Getting Savvy about Curriculum Processes

Phil Smith, American River College

Katie Townsend-Merino, Palomar College

Some Things We Know to Be True About the Curriculum Process…

Filling out curriculum forms is quick and painless…

Some Things We Know to Be True About the Curriculum Process...

Getting appropriate signatures from department chairs, deans, and vice-presidents works seamlessly.

Some Things We Know to Be True About the Curriculum Process...

Going to a curriculum committee meeting is a <u>fun</u> and <u>joyful</u> event.

Today's Goals

Why is the curriculum process the way it is?

(There will be some time set aside for venting and complaining about it!)

Today's Goals

Share some tips or tricks for getting through the curriculum process quickly and efficiently.

(Feel free to share some of your own tips and techniques.)

Today's Goals

Help you identify inefficient or redundant curriculum processes that could be improved.

(Improving curriculum processes is not for the faint of heart. It requires strength, stamina, and collective action!)
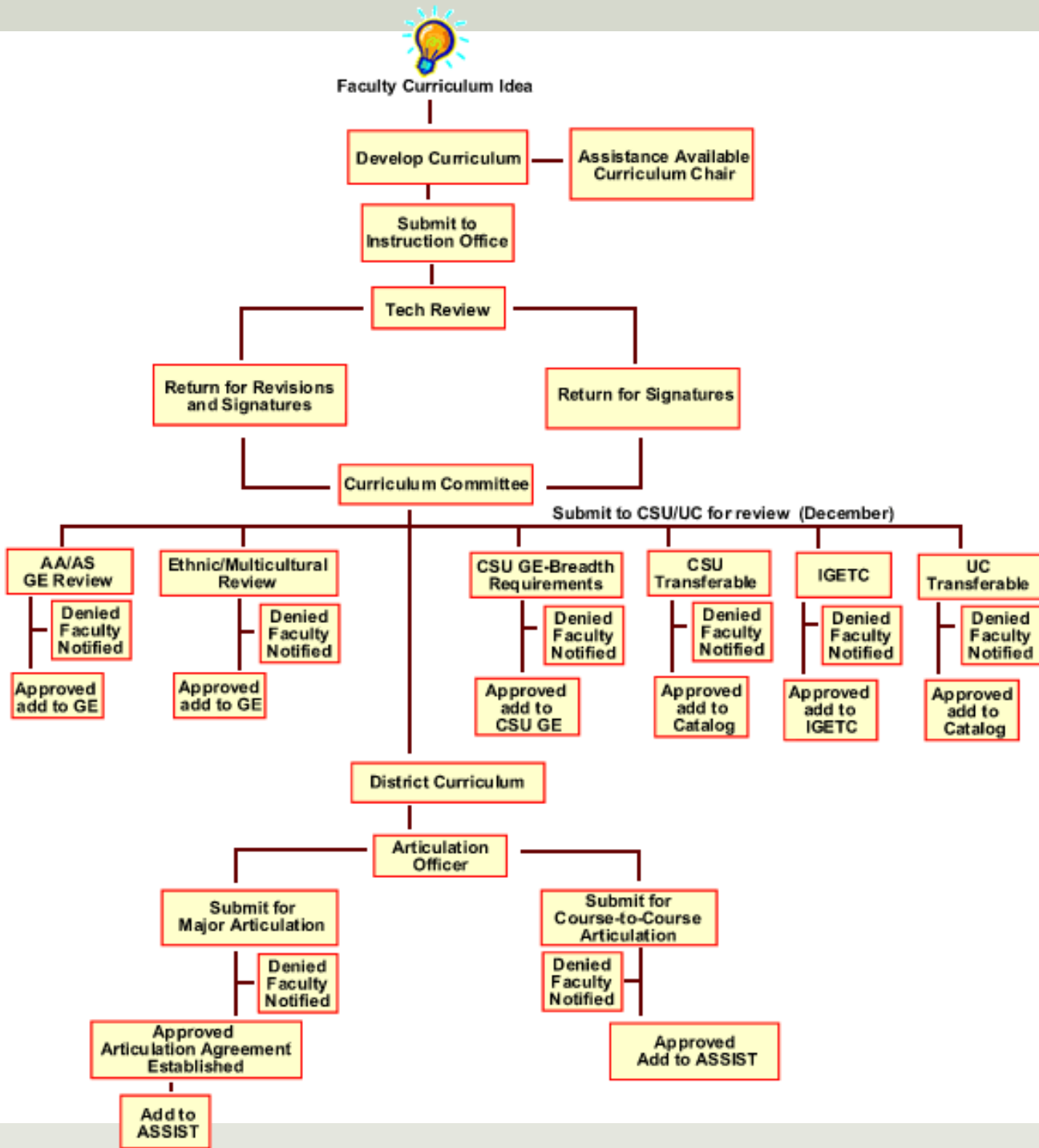
Courses: What DOES Title 5 Require?

