

Curriculum and Instructors



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2015 Career Technical Education Institute

Description

- Gain insight into the curriculum development process at the local and state levels
- Discover noncredit curriculum opportunities
- Understand how limits on course repetition impact our programs
- Explore the future of associate and baccalaureate degrees



Faculty Purview

- Faculty are the experts in curriculum development and delivery, as they work directly with students on a daily basis and are best able to see both positive and negative impacts of any decision on students.
- Faculty are also trained in their subject matter and can make use of their discipline expertise in curricular discussions.



Title 5 - §55002 - Types of courses

- Degree-Applicable Credit Course
- Non-degree-Applicable Credit Course
- Noncredit Course
- Community Services Course (Not-For-Credit)



Types of courses/programs

Credit	Noncredit	Not-for-credit
Degree	10 instructional categories permitted	Fee-Based (Community Service/Education)
Certificate of Achievement >18 units 12-18 units <18 units		
Articulation	College Preparation and Career Development funded at a higher rate Certificates of Completion & Competency	
ADT/C-ID		
Contract Education		

Credit: Degrees and Certificates of Achievements

- Generates apportionment
- Student fees apply
- Degree applicable and non-degree applicable (developmental/basic skills)
- Unit bearing
- Not repeatable
- Approval: Curriculum Committee, Board, Chancellor's Office



Credit Courses: Standards for Approval

DEGREE APPLICABLE TITLE 5 §55002 (a)

- Grading Policy
- Units
- Intensity (Rigor)
- Prerequisites & Corequisites
- Basic Skills Requirements
- Difficulty
- Level

NON DEGREE APPLICABLE TITLE 5 §55002 (b)

- Basic skills
- College orientation and guidance courses
- Precollegiate CTE & discipline-specific preparation
- Grading Policy
- Units
- Intensity
- Prerequisites/Correquisites

Noncredit:

Certificate of Completion (career development)

Certificate of Competency (college preparation)



- **Generates apportionment – two levels (noncredit and enhanced noncredit)**
- **No student fees**
- **Enhanced noncredit = College Preparation and Career Development (CDCP)**
- **No units**
- **Repeatable**
- **Limited to 10 different categories**
- **Approval: Curriculum Committee, Board, Chancellor's Office**

Noncredit Courses

- 10 categories of noncredit courses are eligible for state funding (§58160, CB22) (p. 96 and 190 of PCAH, Program Course Approval Handbook, 5th Edition)
 - **English as a Second Language**
 - **Immigrant Education (including citizenship)**
 - **Elementary and Secondary Basic Skills** (incl. supervised tutoring)
 - Health and Safety
 - **Courses for Adults with Substantial Disabilities**
 - Parenting
 - Home Economics
 - Courses for Older Adults
 - **Short-Term Vocational (incl. apprenticeship)**
 - Workforce Preparation
- Future funding under AB86 is limited to the 5 areas listed in **blue** above

Not-for-credit (fee-based)

- Does not earn apportionment
- Cannot be supported by general funds, i.e. must be self-supporting
- Subject to local process



Contract Education



- Does not earn apportionment
- Education/training paid for by a business or organization and restricted in enrollment.
- Credit, Noncredit and Not-for-credit courses may be offered through Contract Education

Required Elements of the COR

- Course Number and Title
- Catalog Description
- Total Hours of Instruction
- Units
- Objectives
- TOP Code/SAM Code
- Total Contact Hours
- Noncredit Eligibility Category
- Course Content
- Evaluation (Grade optional)
- Materials Fee
- Special Characteristics
- Justification of Need
- Class Schedule Description
- Part of program/certificate
- Assignments

