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Curriculum: Eyes on the Prize

CURRICULUM INSTITUTE

JULY 7-9, 2022

**ACADEMIC SENATE FOR
CALIFORNIA COMMUNITY COLLEGES**

BREAKING THE CODE

Decrypting the Language of Curriculum

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SESSION DESCRIPTION

Does it ever sound like a curriculum committee meeting is held in a language other than English? Welcome to the Curriculum Institute's version of Rosetta Stone. This session will decrypt the curriculum-based MIS coding, SAM, CIP, TOP, and other coding required for curriculum submission. A representative from the Chancellor's Office will also be present to discuss common COCI submission concerns and how to avoid errors. Join us for this engaging session as we break the code of COCI, Data Elements, and MIS!



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POLL



IN THIS SESSION:

Introduction to the MIS Database and COCI

- MIS vs. COCI
- SP Codes
- CB Codes
- Course Control Numbers

CIP and TOP

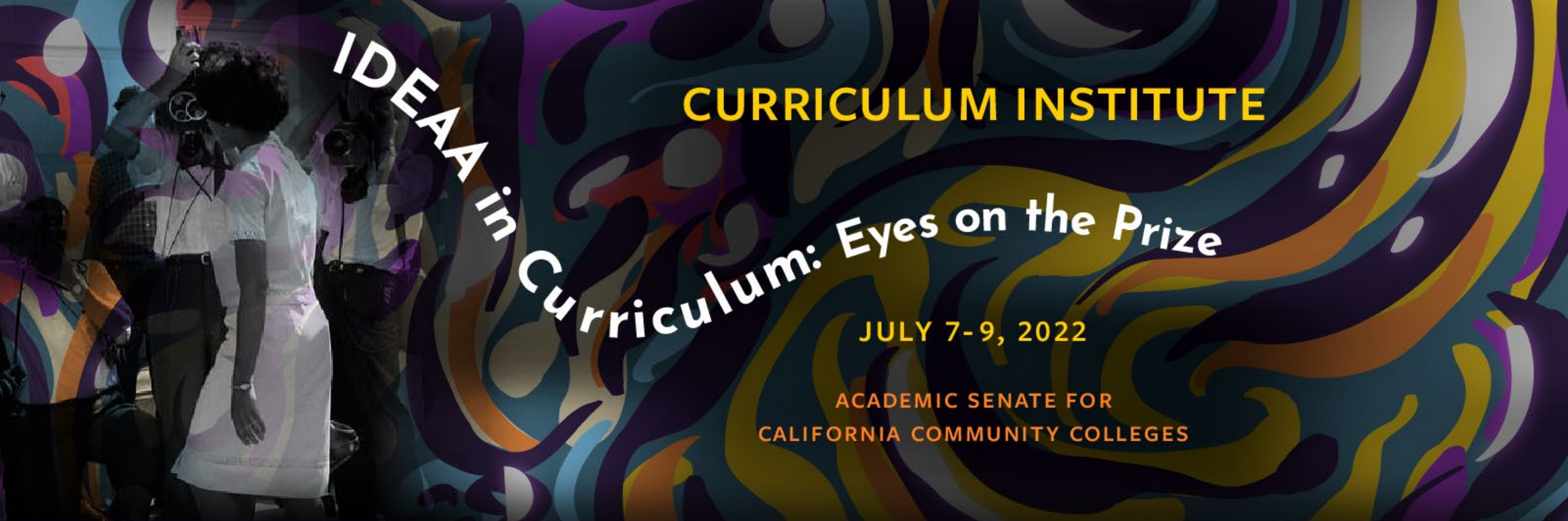
Non-intuitive CB Codes

Noncredit Concerns

What Can We Do With Curriculum Data

- Potential Uses for Curriculum Data
- The Future of COCI





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INTRODUCTION TO THE MIS DATABASE

MIS (Management Information Systems)

CCCCO MIS VS COCI

CCCCO MIS and COCI are two separate databases with different purposes:

	CCCCO MIS	COCI
Created/Maintained By	CCCCO MIS team	CCC Tech Center
Purpose	Collect unitary student, course, enrollment, etc. data from CCC students and employees for accountability, funding and research projects	Workflow engine to review all locally approved curricula and repository of all courses and programs with assigned control numbers



CCCCO MIS COURSE & PROGRAM DATA

Course Data

Collection of MIS course data from districts after each term

All courses listed in college catalog are reported

Specification is available at: <https://webdata.cccco.edu/ded/cb/>

Program Data

Programs are reported indirectly (using program control number assigned in COCI) in various MIS data files such as program awards and student program of study





