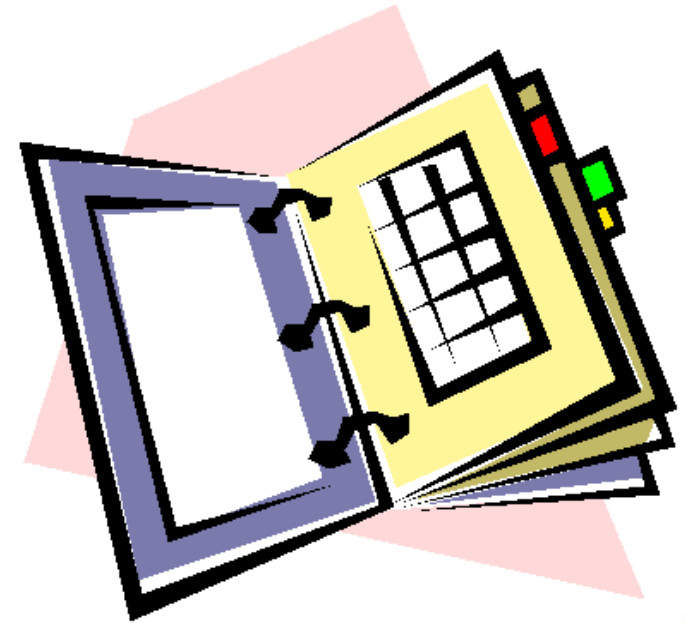
an action to change an active course record and retain the existing control number.





**programs**

# Credit Programs



# CO Review of Programs

- CORs attached
- Supporting Documents (as required)
- Program fields
  - TOP Code
  - Program Goal



# Common Revision Requests: Programs

- Program Goals
- GE Patterns
- Duplicate Courses in the Course Report
- Missing supporting documents





# 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

IGETC  
Accepted

CSU GE  
Breadth  
Requirements



# 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*



# Narrative

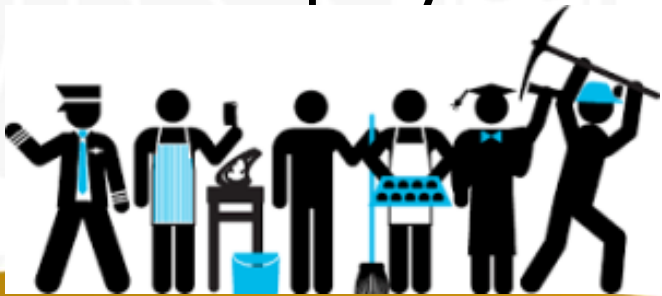
The Narrative has 7 items to address:

1. Program Goals & Objectives
2. Catalog Description
3. Program Requirements
4. Master Planning
5. Enrollment and Completer Projections
6. Place of Program in Curriculum
7. Similar Programs within the region



# Labor Market Information (LMI) & Analysis

- LMI is a requirement for CTE programs.
- The LMI provided should be within two years and for the region the college serves.
- If the college is unable to provide sufficient LMI for their region, the college can conduct an employer survey in lieu of LMI.



# Certificate Common Revision Requests

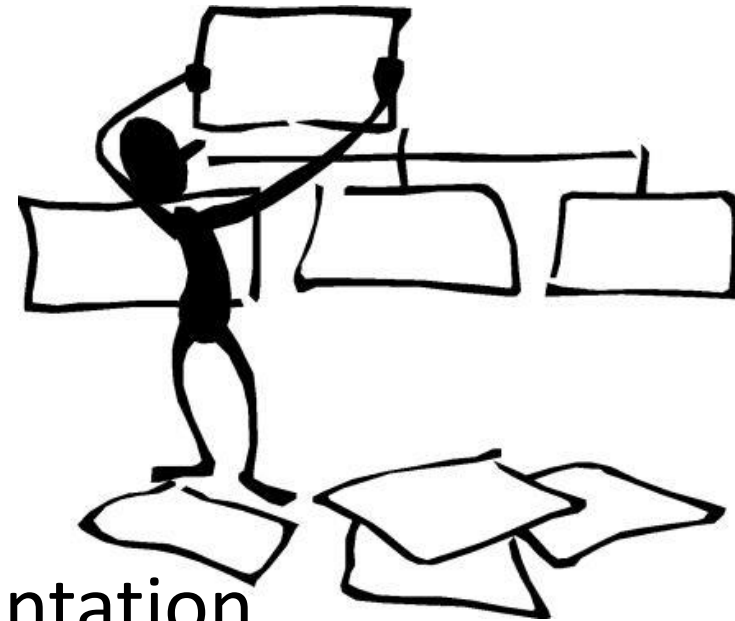
- Program Award
- Program Goal
- Units don't match Narrative
- Missing Supporting Documentation
- CORs not listed or duplicated