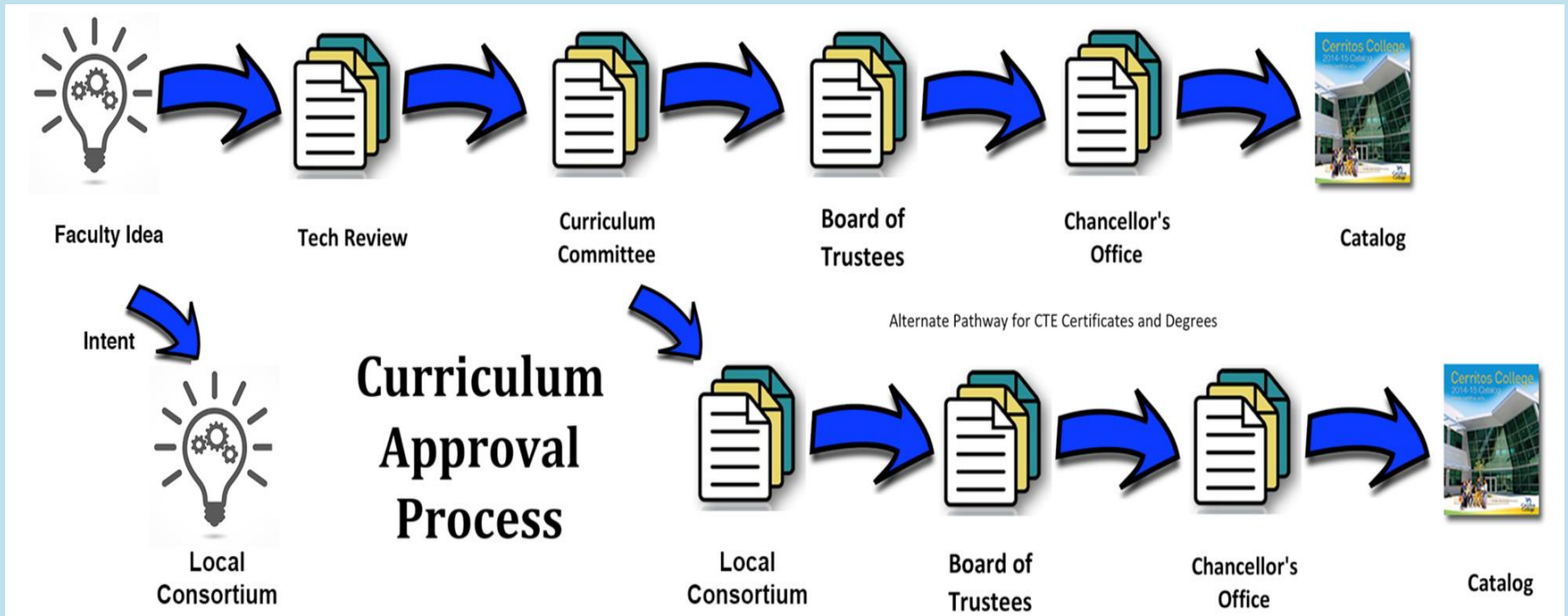
Course Outline of Record

- For Credit and Noncredit Courses
- The course outline of record (COR) is a legal document that must contain certain required elements that are outlined in §55002 of Title 5.
- The COR serves as a legal contract between the faculty, student, and the college.
- All CORs must be approved by the local academic senate (curriculum committee) and the local governing board, Chancellor's Office.

Approval Processes

Credit CTE Programs	Local Approval	Regional Consortium Approval	Board Approval	State Approval
Noncredit Programs	Local Approval		Board Approval	State Approval
Not-for-Credit Programs	Local Approval?		Board Approval?	

Example of local process



Approval Criteria for all programs

- Program Goals and Objectives
- Catalog Description
- Program Requirements/Course Sequence
- Master Planning
- Enrollment and Completer Projections
- Place of program in curriculum/similar programs
- Similar programs at other colleges

CTE Courses and Programs

- Does the regional supply and demand warrant additional programs? Is there “room” for noncredit programs, fee-based, or contract training?



Approval Criteria - CTE

- ❖ Labor Market Information Data and Analysis
- ❖ Advisory Committee Recommendation
- ❖ Regional Consortium Endorsement
- ❖ Division of Apprenticeship Standards (DAS) Approval (Apprenticeship only)
- ❖ All courses must be up-to-date and will be selected from the course inventory as part of the program application.