DATA ELEMENTS FOR PROGRAMS

SP Codes

SP01 TOP code

SP02 Student Program Award

SP03 Not used in COCI

SP04 Program Control Number



DATA ELEMENTS FOR COURSES

CB Codes

CB00	Control number	CB09	SAM code
CB01	Course department & number	CB10	COOP work experience status
CB02	Course title	CB11	Classification code
CB03	TOP code	CB13	Special class status
CB04	Credit status	CB21	Prior to college level
CB05	Transfer status	CB22	Noncredit category
CB06	Units of credit - Max	CB24	Program status
CB07	Units of credit - Min	CB25	General education status
CB08	Basic skills status	CB26	Course support status



COCI COURSE & PROGRAM DATA

COCI tracks the approval of new courses and updates to existing courses

COCI tracks the approval of new programs and updates to existing programs

COCI tracks the relationship between courses and programs (i.e., which courses are associated with which programs)



COCI AND MIS DATA

The interaction between COCI and MIS is critical

COCI interfaces with MIS to request course control numbers for new courses

COCI interfaces with MIS to send program control numbers for new programs

COCI provides access to course and program approval data for MIS processes and reporting

COCI provides access to course and program relationship data for MIS reporting



COURSE CONTROL NUMBER (CCN)

Course Control Numbers (CCN's) are generated/assigned to a course by CCCCCO MIS

Course Control Numbers are associated with a specific set of course characteristics

Course Control Numbers are used to ensure that courses are approved and historical course data is not changed

Specification is available at: <https://webdata.cccco.edu/ded/cb/cb00.pdf>



COURSE CONTROL NUMBER (continued)

Course Control Number is associated with:

- TOP Code (CB03)
- Credit Status (CB04)
- Maximum Units of Credit (CB06)
- Minimum Units of Credit (CB07)
- Basic Skills Status (CB08)
- SAM Code (CB09)
- Prior to College Level (CB21)
- Noncredit Category (CB22)
- Funding Agent Category (CB23)

If any of these are updated, a new Course Control Number **must** be assigned



ALIGNING MIS & COCI DATA

In prior years there were significant issues; however, these are far less common than previously experienced

COCI records may have become out of sync with MIS due to improperly allowed updates of COCI records

These issues are identified when districts attempt to submit MIS data and edits are triggered

Solution is to update COCI records to correct and issue new course control numbers when appropriate





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CIP & TOP

CIP (Classification of Instructional Programs)

TOP (Taxonomy of Programs)

CIP Codes

2105.00	*	Administration of Justice	43.0107	Criminal Justice/Police Science.
2105.20	*	Probation and Parole	43.0199	Corrections and Criminal Justice, Other.
2105.30	*	Industrial and Transportation Security	43.0301	Homeland Security.
2105.40	*	Forensics, Evidence, and Investigation	43.0106	Forensic Science and Technology.
2105.50	*	Police Academy	43.0107	Criminal Justice/Police Science.
2105.10	*	Corrections	43.0102	Corrections.

The Classification of Instructional Programs published by the National Center for Educational Statistics. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010

- Required for programs in COCI, not for courses
 - Most colleges will require it on courses for reporting purposes.
- Two-digit series
 - Most general groupings of related programs
- Four-digit series
 - Intermediate groupings of programs that have comparable content and objectives.
- Six-digit series
 - Represent specific instructional programs.



TOP Codes

Last revised in 2012

Assigned to both courses and programs

California's way of collecting data regarding programs and courses:

- FTES
- Degree Awards
- Career Education Reporting
- Data Reporting

TOP Codes have been subject to mission creep





(Sample) TOP 22 – Social Sciences

Instructional programs in all aspects of the past and present activities, conduct, interactions and organizations of humans.

2202.00 – Anthropology

The origins, physical and cultural development, technologies, social customs, and beliefs of mankind.

2202.20 – Archaeology

Study of extinct societies, and the past of living societies, via interpretation of their remains.





(Sample) TOP 13 – Family and Consumer Sciences

Instructional programs that study the relationship between the physical, social, emotional and intellectual environment in and of the home and family and the development of individuals, including programs in child development, family studies, gerontology, fashion, interior design and merchandising, consumer services, foods and nutrition, culinary arts, and hospitality.

* **1307.00 – Hospitality**

Organization and administration of hospitality services, management, and training of personnel, including restaurant and food service management, hotel/motel or resort management, and convention and special events planning. Includes combined hotel/restaurant management programs.