- Does **all** curriculum (credit and noncredit) need to be approved by college curriculum committee and district governing board BEFORE the course is offered?

- Does college curriculum have to ratified by your Academic Senate also?

- Does all credit CTE curriculum have to be reviewed by appropriate CTE Regional Consortia?

- Must all curriculum also be consistent with requirements of any appropriate accrediting agencies?

- Does curriculum need to be published in the catalog to be offered?

The Curriculum Process

First,
Take a Deep
Breath…

Course Approval Flow chart

Programs: What DOES Title 5 require?

- For program approval what documentation MUST the Chancellor's Office receive?
  - … of local approval process
  - … from advisory committees
  - … from local industry
  - … from transfer institutions

- Does your curriculum committee require all of these prior to discussion of a program?

- Which of these take the longest/are most problematic on your campus?

Process for New Instructional Program Approval

Faculty Member
Writes Proposal and consults with the department

↓

Department Chair
Analyzes, Modifies, Approves

↓

Division Dean
Analyzes, Modifies, Approves

↓

The faculty member will initiate the new program request. The request should include all the requirements of the Chancellor's Office for a new program which can be found in Section 55130, *Approval of Credit Program* , Program and Course Approval Handbook, Chancellor's Office, California Community Colleges, Third Ed., March 2009 (or most recent version). http://www.cccco.edu/divisions/esed/aa_ir/credit.htm
This request will include, but not be limited to:
- Title and Short description
- Courses Needed (Existing and New)
- Justification or Evidence of Need
- Faculty Requirement
- Enrollment Expected (FTE Generated)
- Interdepartmental Conflicts
- Possible Regional College Conflicts
- Classroom Requirements
- Supplies, Equipment
- Classified Staff Needs
- Accreditation Requirements

Check with **Articulation Officer** about Transfer Programs

Instructional Planning Council
Discussion of Submitted Plan, Tentative Approval

↓

Strategic Planning Council
Tentatively Approves Pending Resource Evaluation
And Regional Deans' Approval (Vocational Programs Only)

↓

- Does Program Fit Mission of College?
- Faculty Hiring Process
- Resource Requirements: Outside Funding and/or Institutionalization of Program's Budget into General Fund.
- Regional Colleges' Approval

Revenue Allocation Committee
Revenue Source for New Program

General Funds Identified or Not

Strategic Planning Council
Approval of Program with Funds Identified and Regional Deans' Approval Submitted

Instructional Planning Council
Sends Complete Package of New Program to Curriculum Committee

↓

Curricunet

↓

Curriculum Committee
Approves New Curriculum

↓

Faculty Senate
Approves Action of Curriculum Committee

↓

Governing Board
Approves Action of Curriculum Committee
Approves New Program

Final Submittal to Board Requires Funding Source: Outside or General Fund

CCC System Office for Approval

Program Approval Process

CURRICULUM TIPS AND STRATEGIES

CURRICULUM TIPS AND STRATEGIES

CURRICULUM TIPS AND STRATEGIES

Conflict cannot survive without your participation.

CURRICULUM TIPS AND STRATEGIES

Reach Out to Your College Curriculum Chair Or Co-chairs.
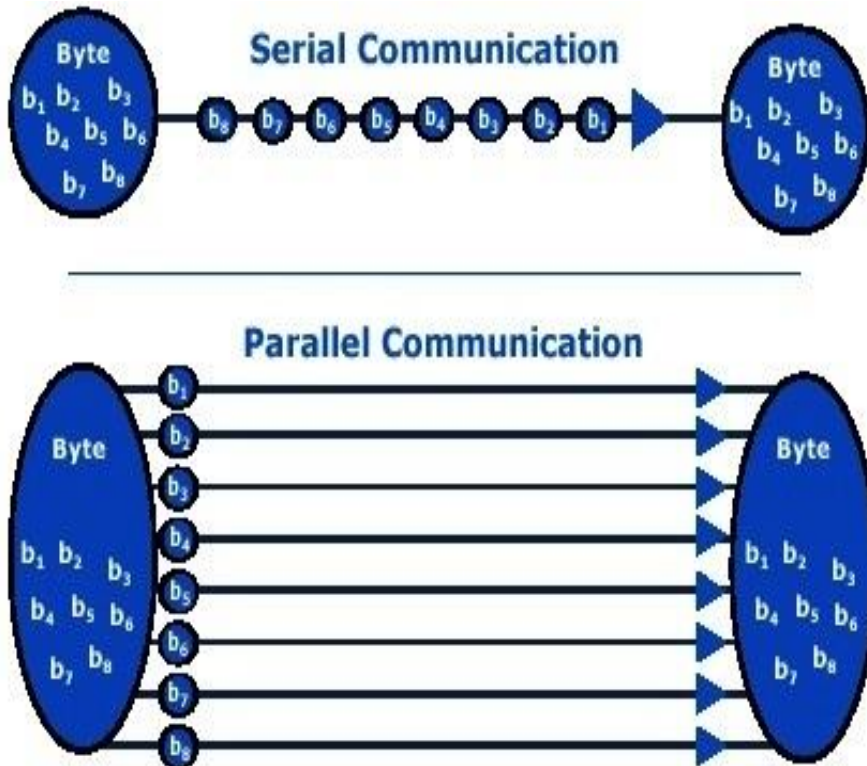
CURRICULUM TIPS AND STRATEGIES