Labor Market Information

- Statistical projections of growth in specific jobs by county for the next 5 years
- EDD's Labor Market Information system data
- Centers of Excellence Environmental Scans and studies
- Recent employer surveys
- Minutes of industry advisory committee meetings
- Letters from employers
- Industry studies
- Job advertisements for positions ("Real time data")
- Newspaper or magazine articles on industry or employment trends
- Regional economic studies
- Studies/data from licensing agencies, associations

CTE Program Assistance

- What resources exist to assist with the analysis of need for programming, program and curriculum development, professional development, links to industry?
 - <http://doingwhatmatters.cccco.edu/>
- Top 10 Sector Priorities:
 - Advanced Manufacturing; Advanced Transportation and Renewables; Agriculture, Water & Environmental Tech; Energy and Utilities; Global Trade and Logistics; Health; ICT/Digital Media; Life Sciences/Biotech; Retail/Hospitality/Tourism; Small Business
 - Sector Navigators/Deputy Sector Navigators
- Technical Assistance Providers:
 - Labor Market Data (Centers of Excellence)
- Regional Consortia

Development Criteria for Credit and Noncredit Courses and Programs

- Five criteria used by the Chancellor's Office to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.
 - Criteria A. Appropriateness to Mission
 - Criteria B. Need
 - Criteria C. Curriculum Standards
 - Criteria D. Adequate Resources
 - Criteria E. Compliance
- These criteria must be utilized throughout the development process at the originating college and local district, as well as during Chancellor's Office approval.
- Standards of good practice established in the field of curriculum design and development.
- Each course outline must differentiate from other courses in the catalogue through description, content, objectives, student population.

Repeatability: Student vs. Courses

- Approved by Board of Governors July 2012
- Effective Fall 2012
- Chancellor's Office Repeatability Guidelines released Nov 2013
- Regulations based on 3 principles:
 - Credit courses are based on achievement of objectives and outcomes
 - Fiscal impact of repeatability for additional experience
 - Unnecessary accumulation of student units



Student Repeatability Options

- Many believe that there are no circumstances allowing for a student to repeat a class.
- A student may repeat (T5, 55040 establishes instances when a course is repeatable):
 - Grade remediation
 - Significant lapse of time
 - Extenuating circumstances
 - Occupational work experience
 - Special classes for students with disabilities
 - Legally mandated
 - Significant change in industry standard



Which COURSES may ANY student repeat?

1. Meets Major Requirements of CSU or UC
 2. Intercollegiate Athletics (including related conditioning courses)
 3. Intercollegiate academic or vocational competition
- Must identify courses in catalog
 - All grades count and must include repeatable courses in "families"



Repetition in CTE - Solutions

- Depending on the discipline, course repetition is permitted under either:
 - Section 55040 (b) (8) – Legally Mandated Courses
 - Section 55040 (b) (9) – Significant Change in Industry or Licensure Standards
- Your board must adopt policies in order to verify student need in these cases.
- If you are being told it cannot be done, the problem may be with the administration's interpretation of the regulations, not with the regulations themselves.



Repetition – Additional Solutions

- Chancellor's Office willing to work on Ed Code changes to increase auditing fees:
 - Currently \$15 – less than $\frac{1}{3}$ of credit unit fee
 - Not cost effective for colleges now
 - Increased auditing fees could make audits more attractive to colleges
 - More colleges could utilize audits as a means for students to repeat courses without an impact on overall units