I must do my revision  
I must do my revision  
I must do my revision  
I must do my revision  
I must do my revision



# Associate Degree Common Revision Requests

- Program Goal
- Units don't match Narrative
- GE Pattern
- Missing Supporting Documentation
- CORs not listed or duplicated



# ASSIST Articulation Agreement by Major

7/8/2013

www.assist.org

Page 1

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

To: San Diego State

From: American River College

Semester |

Semester

-----English-----

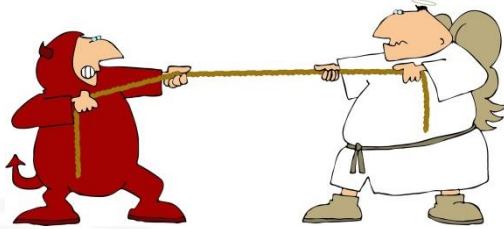
This is an impacted major that requires:

- 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	
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)



# 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

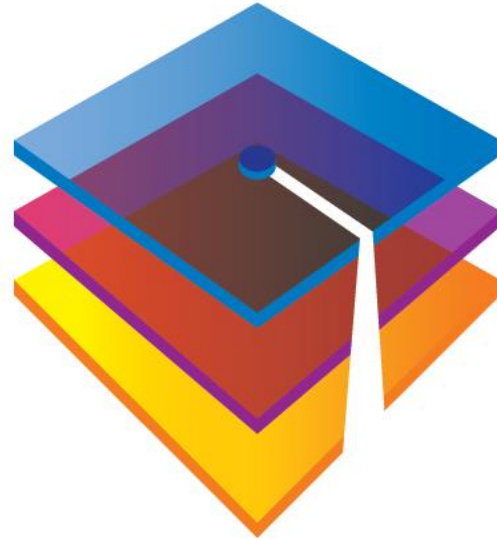
### Nonsubstantial Change

- 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







# Associate Degree for Transfer

*A Degree with a Guarantee.*<sup>SM</sup>

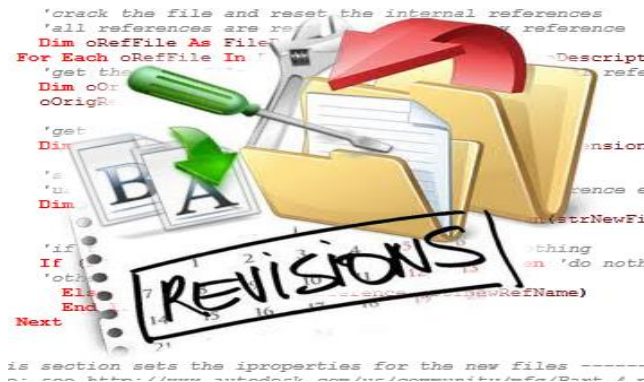


But I LOVE this paragraph. How can I delete it? It's some of my best writing ever! Ok, maybe it doesn't contribute to the overall story but I spent so long writing it! If single paragraphs could win the Pulitzer, this paragraph would win, for sure. Revision is overrated, and I hate it since I spent so much time on this paragraph. Why do I have to get rid of something that I can't make any more? This paragraph is the only one I

# ADT Common Revision Requests

## Revision Angst

- Units don't match TMC Template or Narrative
- Missing or wrong Supporting Documentation
- CORs not listed or duplicated
- C-ID submitted courses
- Double-Count incorrect
- Exceeding mandated 60 Total Degree units



