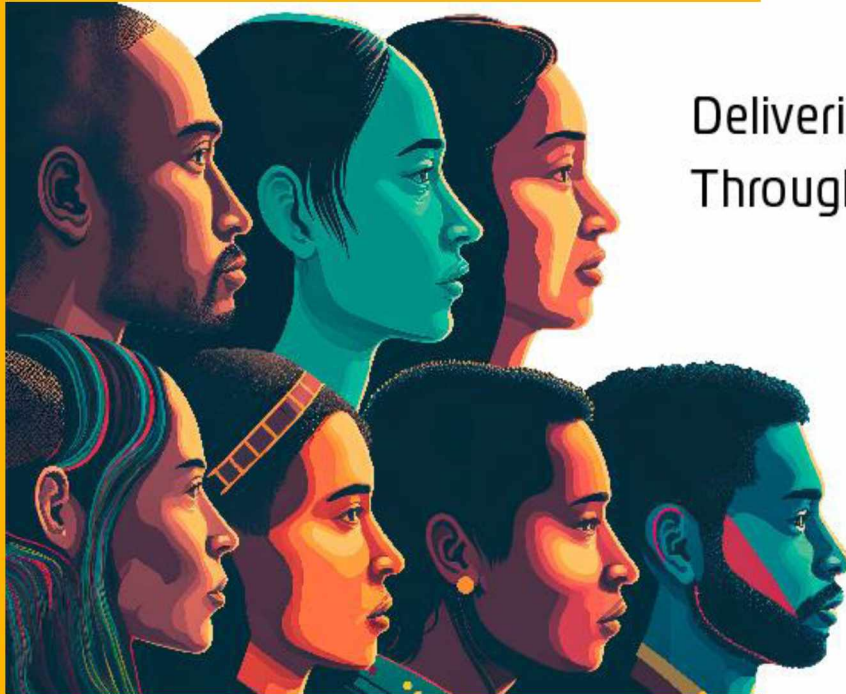


Submission Requirements



California Community Colleges



Delivering on the Promise of Higher Education
Through California Community Colleges Curriculum

CURRICULUM INSTITUTE

JULY 12-15, 2023 | HYBRID EVENT
RIVERSIDE CONVENTION CENTER

ACADEMIC SENATE FOR
CALIFORNIA COMMUNITY COLLEGES

Session Overview

1. Teamwork
2. COCI Updates / Maintenance Dates
3. Resources
4. Submission Requirements
 - Credit Programs (AA/AS/COA)
 - Noncredit
 - ADTs
5. Common Submission Errors
6. Questions



California Community Colleges

Chancellor's Office Team

Dean Raul Arambula

Patti Blank

Yvonne Lopez

Chris Graillat

David Garcia

Njeri Griffin

Rosa Estrada





California Community Colleges

Teamwork

116
Community
Colleges

of total programs
approved = 2857

7/1/22-7/1/23

573 Transfer

1961 CTE

323 Noncredit

Curriculum Review Flowchart



College Submits

Revision

All Files Go Into COCI



California Community Colleges
Curriculum Inventory (COCI)

FIRST COME
FIRST SERVED

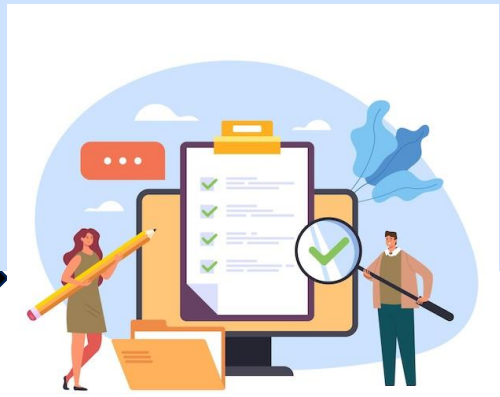


College Re-Submits Revisions
File Goes To The Back Of The
Line
*60 Day Review Starts Over

