

## Curriculum and Instructors



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2015 Career Technical Education Institute

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## 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



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## 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.



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**Title 5 - §55002 - Types of courses**

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




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**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 ADT/C-ID	College Preparation and Career Development funded at a higher rate Certificates of Completion & Competency	
Contract Education		

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**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




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Credit Courses: Standards for Approval	
<p><b>DEGREE APPLICABLE</b> TITLE 5 §55002 (a)</p> <ul style="list-style-type: none"> <li>▪ Grading Policy</li> <li>▪ Units</li> <li>▪ Intensity (Rigor)</li> <li>▪ Prerequisites &amp; Corequisites</li> <li>▪ Basic Skills Requirements</li> <li>▪ Difficulty</li> <li>▪ Level</li> </ul>	<p><b>NON DEGREE APPLICABLE</b> TITLE 5 §55002 (b)</p> <ul style="list-style-type: none"> <li>▪ Basic skills</li> <li>▪ College orientation and guidance courses</li> <li>▪ Precollegiate CTE &amp; discipline-specific preparation</li> <li>▪ Grading Policy</li> <li>▪ Units</li> <li>▪ Intensity</li> <li>▪ Prerequisites/Correquisites</li> </ul>

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Noncredit: Certificate of Completion (career development) Certificate of Competency (college preparation)	
	<ul style="list-style-type: none"> <li>▪ Generates apportionment – two levels (noncredit and enhanced noncredit)</li> <li>▪ No student fees</li> <li>▪ Enhanced noncredit = College Preparation and Career Development (CDCP)</li> <li>▪ No units</li> <li>▪ Repeatable</li> <li>▪ Limited to 10 different categories</li> <li>▪ Approval: Curriculum Committee, Board, Chancellor's Office</li> </ul>

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Noncredit Courses
<ul style="list-style-type: none"> <li>▪ 10 categories of noncredit courses are eligible for state funding (§58160, CB22) (p. 96 and 190 of PCAH, Program Course Approval Handbook, 5<sup>th</sup> Edition)             <ul style="list-style-type: none"> <li>▪ English as a Second Language</li> <li>▪ Immigrant Education (including citizenship)</li> <li>▪ Elementary and Secondary Basic Skills (incl. supervised tutoring)</li> <li>▪ Health and Safety</li> <li>▪ Courses for Adults with Substantial Disabilities</li> <li>▪ Parenting</li> <li>▪ Home Economics</li> <li>▪ Courses for Older Adults</li> <li>▪ Short-Term Vocational (incl. apprenticeship)                 <ul style="list-style-type: none"> <li>▪ Workforce Preparation</li> </ul> </li> </ul> </li> <li>▪ Future funding under AB86 is limited to the 5 areas listed in blue above</li> </ul>

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### 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



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### 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

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### Required Elements of the COR

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| <ul style="list-style-type: none"><li>○ Course Number and Title</li><li>○ Catalog Description</li><li>○ Total Hours of Instruction</li><li>○ Units</li><li>○ Objectives</li><li>○ TOP Code/SAM Code</li><li>○ Total Contact Hours</li><li>○ Noncredit Eligibility Category</li><li>○ Course Content</li></ul> | <ul style="list-style-type: none"><li>○ Evaluation (Grade optional)</li><li>○ Materials Fee</li><li>○ Special Characteristics</li><li>○ Justification of Need</li><li>○ Class Schedule Description</li><li>○ Part of program/certificate</li><li>○ Assignments</li></ul> |
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### 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.

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### 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?	

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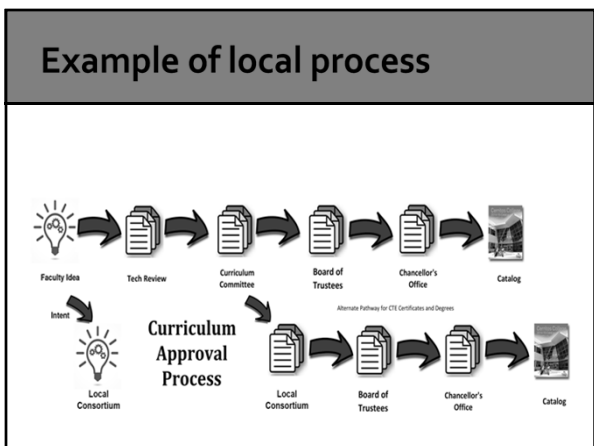
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### Approval Criteria for all programs

- 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

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### CTE Courses and Programs

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



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### 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.