# Correct ASSIST Documentation

7/1/2014 [www.assist.org](http://www.assist.org) Page 1  
 Articulation Agreement by Major  
 Effective during the 13-14 Academic Year  
 To: **CSU Sacramento** | From: **American River College**  
 12-14 General Catalog Semester | 13-14 General Catalog Semester

-----  
 ----Anth  
 A. REQUIRED LOWER  
 -----  
 ANTH 1 INTRO PHYSICAL ANTHRO  
 -----  
 ANTH 1A PHYSICAL ANTH LAB

7/1/2014 [www.assist.org](http://www.assist.org) Page 1  
 CSU Baccalaureate Level Course List by Department  
 American River College  
 14-15

Course	Title	Semester	Units
ANTH 1	INTRO PHYSICAL ANTHRO		
ANTH 1A	PHYSICAL ANTH LAB		

7/1/2014 [www.assist.org](http://www.assist.org) Page 1  
 CSU GE Certification Course List by Department  
 American River College  
 14-15

Course	Title	Smstr	Cert	Date	Date
		Units	Area	Apprvd	Rmvd
---- Biology ----					
BIOL 1A	Principles of Biology	5	B2	F80	SU03
			B3	F80	SU03
BIOL 2	Principles of Botany	5	B2	F91	SU03
			B3	F91	SU03
BIOL 3	Principles of Zoology	5	B2	F91	SU03
			B3	F91	SU03
BIOL 4	General Bacteriology	5	B2	F80	SU03
			B3	F80	SU03
BIOL 5	Survey of Biology	4	B2	F93	SU03
			B3	F93	SU03
BIOL 6	General Microbiology	4	B2	F84	SU03
			B3	F84	SU03
BIOL 10	Natural History	4	B2	F86	SU03
			B3	F86	SU03

-----  
 ---- Chemistry ----  
 -----  
 5  
 5  
 5  
 4  
 Solving in Chemistry  
 3  
 5  
 5  
 5  
 ct Survey  
 5

# Double-Counting

- **Double-Count** - must account for the **ASSIST minimum** 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).
- The Biology & Chemistry TMCs require the completion of the CSU-GE Breadth or IGETC for **STEM** GE pattern (33 units CSU-GE, 31 units IGETC).



## **CSU-GE Breadth (Minimum of 39sem/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 (Minimum of 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**





**KEEP  
CALM  
AND  
DOUBLE  
COUNT**





# Double-Counting (English)

Double-Count Possibilities					Elective Calculations								
		<b>CSU-GE</b>		<b>IGETC</b>		Required Core	6	<b>6</b>					
Required Core		3+3	3+3	3+3	3+3	List A	6	<b>12</b>					
		a2+a3	a2+c2	1a+1b	1a+3b	List B	3	<b>15</b>					
						List C	3	<b>18</b>					
List A	2	3+3 c2+c2	3+0 c2+c2	3+3 3b+3b	3+0 3b+3b			Min	Max				
List B	1	0=0 c2=0	0=0 c2=0	0=0 3b=3	0=0 3b=0	Total Units for Major	18	<b>18</b>					
List C	1	0=0 c2=0	0=0 c2=0	0=0 3b=0	0=0 3b=0	CSU-GE double-count	9	<b>12</b>					
						IGETC double-count	9	<b>15</b>					
						<b>PATTERN</b>	<b>MAJOR UNITS</b>	<b>(minus) DBL CT</b>	<b>SUB TOTAL</b>	<b>GE UNITS</b>	<b>SUB TOTAL</b>	<b>ELECTIVE UNITS</b>	<b>TOTAL</b>
						CSU	18	9	9	39	48	<b>12</b>	<b>60</b>
		6+6+0+0=12	6+3+0+0=9	6+6+0+0=12	6+3+0+0=9	CSU	18	12	6	39	45	<b>15</b>	<b>60</b>
				6+6+3+0=15		IGETC	18	9	9	37	46	<b>14</b>	<b>60</b>
						IGETC	18	15	3	37	40	<b>20</b>	<b>60</b>
		<b>DblCt = 9-12</b>		<b>DblCt = 9-15</b>									