Staff Pulls Files Into Individual Queues
By Oldest Date
60 Days To Review



No Revisions Needed
= Approved



Revision Request Sent Back To



California Community Colleges

COCI Updates / Maintenance Dates

Maintenance Schedule



COCI MAINTENANCE PERIODS 2022-2023

- **Last Week of October (2022) Oct 24th – Oct 28th**
- **Second Week in January (2023) Jan 9th – Jan 13rd**
- **Last Week of March (2023) March 27th – March 31st**
- **Last two weeks of July and first two weeks of August (2023) July 17th – August 11th Last Week of October (2023) Oct 30th – Nov 3rd**

For assistance, please submit your written inquiry to:

Technical Questions

cociappsupport@openccc.zendesk.com



MEMORANDUM
March 1, 2022

ESS 22-300-003 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents
Articulation Officers
Curriculum Chairs

FROM: Dr. Aisha Lowe, Vice Chancellor, Educational Services and Support

RE: Chancellor's Office Curriculum Inventory (COCI) System Advisory

The purpose of this memorandum is to notify all colleges of an operational change regarding the Chancellor's Office Curriculum Inventory (COCI) System. For the continued improvement and timely approval of submitted programs, COCI will institute four maintenance periods each year beginning in 2022. During these periods, colleges will not be able to submit or update courses or programs. These maintenance shutdowns will occur during the same times every year: the second week in January, the last week in March, the last two weeks of July through the first two weeks of August (four week period), and the last week of October. This year's maintenance shutdown dates are as follows (please calendar these dates):

COCI 2022 Scheduled Maintenance Periods
January 2022: N/A
March 28 th – April 1 st
July 18 th – August 12 th
October 24 th – October 28 th

Additionally, in order to aid Chancellor's Office staff in the timely approval of programs, please be sure to verify that all necessary documents are attached when submitting programs. It is common that many submitted programs are missing important documents which delays review and approval.

For Associate Degrees for Transfer (ADT's) this includes:

- the TMC
- ASSIST documents
- all appropriate COR's

For local CTE and Certificates of Achievement, the necessary documents are:

- Labor Market Information
- Advisory Committee Recommendations
- Regional Consortia meeting minutes

Chancellor's Office, Educational Services and Support Division
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu



California Community Colleges

Resources

https://www.cccco.edu



FIND A COLLEGE ENROLL NOW DATA NEWS & MEDIA CAREERS CONTACT

HOME STUDENTS COLLEGE PROFESSIONALS ABOUT US SEARCH



WELCOME TO CALIFORNIA COMMUNITY COLLEGES

With **1.8 million** students attending **116 colleges**, our mission is to provide students with the knowledge and background necessary to compete in today's economy.

FIND A COLLEGE NEAR YOU

Enter a city or ZIP, e.g. Sacramento or 95834

SEARCH

STUDENTS



COLLEGE PROFESSIONALS



In the **SEARCH** box type Curriculum and



The screenshot shows the California Community Colleges website. At the top left is the logo and name "California Community Colleges". To the right is a navigation bar with links: "FIND A COLLEGE", "ENROLL NOW", "DATA", "NEWS & MEDIA", "CAREERS", and "CONTACT". Below this is a secondary navigation bar with "HOME", "STUDENTS", "COLLEGE PROFESSIONALS", "ABOUT US", and "SEARCH". A search bar is present with the text "Curriculum and" and a "SEARCH" button. Below the search bar, there is a "FILTER" section with "Divisions" and "Topics" each followed by a plus sign. To the right of the filter, it says "1 - 10 of 224 Results". The main result is "Curriculum and Instruction Unit", which is highlighted with a yellow arrow and the word "CLICK!". At the bottom of the screenshot, there is a blue navigation bar with links: "HOME", "STUDENTS", "COLLEGE PROFESSIONALS", "ABOUT US", and "SEARCH".