*Vocational TOP Codes

Vocational TOP Codes require additional documentation:

- Current Labor Market Information (LMI) Data
- Advisory Committee Minutes
- Regional Consortium Approval



Special Note

Depending on local curricular process, TOP, CIP, and appropriate MIS Codes should be selected by faculty during the curriculum approval process.



Non-intuitive CB Codes

CB 08 *Basic Skills Status*

CB 09 *SAM Code*

CB 11 *Classification Status*

CB 13 *Special Class Status*



Integrity Check

The reason why CB Codes are non-intuitive

CB03 COURSE-TOP-CODE

Processing Edits	
FIELD CHECK	Must be one of the TOP codes provided by the Academic Affairs division of the Chancellor's Office.
INTEGRITY CHECK	<p>These checks are also in Noncredit Category (CB22).</p> <p>If CB22 = A (ESL), CB03 must = 4930.84 – 4930.87, 4931.00.</p> <p>If CB22 = B (Citizenship for Immigrants), CB03 must = 2201.20, 2205.00, 2207.00, or 4930.90.</p> <p>If CB22 = C (Elementary & Secondary Basic Skills), CB03 must be one of the basic skills TOP code, except ESL, as specified in the TOP code manual and CB08 (COURSE-BASIC-SKILLS-STATUS) must = B.</p> <p>If CB22 = D (Health & Safety), CB03 must = one of the following: 0835.10, 0835.70, 0835.80, 0837.00, 0899.00, 1299.00, 1306.00, 1306.99, 2104.00, 2104.40, 2104.50, 2105.30, 2133.00, or 2199.00.</p> <p>If CB22 = E (Courses for Persons with Substantial Disabilities), CB03 must = any valid TOP code except those used for Basic Skills.</p> <p>If CB22 = F (Parenting) CB03 must = 1305.00 – 1305.90, or 1308.00</p> <p>If CB22 = G (Home Economics) CB03 must = 1301.00 – 1399.00.</p> <p>If CB22 = H (Courses for Older Adults) CB03 must = any valid TOP code except those used for basic skills.</p> <p>If CB22 = I (Short-term Vocational) CB03 must = any vocational TOP code except 4931.00 and the SAM Priority Code (CB09) must = A, B, C, or D.</p> <p>If CB22 = J (Workforce Preparation) CB03 must = one of the following: 4930.10 – 4930.13, 4930.71, 4930.72</p>





INTEGRITY CHECK PROCESS

It starts with the MIS Data Element Dictionary (DED)

https://webdata.cccco.edu/ded/cb/cb_all.pdf

Several CB data elements are relational, and the selections made by colleges for any individual CB data element must live in harmony with the selections made for other CB data elements.

The relationship between fields is referred to the *Integrity Check* in the MIS DED and as *Validation Rules* in COCI.



CB 08

Basic Skills Status

Indicates whether the course is a basic skills course:

B = Course is a basic skills course

N = Course is not a basic skills course

"Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

- courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills
- precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs; or essential CE courses for which meeting the standards is neither necessary nor required.



CB 08

Basic Skills Status

Integrity Check

Basic skills courses can only be coded as "*Credit – Non Degree applicable*" or "*Noncredit*" in **CB 04** Credit Status

Suggest:

Basic skills courses must have a ***Credit Status CB 04*** coding of either:

- *C = Credit Non Degree Applicable*
- *N = Noncredit*

<https://webdata.cccco.edu/ded/cb/cb08.pdf>



CB 09
SAM Priority
Code

A = Apprenticeship

B = Advanced Occupational

- Capstone Course
- Must have a prerequisite

C = Clearly Occupational

- Middle stages of program
- Entry-level job skills

D = Possibly Occupational

- Beginning stages of their programs
- Survey courses

E = Non-Occupational



CB 09
SAM Priority
Code

Integrity Check

Courses with a career education TOP code must be either *SAM A, B, C, or D*.

<https://webdata.cccco.edu/ded/cb/cb09.pdf>



CB 11
Course
Classification
Code

Classifies a course in accordance with its primary objective

Y = Credit Course

J = Workforce Prep Enhanced Funding

K = Other Noncredit Enhanced Funding

L = Non-Enhanced Funding



CB 11
Course
Classification
Code

Integrity Check

Noncredit courses must be either:

J = Workforce Prep Enhanced Funding

K = Other Noncredit Enhanced Funding

L = Non-Enhanced Funding

<https://webdata.cccco.edu/ded/cb/cb11.pdf>

df



CB 13

Course Special Class Status

CB 13 indicates whether a course is an "approved special class" per Title 5 §56028

S = Approved special class

N = Not a special class

“Special classes are instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations. Such classes generate revenue based on the number of full-time equivalent students (FTES) enrolled in the classes.”