# Example: Economics ADT

TRANSFER-MODEL-CURRICULUM-(TMC)▫		COLLEGE-PROGRAM-REQUIREMENTS▫				
Course-Title-(units)▫	C-ID-Descriptor▫	Course-ID▫	Course-Title▫	Units▫	GE-Area▫	
					CSU▫	IGETC▫
<b>REQUIRED-CORE:-(12-13-units)▫</b>	▫	▫				
Principles-of-Macroeconomics-(3)▫	ECON-202▫	ECON-2▫	Principles-of-Macroeconomics▫	3▫	D2▫	4B▫
Principles-of-Microeconomics-(3)▫	ECON-201▫	ECON-1▫	Principles-of-Microeconomics▫	3▫	D2▫	4B▫
Introduction-to-Statistics-(3)▫	MATH-110▫	MATH-54▫	Elementary-Statistics▫	4▫	B4▫	2A▫
Business-Calculus-(3)▫ OR▫	MATH-140▫ OR▫	Math-28▫ ▫	Calculus-1-for-Business-and-Social-Science▫ ▫	5▫ ▫	B4▫ ▫	2A▫ ▫
Single-Variable-Calculus-I--Early-Transcendentals-(4)▫ OR▫	MATH-210▫ ▫	▫ ▫	OR▫ ▫	▫ ▫	▫ ▫	▫ ▫
Single-Variable-Calculus-I--Late-Transcendentals-(4)▫ OR▫	MATH-211▫ ▫	Math-7▫ ▫	Calculus-1▫ ▫	5▫ ▫	B4▫ ▫	2A▫ ▫
Single-Variable-Calculus-Sequence-(4+4)▫	MATH-900S*▫					
<b>LIST-A:-Select-one-(3-4-units)▫</b>	▫	▫				
Any-course-articulated-as-lower-division-preparation-in-the-Economics-major-at-a-CSU-(3-4)▫	AAM▫	BUS-5▫ BUS-6▫ ENGL-2▫ ▫ ENGL-70▫	▫ Business-Law▫ Advanced-Business-Law▫ Critical-Analysis-and-Intermediate-Composition▫	3▫ 3▫ 3▫ ▫ 3▫	▫ ▫ A3▫ ▫ ▫	▫ ▫ 1B▫ ▫ ▫
		HIST-47▫ ▫ MATH-2▫ ▫ MATH-29▫ ▫ ARABIC-1▫ CHNESE-	Technical-Communication▫ The-Practice-of-History▫ Precalculus▫ Intermediate-Spanish-I▫ Calculus-II-for-Business-and-Social-Science▫ Elementary-Arabic▫ Elementary-Chinese-1▫	3▫ ▫ 5▫ ▫ 3▫ ▫ 5▫ 5▫	A3- D6▫ B4▫ ▫ B4▫ ▫ C2▫ C2▫	1B, 4F▫ 2A▫ ▫ 2A▫ ▫ 6A▫ 6A▫



# Example: Economics ADT- page 2-3

		1¶ CHNESE: 2¶ SPAN-1¶ SPAN-2¶ ¶ SPAN-3¶ ¶ SPAN-4¶ ¶ SPAN-11¶ SPAN-12:°	¶ Elementary-Chinese-2¶ ¶ Elementary-Spanish-I¶ Elementary-Spanish-II¶ ¶ Intermediate-Spanish-I¶ ¶ Intermediate-Spanish-II¶ ¶ Spanish-for-Native-Speakers-I¶ Spanish-for-Native-Speakers-II:°	¶ 5¶ ¶ 5¶ 5¶ ¶ 5¶ ¶ 5¶ ¶ 5¶ 5°	¶ C2¶ ¶ C2¶ C2¶ ¶ C2¶ ¶ C2¶ ¶ C2¶ C2¶ °	¶ 6A¶ ¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ 3B:¶ 6A¶ °
Finite Mathematics-(3)°	MATH-130°	MATH-21°	Finite Mathematics°	3°	B4°	2A°
Single-Variable-Calculus-II—Early-Transcendentals-(4)¶ OR¶ Single-Variable-Calculus-II—Late-Transcendentals-(4)¶ OR¶ Single-Variable-Calculus-Sequence-(4+4)°	MATH-220¶ ¶ OR¶ MATH-221¶ ¶ OR¶ MATH-900S*°	MATH-8°	Calculus-2°	5°	B4°	2A°
Financial Accounting-(3)°	ACCT-110°	ACCTG-1°	Introduction-to-Financial-Accounting°	5°	°	°
Managerial Accounting-(3)°	ACCT-120°	ACCTG-2°	Corporate-Financial-and:	5°	°	°