Enrollment Impacts

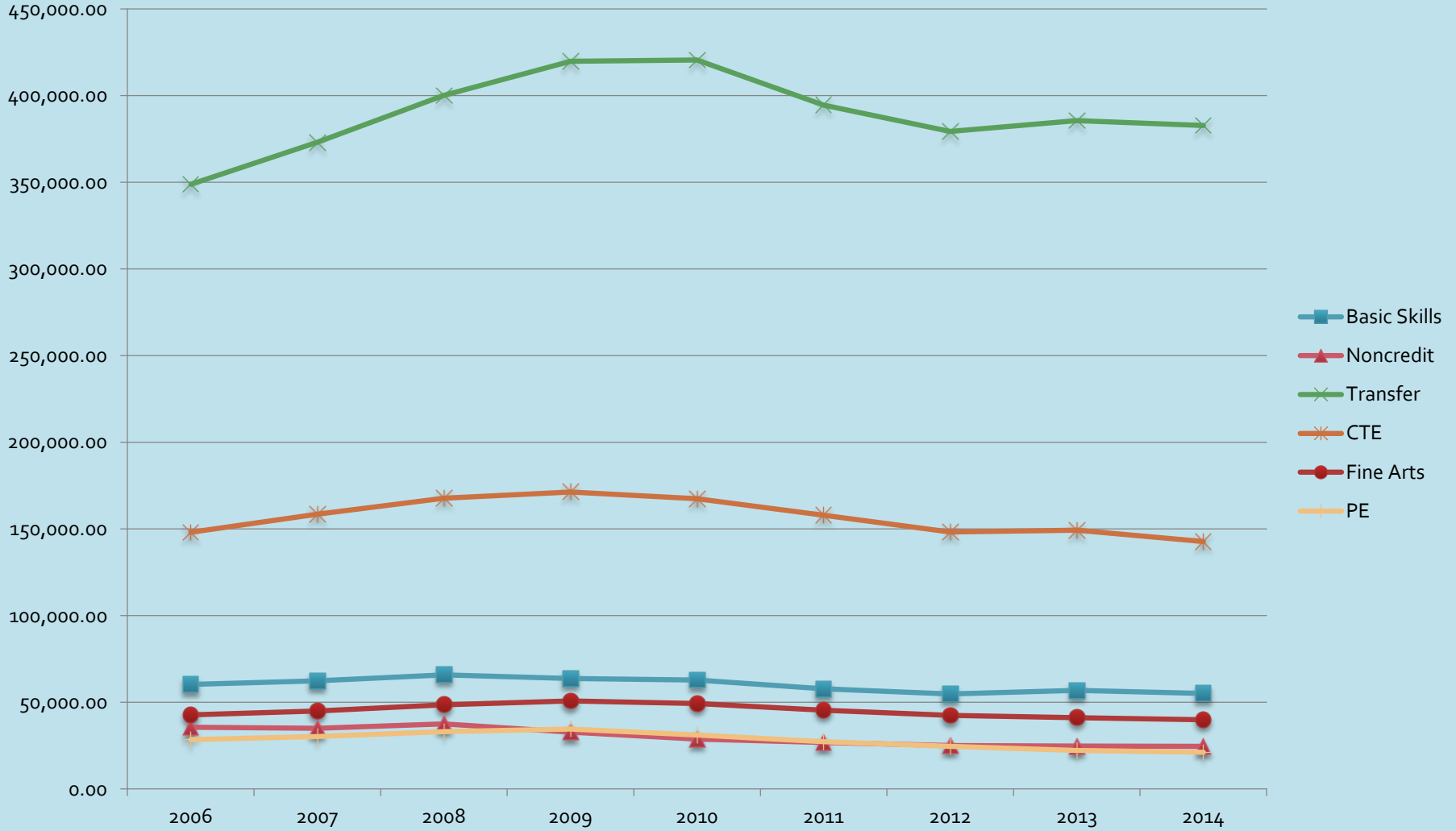
2009-2014

- 2009 – 12 Slash and Burn Economic Downturn
- 2011- Limitations on Apportionment (Max 3 takes)
- 2012 End of Credit Course Repetition in most circumstances
- Financial Aid limitations on units