Find Yourself a Curriculum Guru

CURRICULUM TIPS AND STRATEGIES

Study & Emulate Successful Curriculum Proposals

CURRICULUM TIPS AND STRATEGIES

Employ Parallel Communication Strategies

CURRICULUM TIPS AND STRATEGIES

Meet Curriculum Deadlines

COLLEGE CURRICULUM PROCESSES

How to Streamline <u>Course</u> Approval

- Once faculty have an idea for a new course
  - Are they familiar with requirements for the course outline of record (COR)? How?
  - Do faculty know what steps they have to take to get the course proposal to the curriculum committee? Are they familiar with deadlines? How?
  - What delays or inefficiencies have you noticed in your course approval process? Has your college imposed additional steps?
  - Are there ways to experiment with the course before full approval?
  - What about distance education (DE) courses?

Do you offer your faculty checklists?

Create Curriculum Checklists
Or "One Sheets" for Curriculum
Developers

How to Streamline <u>Program</u> Approval

☐ When faculty have idea for new program, do they know local approval processes? Deadlines? How?

☐ Are all faculty aware of requirements for associate degrees? Certificates of achievement? How?

☐ If faculty collaborate to draft a proposal for a new degree or certificate, which step(s) are most onerous for them? What can be done to ease passage through these time- and energy-consuming steps?

Transfer Prep:
Substantiating need for new curriculum can be daunting:

- For baccalaureate prep, must document student demand and transfer applicability for major or GE

- Ways to streamline:
  - Discipline faculty familiarity with ASSIST.org
  - Discipline faculty familiarity with C-ID
  - Do homework before meeting with articulation officer!
    - Is meeting with articulation officer a required step on your campus?
    - Are there others one has to meet with before moving a course forward (e.g. Dean, Library Director, etc.)?

TRANSFER DAYS

Noncredit: Substantiating need for new curriculum can be daunting

- For noncredit courses/programs, student demand and documentation that it helps students transition to credit work

- Ways to streamline:
  - Discipline faculty familiarity with noncredit areas
  - Impact on students, teaching loads (SIU)

CTE: Substantiating need can be daunting

- For credit/noncredit CTE, many more requirements:
  - Current labor market info within local service area &/or recent employer survey
  - Current job market analysis "or other comparable information" showing job availability in local service area and/or job enhancement/promotion opportunities to justify curriculum
  - HOWEVER, if cooperating with neighboring colleges, labor market evidence for region as a whole may suffice
  - For credit CTE programs, must have recommendation for approval from the appropriate CTE Regional Consortium

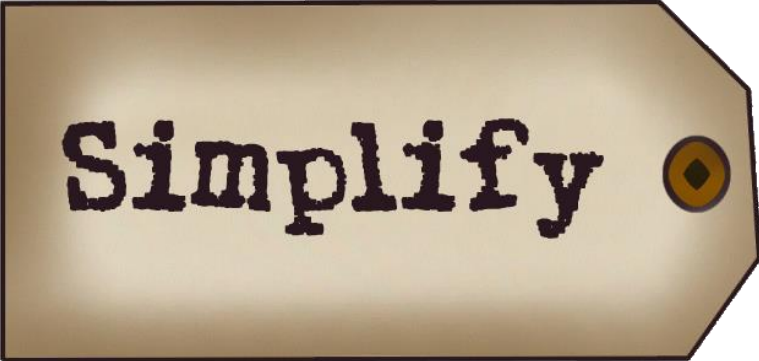**"Working together to build a sustainable & skilled workforce for California."**

How to streamline approval of CTE

- Know how often regional consortium meets

- Incorporate regional consortium criteria into local development of new program application

- Use Backwards Design! Determine how many reads and approximate timeline for regional approval
  - Consider requesting electronic readings to expedite the process
  - Include CTE faculty in disseminating regional approval/disapproval rationale

Well-documented processes

- Clear, accessible – faculty, administrators and staff ALL know where to quickly find answers about processes

- Develop One Pagers for Faculty "How to . . ."

- The more informed faculty are up front, the more efficient all steps can be

- Are your processes sufficient to handle institutional volume?

Simplify