CB 13

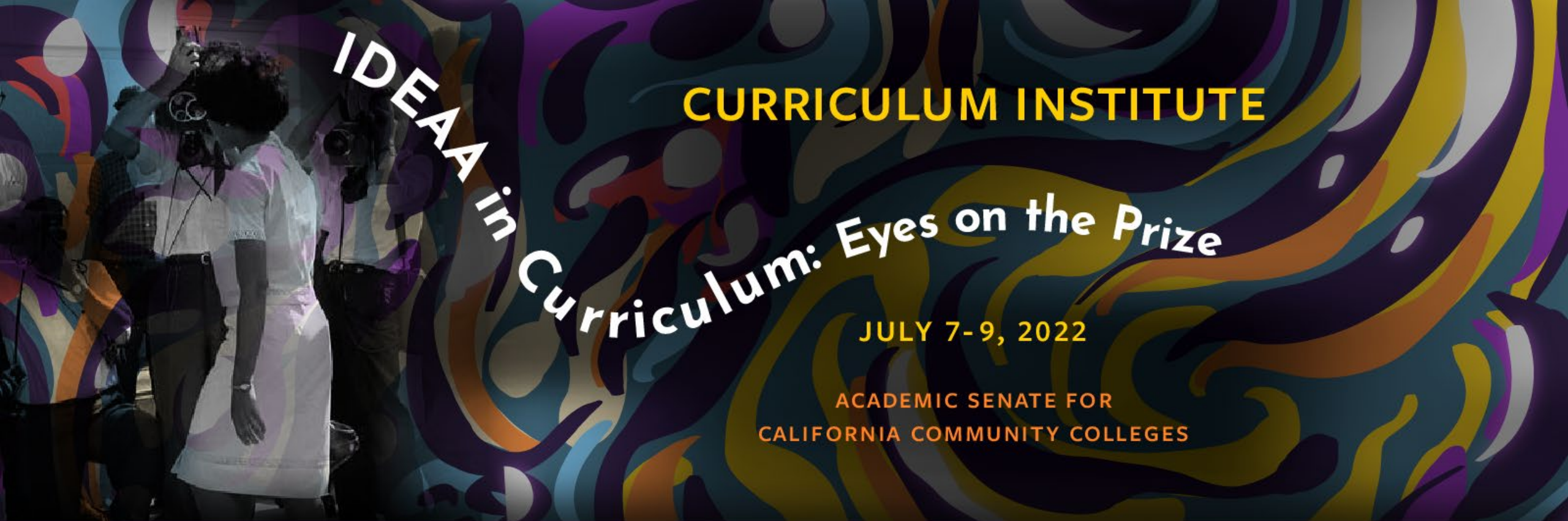
Course Special Class Status

Integrity Check

There are no additional Integrity Checks for **CB 13**

<https://webdata.cccco.edu/ded/cb/cb13.pdf>





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NONCREDIT CONCERNS

CB 03 TOP Code

CB 22 Noncredit Category

CB 22
Noncredit
Category

*A = English as a Second Language**

B = Citizenship for Immigrants

*C = Elementary and Secondary Basic Skills**

D = Health and Safety

E = Courses for Persons with Disabilities

F = Parenting

G = Home Economics

H = Courses for Older Adults

*I = Short-Term Vocational**

*J = Workforce Preparation**

Y = Credit Course



CB 22
Noncredit
Category

Integrity Check

Code selected for **CB 22** will be verified with:

CB 03 TOP Code

CB 04 Course Credit Status

CB 05 Course Transfer Status

CB 06 Units of Credit Maximum

CB 07 Units of Credit Minimum

<https://webdata.cccco.edu/ded/cb/cb22.pdf>





(Example)
CB 22 = H (Courses for Older Adults)

CB 04 = N (Noncredit)

CB 05 = C (Not transferable)

CB 06 = 0

CB 07 = 0

CB 03 = ?





(Example)
CB 22 = H (Courses for Older Adults)

If CB 22 = H, CB 03 can be **ANY TOP Code**, such as:

1002.00 Art (Painting, Drawing and Sculpture)

1004.00 Music

1507.00 Creative Writing

Etc...





(Example)
**CB 22 = C (Elementary and Secondary
Basic Skills)**

CB 04 = N (Noncredit)

CB 05 = C (Not transferable)

CB 06 = 0

CB 07 = 0

CB 03 = ?