# Example: Economics ADT- page 3-3

Business Information Systems - Computer Information Systems (3) <sup>a</sup>	BUS-140 <sup>a</sup>	CIS-1 <sup>a</sup>	Managerial Accounting <sup>a</sup> Computer Concepts with Applications <sup>a</sup>	3 <sup>a</sup>	3 <sup>a</sup>	3 <sup>a</sup>
Business Communication (3) <sup>a</sup>	BUS-115 <sup>a</sup>	BUS-32 <sup>a</sup>	Business Communications <sup>a</sup>	3 <sup>a</sup>	A3 <sup>a</sup>	3 <sup>a</sup>
<b>LIST-B: Select one course (3-4 units)<sup>a</sup></b> Any LIST-A course not already used. <sup>a</sup>	<sup>a</sup>	<sup>a</sup>				
Any CSU-transferrable Economics course. <sup>a</sup>	<b>BCT<sup>a</sup></b>	ECON-5 <sup>a</sup>	International Political Economy: Introduction to Global Studies <sup>a</sup>	3 <sup>a</sup>	D2, D8 <sup>a</sup>	4H <sup>a</sup>
		1	1	1	1	1
		1	1	1	1	1
		1	1	1	1	1
		ECON-6 <sup>a</sup>	Contemporary Economic Problems <sup>a</sup>	3 <sup>a</sup>	D2 <sup>a</sup>	4B <sup>a</sup>
		1	1	1	1	1
		ECON-15 <sup>a</sup>	Economic History of the US <sup>a</sup>	3 <sup>a</sup>	C2, D6 <sup>a</sup>	3B, 4B <sup>a</sup>
Multivariable Calculus (4) <sup>a</sup>	MATH-230 <sup>a</sup>	MATH-11 <sup>a</sup>	Multivariable Calculus <sup>a</sup>	5 <sup>a</sup>	B4 <sup>a</sup>	2A <sup>a</sup>
Introduction to Linear Algebra (3) <sup>a</sup>	MATH-250 <sup>a</sup>	MATH-13 <sup>a</sup>	Linear Algebra <sup>a</sup>	3 <sup>a</sup>	B4 <sup>a</sup>	2A <sup>a</sup>
<b>Total Units for the Major:</b> <sup>a</sup>	<b>18<sup>a</sup></b>	<b>Total Units for the Major:</b> <sup>a</sup>		<b>21-25<sup>a</sup></b>	<sup>a</sup>	
<sup>a</sup>		<b>Total Units that may be double-counted<sup>a</sup></b> (The transfer GE Area Units must not be exceeded) <sup>a</sup>		9-15 <sup>a</sup>	9-15 <sup>a</sup>	
<sup>a</sup>		<b>General Education (CSU-GE or IGETC) Units<sup>a</sup></b>		39 <sup>a</sup>	37 <sup>a</sup>	
<sup>a</sup>		<b>CSU-Transferable Units<sup>a</sup></b>		5-15 <sup>a</sup>	7-17 <sup>a</sup>	
<sup>a</sup>		<b>Total Degree Units (maximum)<sup>a</sup></b>		<b>60<sup>a</sup></b>		