Home — About Us — Chancellor's Office — Offices and Divisions — Educational Services & Support — What We Do — **Curriculum and Instruction Unit**



Resources on Curriculum and Instruction webpage

Curriculum and Instruction Unit

- Legislative and Policy Guidelines and Resources
 - [California Code of Regulations \(CCR\) title 5](#)
- [Curriculum Inventory \(requires login\)](#)
- [California Community College Curriculum Committee \(5C\)](#)

Tools

- [ADT Double Count Document](#)
- [ADT Reviewer Checklist](#)

Guidelines

- 2022/2023 Pre-Corequisite Report [[xlsx](#)]
- [2022/2023 Pre and Corequisites Survey Link](#)
- Guidelines for Excused Withdrawal [[pdf](#)] ~ *March 15, 2019*
- Credit Course Repetition Guidelines [[pdf](#)] ~ *Final November 2013*
- Instructional Materials Guidelines [[pdf](#)] ~ *January 2013*
- Community Services Offering [[pdf](#)] ~ *September 2012*
 - Common Concerns and Questions related to Community Services Offerings [[pdf](#)] ~ *September 2012*
- Guidelines for title 5 Regulations, Section 55003: Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation [[pdf](#)] ~ *February 2012*
- Memo AA 19-45:Guidance for CCR title 5 section 58170 Enabling Students to Self-Refer for Apportionment-Based Supervised Tutoring) [[pdf](#)] ~ *November 2019*
- Supplemental Learning Assistance and Tutoring Regulations and Guidelines [[pdf](#)] ~ *April 2006*

Regulations

[California Education Code \[CEC\]](#)

Title 3, Division 7, Part 48, Chapter 1, Article 1, § 78015-78016.5

[California Code of Regulations \[CCR\]](#)

Title 5 - Education, Division 6 ~ California Community Colleges

Chapter 6 ~ Curriculum and Instruction

Chapter 7 ~ Special Programs

Title 5 Revision Clarification - *December 2007*

[College MIS Codes](#)

[TOP-CIP Crosswalk ~ June 2020](#)

[Taxonomy Programs Manual 7th Edition ~ May 2023](#)

[Data Element Dictionary](#)

[CB03 - Course TOP Code](#)

[CB09 - Course SAM Priority Code](#)

[CB11 - Course Classification Status](#)

[CB22 - Course Noncredit Category](#)

[General Studies Basic Skills/ESL Top](#)

[Codes ~ Revised November 2009](#)

[The Course Outline of Record: A Curriculum](#)

[Reference Guide ~](#)

[Spring 2017](#)

Curriculum and Instruction webpage banner resources

Curriculum and Instruction Unit

[California Community College Curriculum Committee](#)

[Curriculum](#)

[Fund for Student Success \(FSS\)](#)

[Mathematics, Engineering, Science Achievement](#)

[Middle College High School](#)

[Puente Project](#)

[Stand-Alone Credit Course Approval](#)

[Templates for Approved Transfer Model Curriculum](#)

COCI MAINTENANCE PERIODS 2022-2023

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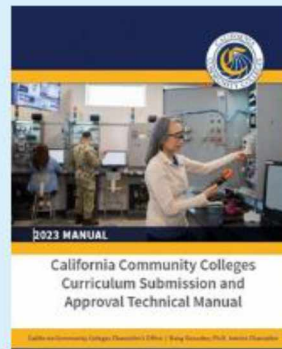
PROGRAM AND COURSE APPROVAL HANDBOOK, 8TH EDITION



[Read the full Report \(PDF\)](#)

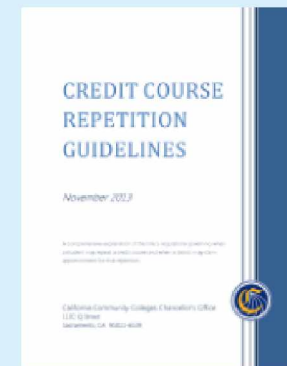
[Summary of Substantial Changes \(PDF\)](#)