(Example)
**CB 22 = C (Elementary and Secondary
Basic Skills)**

If CB 22 = C, CB 03 **must be:**

- 1501.00** English
- 1520.00** Reading
- 1701.00** Mathematics, General
- 1702.00** Mathematics Skills
- 4930.09** Supervised Tutoring
- 4930.14** Study Skills
- 4930.30** Learning Skills, Disabled
- 4930.31** Living Skills, Disabled
- 4930.32** Learning Skills, Learning Disabled
- 4930.33** Learning Skills, Speech Impaired
- 4930.60** Elementary Education (Grades 1-8)
- 4930.62** Secondary Education (Grades 9-12) and G.E.D.



Special Note

Why are hours being collected for noncredit courses?

While CB 06 and CB 07 always reflect 0.00 when the course is noncredit, Title 5 (Title 5 §55002(c)(2)), requires the Course Outline of Record (COR) must *Course Contact Hours*.

[Program and Course Approval Handbook \(PCAH\)](#)

Units and Hours

Minimum Course Contact Hours	49.80
Maximum Course Contact Hours	49.80
Units of Credit - Minimum (CB07)	0.00
Units of Credit - Maximum (CB06)	0.00



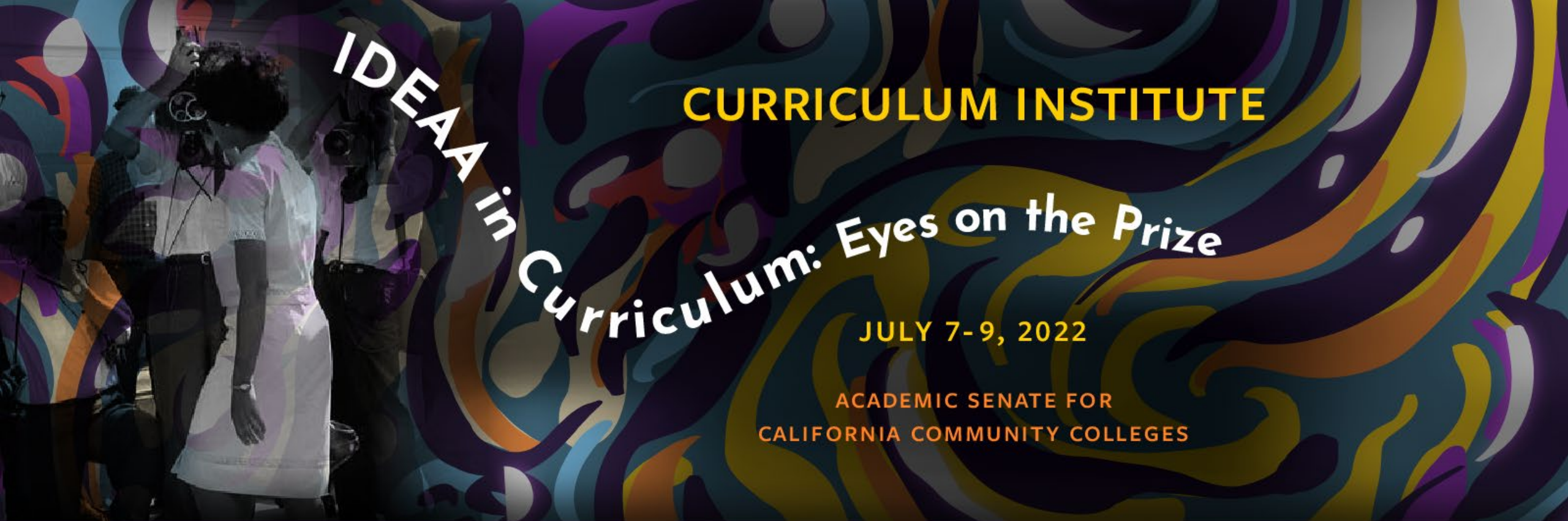


Moral of the Story?

Be mindful of Integrity Checks.

Consult the DED during the Curriculum Development Process.





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What can we do with Curriculum Data?

POTENTIAL USES FOR COCI DATA

How COCI can be
integrated in light of
State Initiatives?

Understand trends in course offerings within as well as across colleges and districts

Examine staffing trends by college, district, and systemwide throughout the academic year before, during and as the COVID-19 pandemic persists

Explore course offerings alongside trends in student completion by college/district



THE FUTURE of COCI

UPDATE

What is needed for systematic curriculum management given students' educational trajectories and the *Vision* goals?