# Example: Economics ADT Calculations

## Double-Count Possibilities

		CSU-GE					IGETC					
Require d Core		3+3+3+0=9					3+3+3+0=9					
		d2+d2+b4+b4					4b+4b+2a+2a					
List A	1	0	4	3	3	0	3	0	4	3	3	3
		0	b7b3	a3	d6	b4	c2	0	5a5c	1b	4f	3b
List B	1	d2=0	d2=0	d2=0	d2=0	d2=0	d2=0	4h=3	4h=3	4h=3	4h=0	4h=3
		d8=3	d8=3	d8=3	d8=0	d8=3	d8=3	4b=0	4b=0	4b=0	4b=0	4b=0
		c2=3	c2=3	c2=3	c2=3	c2=3	c2=3	3b=3	3b=3	3b=3	3b=3	3b=3
		d6=3	d6=3	d6=3	d6=0	d6=3	d6=3	2a=0	2a=0	2a=0	2a=0	2a=0
		b4=0	b4=0	b4=0	b4=0	b4=0	b4=0	5a5c=4	5a5c=4	5a5c=4	5a5c=4	5a5c=4
		b7b3=4	0=0	0=0	0=0	0=0	0=0	1b=3	0=0	0=0	0=0	0=0
		a3=3	b7b3=0	b7b3=4	b7b3=4	b7b3=4	b7b3=4	4f=3	1b=3	1b=3	1b=3	1b=3
			a3=3	a3=3	a3=3	a3=3	a3=3		4f=3	4f=3	4f=3	4f=3
		9+0+0	<b>9</b>	9+3+0	<b>12</b>	9+4+0	<b>13</b>	9+0+0	<b>9</b>	9+3+0	<b>12</b>	9+4+0=13
		9+0+3	<b>12</b>	9+3+3	<b>15</b>	9+4+3	<b>16</b>	9+0+3	<b>12</b>	9+3+3	<b>15</b>	9+4+3=16
		9+0+4	<b>13</b>	9+3+4	<b>16</b>			9+0+4	<b>13</b>	9+3+4	<b>16</b>	
		<b>DBLCount = 9-16</b>					<b>DBLCount = 9-16</b>					

## Elective Calculations

	Units	Total			Min	Max	
ReqCore	15	15					
ListA	3-5	18-20					
ListB	3-5	<b>21-25</b>					
<b>Total Units for Major</b>					21	25	
<b>CSU GE double-count</b>					9	16	
<b>IGETC double-count</b>					9	16	
PATTERN	MAJOR UNITS	(minus) DBL CT	SUB TOTAL	GE UNITS	SUB TOTAL	ELECTIVE UNITS	TOTAL
CSU	21	9	12	39	51	9	60
CSU	21	16	5	39	44	16	60
CSU	25	9	16	39	55	5	60
CSU	25	16	9	39	48	12	60
IGETC	21	9	12	37	49	11	60
IGETC	21	16	5	37	42	18	60
IGETC	25	9	16	37	53	7	60
IGETC	25	16	9	37	46	14	60





OR





# Noncredit and Career Development and College Preparation (CDCP)







# Noncredit CDCP Certificates

- **Background**
- **Funding**
- **Approval Process**
- **Revisions Requested**





# Noncredit Advantages of CDCP

-  Noncredit CDCP instruction offers students a **pathway to equity** and **closing the achievement gap**
-  Noncredit courses have **no enrollment fees**, which provides for **greater access to educational opportunities**
-  CDCP programs can be offered on an **open-entry/open-exit** basis to **accommodate working adults**
-  CDCP programs can have **articulated pathways of college and career education** with the credit programs of their own colleges and college districts.





# Background – Noncredit CDCP Enhanced Funding

- Community College Funding Legislation, Senate Bill (SB) 361 (Scott/chapter 631, statutes 2006)
  - Established in Education Code § 84750.5(d)(3) and (d)(4) a uniform rate per FTES for noncredit courses, and
  - “Enhanced” rate per FTES for noncredit courses in Career Development and College Preparation (CDCP) programs
  - Over the ensuing years, the noncredit funding rates are adjusted for cost of living, as provided in subsequent annual budget acts.



# Background – Noncredit CDCP Enhanced Funding

- There are statewide minimum requirements that community colleges must meet to qualify for enhanced funding for CDCP courses
- Education Code section **84760.5**, subdivisions (a) and (b) provides the fundamental framework for defining CDCP noncredit courses and classes that are eligible for the higher rate of funding.