CALIFORNIA COMMUNITY COLLEGES CURRICULUM SUBMISSION AND APPROVAL TECHNICAL MANUAL



[Read the complete Manual \(PDF\)](#)

CREDIT COURSE REPETITION GUIDELINES - FINAL (NOVEMBER 2013)



NOTES AND NEWS

- Chancellor's Office Curriculum Inventory (COCI) System Advisory ESS 22-300-018 - October 18, 2022
- [Annual Curriculum Approval Certification ESS 22-400-005](#) - September 26, 2022
- Collaborative Programs Eligibility Criteria and Submission Guideline AA 19-44 - October 22, 2019
- Associate Degree for Transfer: Guidance on Degree on Versioning Phase-Out - August 4, 2022
- Ethnic Studies Implementation Updates ESS 22-300-008 - June 15, 2022
- Updated Business Administration Transfer Model Curriculum ESS 21-300-004 - February 05, 2021
- Noncredit Advanced and Specialized Public Safety Curriculum Proposals - April 12, 2019
- Requirement Changes to Certificate of Achievements - March 5, 2019
- Advanced Placement Credit Policy Frequently Asked Questions Memo and FAQ
- Policy Change: Advanced Placement Credit - March 30, 2017

S T A R T



<https://coci2.ccctechcenter.org/resources>



California Community Colleges
Curriculum Inventory (COCI)

RESOURCES

Resources

- [California Community Colleges Curriculum Submission and Approval Technical Manual](#)
- [Course Identification Numbering System \(CI-D\)](#)
- [Program and Course Approval Handbook 8th Edition](#)
- [Taxonomy Programs Manual](#)

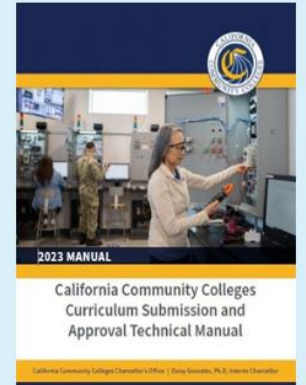
PROGRAM AND COURSE
APPROVAL HANDBOOK, 8TH
EDITION



[Read the full Report \(PDF\)](#)

[Summary of Substantial Changes \(PDF\)](#)

CALIFORNIA COMMUNITY
COLLEGES CURRICULUM
SUBMISSION AND APPROVAL
TECHNICAL MANUAL

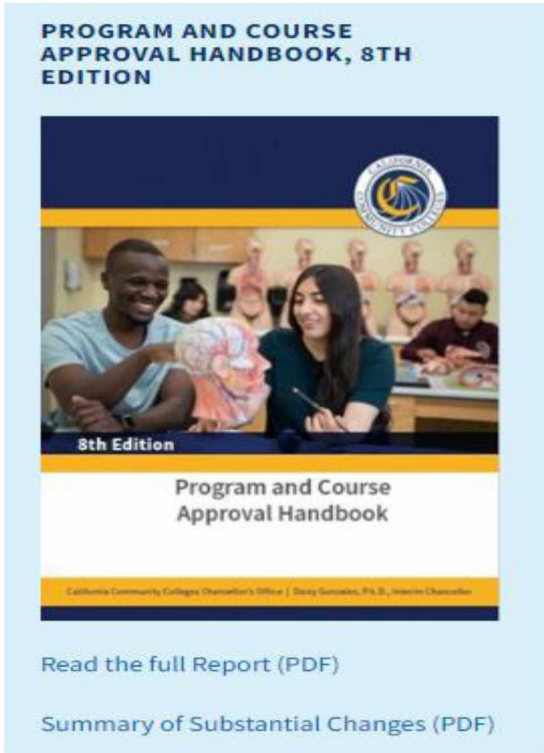


[Read the complete Manual \(PDF\)](#)