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Labor Market Information	
<ul style="list-style-type: none"> <li>○ Statistical projections of growth in specific jobs by county for the next 5 years</li> <li>○ EDD's Labor Market Information system data</li> <li>○ Centers of Excellence Environmental Scans and studies</li> <li>○ Recent employer surveys</li> <li>○ Minutes of industry advisory committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>○ Letters from employers</li> <li>○ Industry studies</li> <li>○ Job advertisements for positions ("Real time data")</li> <li>○ Newspaper or magazine articles on industry or employment trends</li> <li>○ Regional economic studies</li> <li>○ Studies/data from licensing agencies, associations</li> </ul>

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CTE Program Assistance
<ul style="list-style-type: none"> <li>▪ What resources exist to assist with the analysis of need for programming, program and curriculum development, professional development, links to industry?                             <ul style="list-style-type: none"> <li>▪ <a href="http://doingwhatmatters.cccco.edu/">http://doingwhatmatters.cccco.edu/</a></li> </ul> </li> <li>▪ Top 10 Sector Priorities:                             <ul style="list-style-type: none"> <li>▪ Advanced Manufacturing; Advanced Transportation and Renewables; Agriculture, Water &amp; Environmental Tech; Energy and Utilities; Global Trade and Logistics; Health; ICT/Digital Media; Life Sciences/Biotech; Retail/Hospitality/Tourism; Small Business</li> <li>▪ Sector Navigators/Deputy Sector Navigators</li> </ul> </li> <li>▪ Technical Assistance Providers:                             <ul style="list-style-type: none"> <li>▪ Labor Market Data (Centers of Excellence)</li> <li>▪ Regional Consortia</li> </ul> </li> </ul>

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Development Criteria for Credit and Noncredit Courses and Programs
<ul style="list-style-type: none"> <li>▪ Five criteria used by the Chancellor's Office to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.                             <ul style="list-style-type: none"> <li>▪ Criteria A. Appropriateness to Mission</li> <li>▪ Criteria B. Need</li> <li>▪ Criteria C. Curriculum Standards</li> <li>▪ Criteria D. Adequate Resources</li> <li>▪ Criteria E. Compliance</li> </ul> </li> <li>▪ These criteria must be utilized throughout the development process at the originating college and local district, as well as during Chancellor's Office approval.</li> <li>▪ Standards of good practice established in the field of curriculum design and development.</li> <li>▪ Each course outline must differentiate from other courses in the catalogue through description, content, objectives, student population.</li> </ul>

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## 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



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## Student Repeatability Options

- Many believe that there are no circumstances allowing for a student to repeat a class.
- A student may repeat (T5, 5504.0 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



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## 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"



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## 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.



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## Repetition – Additional Solutions

- Chancellor's Office willing to work on Ed Code changes to increase auditing fees:
  - Currently \$15 – less than 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

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## 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...



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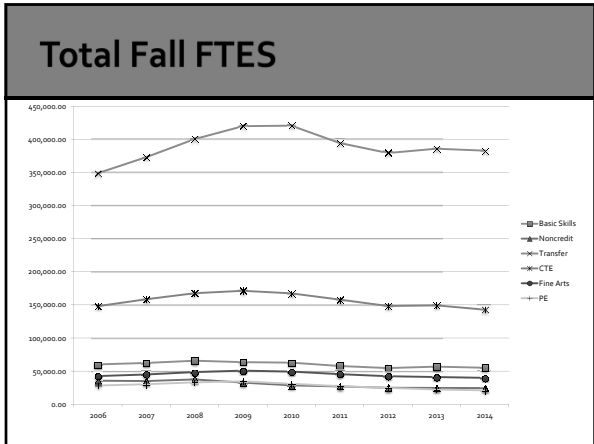
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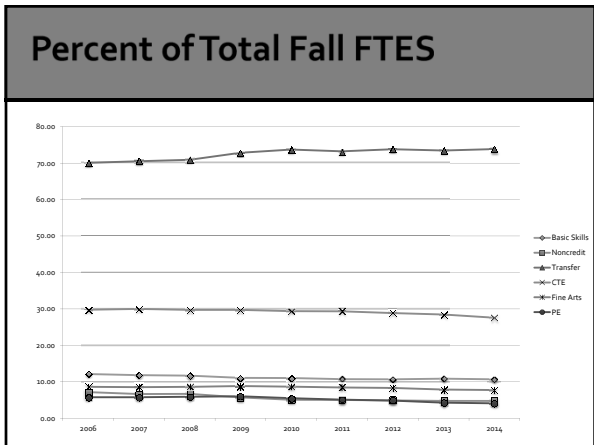
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### Future?



- C-ID Descriptors
- Model Curriculum
- Baccalaureate degrees

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**New Directions:  
CCC-only C-ID descriptors**

- CTE
  - EMS
  - Biotechnology
  - Basic Skills



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**Model Curriculum**

- Engineering
  - Certificate and Degree
- Information Technology
- Nursing



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**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.

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## Baccalaureate degrees

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



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## There is no place like home



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## 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!



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