# Background –

## Noncredit CDCP Enhanced Funding

- Only those noncredit classes and courses specified in **subdivision (b)** of **84760.5** are eligible for CDCP enhanced funding, thus limiting noncredit course eligibility to:
  - Elementary and Secondary Basic Skills
  - Workforce Preparation
  - Short-term Vocational
  - English as a Second Language (ESL) and Vocational English as a Second Language (VESL)



# Noncredit Funding Statutes

## CA Education Code 84750.5(d)

### Funding of "Non-CDCP" Noncredit Instruction

***EC 84750.5(d)(3): Noncredit Funding Provisions (Non-CDCP)***

***EC 84757: Noncredit courses and classes eligible for funding***

- ✓ ***Immigrant Education***
- ✓ ***Health and Safety***
- ✓ ***Substantial Disabilities***
- ✓ ***Parenting***
- ✓ ***Home Economics***
- ✓ ***Courses for Older Adults***

### Funding of "CDCP" Noncredit Instruction

***EC 84750.5(d)(4): Noncredit Funding Provisions (CDCP)***

***EC 84757: Noncredit courses and classes eligible for funding***

- ✓ ***English as a Second Language***
- ✓ ***Elementary and Secondary Basic Skills***
- ✓ ***Short-term Vocational***
- ✓ ***Workforce Preparation***





# Equalization of CDCP Enhanced Funding

- Noncredit CDCP programs are designed to bridge community college students into higher education and/or earned employment
- 2015-16 state funding rate, per FTES:

*(source: CCCCCO Fiscal Services)*

FY 2015-16	
Credit Rate per FTES	\$4,723.59
<b>CDCP Rate Per FTES</b>	<b>\$4,723.59</b>
Noncredit Rate per FTES	\$3,344.48

- **Education Trailer Bill SB 860**, for the 2014-15 State budget, established an **increase in the CDCP noncredit rate, equal to the credit rate, effective July 1, 2015 (FY 2015-16)**