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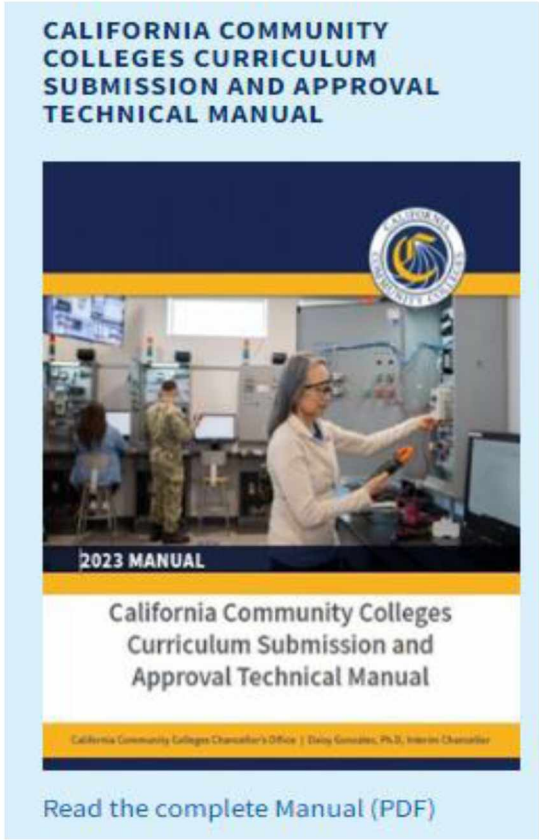


[Program and Course Approval Handbook \(PCAH\), 8th Edition](#)

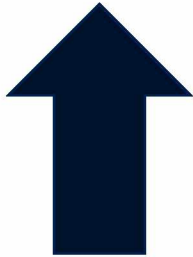
- Guide/handbook for curriculum development created and updated by the Chancellor's Office and 5C.
- Key elements of Title 5 and Ed. Code.
- Valuable resource for faculty, classified professionals, and administration.

Associate Degree for Transfer Degrees: AA-T and AS-T	79
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How do I input a course or program into COCI?



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ASSOCIATE DEGREES FOR TRANSFER CHECKLIST

Curriculum Inventory Proposal Fields

- Program Title (As detailed on TMC)
- C-ID
- Program Goal
- Program Award
- Sub Program Award
- TOP Code
- District Governing Board Approval Date
- Next Program Review Date
- Total Units for Degree (min) –60 is entered (per SB1440 60 units are required)
- Total Units for Degree (max) –60 is entered (per SB1440 60 units are required)
- Total Units for Major (min) – as listed on TMC
- Total Units for Major (max) – as listed on TMC
- Courses - All courses listed in COCI have a corresponding COR attached
- Courses - All courses listed in COCI are “Approved” or “Active”

ADT Required Attachments

TMC Template

- Current revision of Template is used
- College name is entered above TMC Template grid
- All courses have a course ID, title, and unit amount in correspondence to its attached COR
- All courses have verified articulation in C-ID or ASSIST (AAM, GECC, and/or BCT) (Within five years)
- Total Units for Major
- Total Units that may be double-counted
- Total Elective Units
- Total Units for Degree is 60 units



Submission Requirements

- Credit Programs (AA/AS/COA)
- Noncredit
- ADTs



REVIEW

- With streamlining and auto-approval, the Chancellor's Office no longer reviews every type of award when it is submitted to COCI.
- Awards that are reviewed at submission:
 - New and Revised ADTs
 - New CTE Certificates of Achievement
 - New CTE AS/AA Degree
 - New and Revised CDCP Noncredit (short term vocational)
- *Colleges are still responsible for maintaining supporting documents for all awards, as specified in PCAH, even if the Chancellor's Office does not review them at submission.