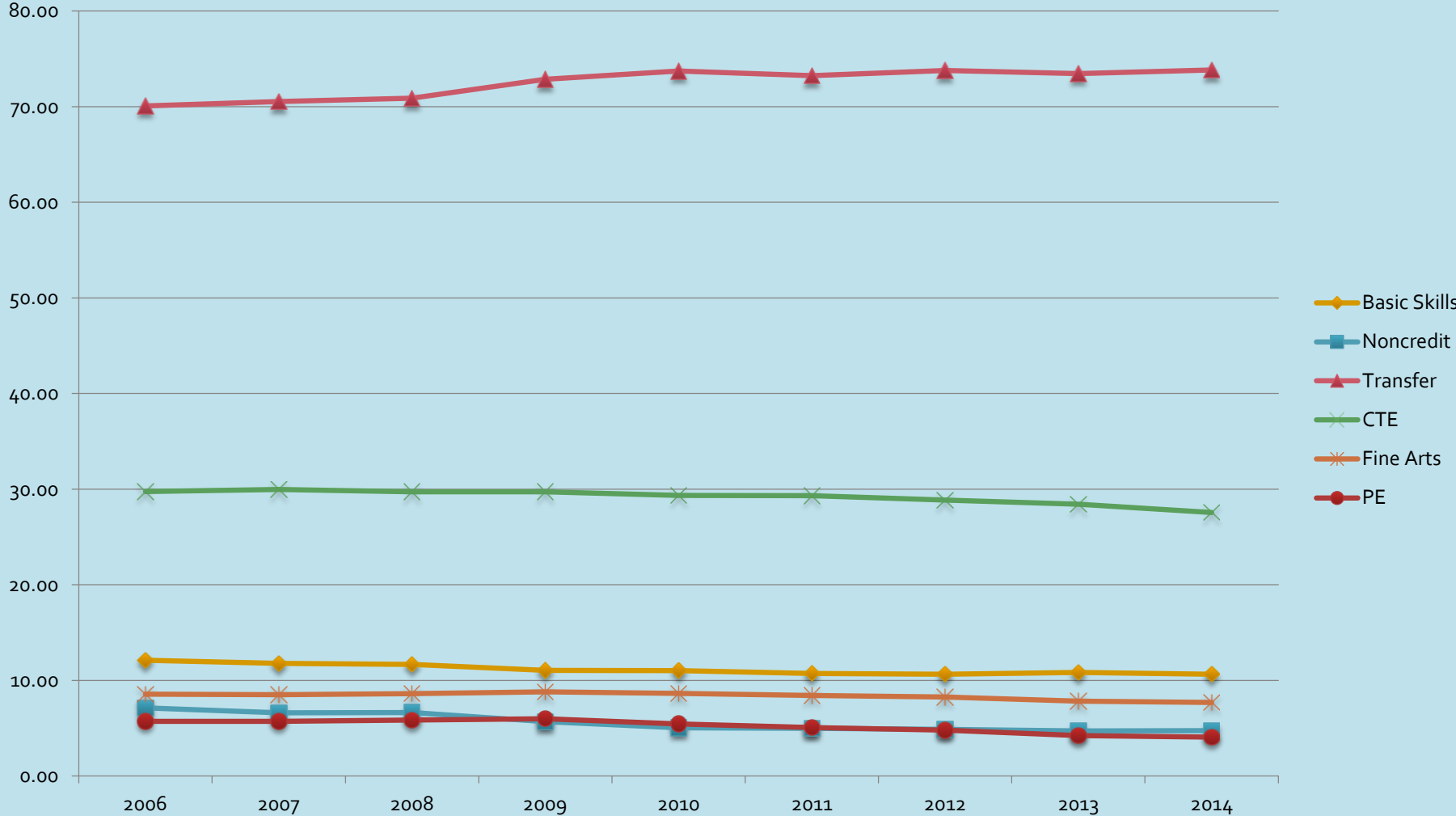
Where are we now?
Let's look at some data from the CCCCO Datamart...



Total Fall FTES



Percent of Total Fall FTES



Future?



- C-ID Descriptors
- Model Curriculum
- Baccalaureate degrees

New Directions: CCC-only C-ID descriptors

- CTE
 - EMS
 - Biotechnology
- Basic Skills



Model Curriculum

- Engineering
 - Certificate and Degree
- Information Technology
- Nursing



Why Model Curriculum?

- Could provide transfer benefits to students when universities have agreed to recognize MC and offer students locally-defined benefits.
- May facilitate meeting employer needs for specified training.
- Can establishing appropriate program consistency in awards across the colleges.
- Could facilitate student goal completion by simplifying student movement between colleges and honoring completed coursework through reciprocity.

Baccalaureate degrees

- SB 850 (BLOCK)
- 15 PILOT Colleges
- Must not duplicate CSU
- Senate Purview
 - Curriculum Development
 - Upper Division
 - General Education
 - Minimum Qualifications



There is no place like home



Resources

- [Program and Course Approval Handbook](#)
- [Repeatability Guidelines](#)
- [Curriculum Reference Guide](#)
- [ASCCC Website for Resolutions, Rostrum articles, and other documents](#)
 - AND you can Like Us on Facebook!