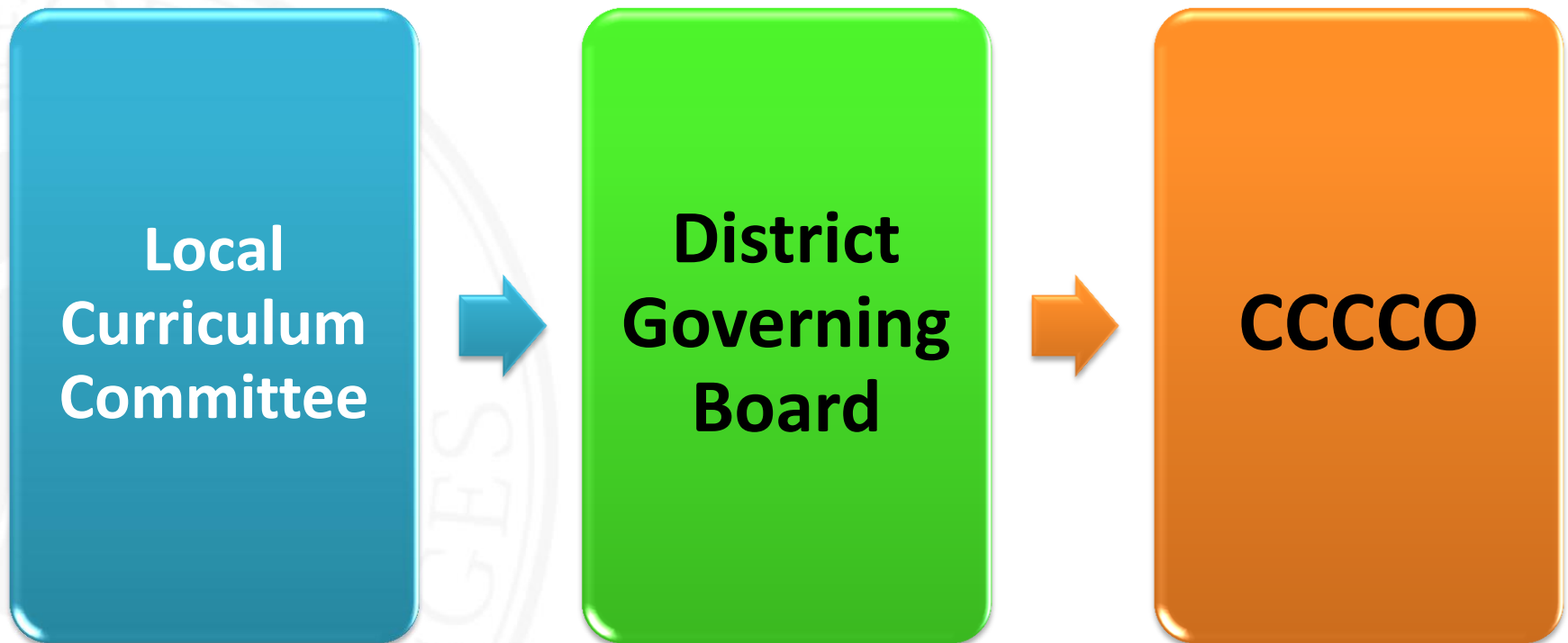


# CDCP Recap . . .

- Only those categories of noncredit classes and courses specified in **subdivision (b) of Education Code § 84760.5** are eligible for CDCP enhanced funding:
  - ✓ **Elementary and Secondary Basic Skills;**
  - ✓ **Workforce Preparation**
  - ✓ **Short-term Vocational (with the potential for high employment); and**
  - ✓ **English as a Second Language (ESL) and Vocational English as a Second Language (VESL)**



# CDCP Certificate Approval Process



# CDCP Certificates -

## Common Revision Requests

- Incorrect Program Goal
- Proposal Record does not match Narrative
- Missing Supporting Documentation
- Courses
  - Coded as “Not Program Applicable” (course field CB24 (“Program Status”) must be coded “1”, not “2”)
  - CORs missing or duplicated
- Governing Board Approval Date Missing
- Please follow the *PCAH Noncredit Appendices* to avoid revision requests and approval delays







# Noncredit Resources

## *Statutes and Regulations*

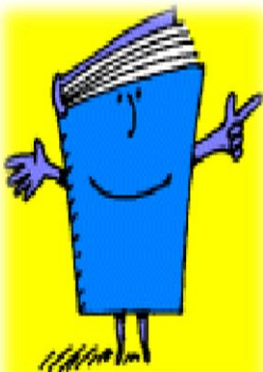
### California Education Code:

- **84750.5(d)**
  - Funding Provisions
- **84757**
  - Noncredit Courses Eligible for Funding
- **84760.5**
  - Career Development and College Preparation (CDCP)

### CCR title 5:

- **55002(c)**
  - Standards and Criteria for Courses
- **55150**
  - Approval of Noncredit Courses and Programs
- **55151**
  - Career Development and College Preparation (CDCP)
- **55155**
  - Noncredit Certificates
- **58006**
  - Application of Actual Student Contact Hours of Attendance Procedure
- **58007**
  - Noncredit Courses
- **58130**
  - Noncredit Classes in Dancing or Recreational PE
- **58160**
  - Noncredit Course Funding





# Noncredit Curriculum Resources

## *CCCCO Publications & Presentations*

- **Program and Course Approval Handbook (“PCAH”)**
  - **Section 4: Noncredit Curriculum**
  - **Noncredit Appendices:**
    - E . . . Noncredit Courses
    - F . . . Certificate of Competency
    - G . . . Certificate of Completion
- **Taxonomy of Programs (T.O.P.) Code Manual (6<sup>th</sup> Ed)**
- **Presentations: Curriculum Inventory Training for Curriculum Specialists** (PDF Presentation Slides posted in CI database, under “Resources” )  
[\[http://curriculum.cccco.edu/Content/publicpagefiles/2014.10CurriculumRegionalMeetings.webversion.pdf\]](http://curriculum.cccco.edu/Content/publicpagefiles/2014.10CurriculumRegionalMeetings.webversion.pdf)





# Noncredit Resources

## *CCC Professional Organizations*

- **Association of Community and Continuing Education (ACCE)**

*Purpose: “To develop and promote desirable policies, practices, and support for the educational constituencies within the Association and to promote professional growth of the membership.”* <http://www.acceonline.org>



**THE ONLY BAD  
WORKOUT IS  
THE ONE**

**YOU DIDN'T DO**



**ANY QUESTIONS**



# *Thank you for joining us today!*

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

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