Credit Programs

Review of AA/AS Degrees

- Compliance standards for associate degrees per title 5, § 55063
- All curriculum components will be reviewed
- CORs-Course Outline of Record for all courses
- Narrative (with all components)
- Supporting documentation for CTE associate degrees



Credit Programs Review of CTE Programs

- Program Narrative and Associated Courses
- Labor Market Information (LMI) & Analysis
 - Within five years & regional for the college
 - Data on Wages should be included
 - ****Employer survey can be used in lieu of LMI****
- Regional Consortia Recommendation for the specific program
- Advisory Committee Recommendation for the specific program
- Program Review Date: **Must be every 2 years (Education Code 78016)**



Noncredit Programs



Certificate of Completion
Certificate of Competency

- All curriculum components will be reviewed
- Narrative (with all components)
- CORs-Course Outline of Record for all courses
- Appropriate supporting documentation for short-term vocational (“CTE”) certificates
- Refer to PCAH 8th Edition, Part III, Section 3 for noncredit program criteria and standards pg.137
- Adult High School Diploma (AHSD) and apprenticeship see PCAH 8th Edition, Part III, Section 3 pg.143

Noncredit Programs Continued

- Only CDCP Programs in the domain of Short-Term Vocational require **Chancellor's Office approval before chaptering:**
 1. Program is a Certificate of Completion
 2. Includes New and modified Short-term vocational certificates
 3. Includes New and modified Apprenticeships
- The submission must include all required documentation PCAH 8th Edition, p. 139 including:
 1. Narrative – 4 items
 2. CORs-Course Outlines of Record for all associated courses
 3. Associated courses with predominantly CB11 – K and CB22 - I
 4. Labor Market Information
- All COCI fields must coincide with COR and supporting documentation



Credit Programs ADT Review Reminders



- Verify the completion of all the proposal fields
- Ensure all the required CORs are attached
- Review Narrative for completion and accuracy :make sure your Narrative includes everything that is required
- Use current version of the TMC template:
<http://www.cccco.edu:443/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum>
- Verify total units for the major (minimum and maximum) must match the information on COCI and the TMC template.
- The college name must be on the template
- Verify Double Count calculation

For details refer to PCAH 8TH Edition : ADTs: pp. 79-82

ASSIST Documentation: AAM, BCT & GECC



- Attach the appropriate ASSIST documentation as follows:
 - Articulation Agreement by Major (AAM) demonstration lower division preparation in the major at a CSU;
 - CST Baccalaureate Level Course List by Department (BCT) for the transfer Courses; and /or,
 - CSU GE Certification Course List by Area (GECC).

Articulation Agreement By Major (AAM)

Articulation Agreement by Major

Effective during the 2022-2023 Academic Year

To: California State University, Northridge
2022-2023 General Catalog, Semester

CONFIDENTIAL

From: San Diego City Coll
2022-2023 General Catalog, Semester

CONFIDENTIAL

KINESIOLOGY, B.S. - Option in Physical Education

TRANSFER IMPACTION

CSU Northridge is an impacted campus. Refer to impaction information at: [Transfer Impaction](#)

GENERAL INFORMATION

This agreement displays all lower-division courses required in the major: CSU Northridge courses on the left, approved (articulated) transfer courses to the right. General education (CSU-GE Breadth or IGETC or CSU Northridge GE) and upper-division courses are also required to complete the bachelor's degree.

Completion of all coursework listed in this agreement is not mandatory prior to admission. For CSU Northridge Undergraduate **Admission Requirements**, refer to [Upper Division Transfer](#).

Some coursework may be satisfied by Advanced Placement exams completed in high school. Visit [AP Credit](#) for information. Additional information about the major is available in the [CSUN University Catalog](#).

Questions regarding this agreement may be directed to: articulation@csun.edu.

BIOLOGY REQUIREMENTS

Students may choose from two Biology pathways. The first is compatible with the AA-T in Kinesiology for options in Dance and Sport Studies:

BIOL 101/L
BIOL 211/212 OR BIOL 213/212
BIOL 281

OR

Recommended for students interested in pursuing graduate study in allied health-related programs such as physical therapy or medicine. This pathway is not compatible with the AA-T in Kinesiology since students may exceed 60 units after transfer to complete all requirements for the B.S. degree. Combined Anatomy and Physiology I and II course sequence from community college may be approved to substitute for BIOL 382/L and 383/L:

BIOL 106/L
BIOL 107/L
BIOL 382/L
BIOL 383/L



LOWER DIVISION MAJOR PREPARATION COURSES

KIN 200 - Foundations of Kinesiology (3.00)	←	EXSC 241B - Introduction to Kinesiology (3.00)
MATH 140 - Introductory Statistics (4.00) Same-As: MATH 140BUS, MATH 140SCI, MATH 141/L	←	MATH 119 - Elementary Statistics (3.00)
		--- Or ---
		PSYC 258 - Behavioral Science Statistics (3.00)
		--- Or ---
		MATH 115 - Gateway to Experimental Statistics (4.00)
	--- Or ---	
Other Acceptable Statistics	←	POLI 201 - Elementary Statistics for Political Science (3.00)

BIOLOGY REQUIREMENTS

REFER TO TOP OF AGREEMENT

BIOL 101 - General Biology (3.00)	←	BIOL 107 - General Biology - Lecture and Laboratory (4.00)
--- And ---		
BIOL 101L - General Biology Laboratory (1.00)		

BIOL 211 - Human Anatomy (2.00)	←	BIOL 230 - Human Anatomy (4.00)
--- And ---		
BIOL 212 - Laboratory Studies in Human Anatomy (1.00)		
	--- Or ---	
BIOL 213 - Human Anatomy for Health Sciences (3.00)	←	BIOL 230 - Human Anatomy (4.00)
--- And ---		
BIOL 212 - Laboratory Studies in Human Anatomy (1.00)		

BIOL 281 - Human Physiology (3.00)	←	BIOL 235 - Human Physiology (4.00)
---	---	---

REFER TO TOP OF AGREEMENT

BIOL 106 - Biological Principles I (3.00)
--- And ---
BIOL 106L - Biology Laboratory I (1.00)

BIOL 210A - Introduction to the Biological Sciences I (4.00)
--- And ---
BIOL 210B - Introduction to the Biological Sciences II (4.00)
• *Articulates as a sequence only*

BIOL 107 - Biological Principles II (3.00)
--- And ---
BIOL 107L - Biology Laboratory II (1.00)

BIOL 210A - Introduction to the Biological Sciences I (4.00)
--- And ---
BIOL 210B - Introduction to the Biological Sciences II (4.00)
• *Articulates as a sequence only*

BIOL 382 - Human Anatomy & Physiology I (3.00)
--- And ---
BIOL 382L - Human Anatomy & Physiology I Lab (1.00)
--- And ---
BIOL 383 - Human Anatomy & Physiology II (3.00)
--- And ---
BIOL 383L - Human Anatomy & Physiology II Lab (1.00)

← No Course Articulated

KIN 271 - Fundamental Movement, Gymnastics & Rhythms (2.00)
--- And ---
KIN 271L - Fundamental Movement Lab (1.00)

← No Course Articulated

KIN 272 - Non-Traditional Games and Activities (2.00)
--- And ---
KIN 272L - Non-Traditional Games and Activities Lab (1.00)

← No Course Articulated

KIN 273 - Analysis and Application of Games and Sport (2.00)
--- And ---
KIN 273L - Games and Sport Activities Lab (1.00)

← No Course Articulated

MARTIAL ARTS

Select 1 Course(s) from the following

KIN 130A - Karate I (1.00) ← No Course Articulated

--- Or ---

KIN 131A - Taekwondo (1.00) ← **EXSC 148A** - Mixed Martial Arts I (0.50 - 1.00)

--- Or ---

KIN 132A - Aikido (1.00) ← No Course Articulated

--- Or ---

KIN 133A - Tai Chi Ch'uan (1.00) ← No Course Articulated

--- Or ---

KIN 151A - Personal Defense (1.00) ← No Course Articulated

END OF AGREEMENT

ADDITIONAL MAJOR REQUIREMENTS

KIN 242 - Movement Forms - Basic Dance (1.00) ← No Course Articulated

KIN 250SW - Professional Activities - Swimming (1.00) ← No Course Articulated



CSU Baccalaureate Level Course List by Department (BCT)

CSU Baccalaureate Level Course List (Psychology)

CONFIDENTIAL

Academic Year 2023-2024



Psychology

Course	Title	Semester Units
PSYC 1	General Psychology IGETC: 4I; CSU GE: D9	3.00
PSYC 3	Introduction to Social Psychology IGETC: 4I; CSU GE: D9	3.00
PSYC 4	Brain, Mind and Behavior IGETC: 4I, 5B; CSU GE: B2, D9	3.00
PSYC 6	Abnormal Psychology IGETC: 4I; CSU GE: D9	3.00
PSYC 10	Psychology of Human Sexuality IGETC: 4; CSU GE: D, E	3.00
PSYC 12	Life-span Psychology IGETC: 4I; CSU GE: D9, E	3.00
PSYC 13	Psychology of Women IGETC: 4D, 4I; CSU GE: D4, D9	3.00
PSYC 15	Abnormal Child Psychology IGETC: 4G, 4I; CSU GE: D7, D9	3.00
PSYC 17	The Psychology of Sleep and Dreams CSU GE: E	3.00
PSYC 21	Psychology of Race and Identity Same as: ETHS 5 IGETC: 4, 7; CSU GE: D, F	3.00
PSYC 25	Research Methods IGETC: 4; CSU GE: D	4.00
PSYC 27	Introduction to Cognitive Science IGETC: 4; CSU GE: D	3.00
PSYC 29	Independent Study, Psychology	0.50 - 2.00

END OF LIST

California Community Colleges: A Pathway to the UC and CSU

Advising Students on the Community College Transfer Option



CSU GE-Breadth Certification Course List by Area (GECC)

CSU GE-Breadth Certification Courses List

(Ethnic Studies)

CONFIDENTIAL

Academic Year 2023-2024



IMPORTANT

The CSU General Education Breadth (CSU GE-Breadth) is a series of courses that California community college (CCC) students may complete to satisfy the lower-division breadth/general education requirements before transferring to the California State University. The CSU GE-Breadth pattern is certified by the CCC and accepted by all CSU campuses.

The following community college courses will satisfy CSU GE-Breadth requirement areas as indicated.

Ethnic Studies

Course	Title	Semester Units	Cert Areas	Date Approved	Date Removed
ETHS R107 Same as: ANTH R107	Anthropology of Native Americans	3.00	C2 D D1 D3 F	F1992 F2021 F2021	F2014 F2021 F2021
ETHS R110 Same as: SJS R110	Introduction to Social Justice Studies	3.00	D D7	F2021 S2016	F2021
ETHS R114 Same as: ANTH R114	African American Culture and Experience	3.00	D D1 D3	F2021 F2015 F2015	F2021 F2021
ETHS R119 Same as: ANTH R119, BRS R101	Introduction to Border Studies	3.00	D F	F2018 F2022	
ETHS R134 Same as: ENGL R134	African-American Literature	3.00	C2 F	F2022 F2022	

END OF LIST

“

Do the best you can until you
know better. Then when you know
better, do better.

Maya Angelou



Common Submission Errors



- CONSISTENT INFORMATION
- Attach documents
- Match Catalog Description on COCI and Narrative
- **Indicate the Minimum grade of “C” (or “P”)**
- Provide articulation: (AAM, BCT, GECC,C-ID)
- Check double-count and electives
- Use current TMC Template
- Attach all CORS
- Name of College on TMC and Narrative
- Spell check !!!



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Questions





California Community Colleges

Thank you!

www.cccco.edu