



Creating Curriculum Handbooks

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(STRAND 1 - BASICS OF CURRICULUM)

Does your college have a curriculum handbook? What is a curriculum handbook, and what is it good for? In this breakout learn about the benefits of a curriculum handbook, and the “how-to” of creating a curriculum handbook for your college.

Breakout Learning Outcomes

1. **Analyze the potential audiences** for and benefits of a local curriculum handbook.
2. **Identify online and local resources** to tailor the structure and content of the handbook to address the needs of these audiences.
3. **Select mode(s) of publishing or distributing** a local curriculum handbook which maximize its accessibility.
4. **Develop a plan to review and update** a local curriculum handbook in response to changes in laws, regulations, standards, local procedures, or your college's goals or mission.

Benefits of a Local Curriculum Handbook

- Defines interplay between Title 5, local Board Policies, Administrative Procedures, and local practice
- Makes local curriculum processes transparent
- Documents the processes of course and program creation, modification, and approval
- Identifies resources to assure that local policies and state regulations for curriculum development and modification are followed, and demonstrates process compliance to external accrediting bodies

Audience for Local Curriculum Handbook

- **Discipline faculty** - reference for developing curriculum
- **Curriculum committee** - clarifies roles and local processes
- **Administrators** – esp. if they are unfamiliar with curriculum processes
- **Instructional services** office or student learning office
- **ACCJC** - documents compliance with title 5, etc.

ACCJC and Your Local Curriculum Handbook

ACCJC does not **explicitly** require a local curriculum handbook, **but...**

...it's a good way to document required practices; for example:

- Eligibility Requirement #14: "...A clear statement of faculty responsibilities must include development and review of curriculum...."
- Assessment Standard II.A.12: "...The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum...."
- Assessment Standard III.A.2: "...Faculty job descriptions include development and review of curriculum...."

Planning a Handbook: Questions to Think About

- Who will create and maintain/update the handbook (*e.g.*, the co-chair(s), a subcommittee, the full Curriculum Committee)?
- Who is responsible for curriculum at your college, and who participates in the development process?
- How do folks at your college find information about curriculum, and how does your college assist faculty with curriculum development and review?
- What is the approval process for curriculum proposals? Is the process transparent and easy to follow? Could it be made more straightforward and time efficient?
- Will you include information about your curriculum management system, or will those instructions be housed separately?

Content Suggestions: *Operating Procedures*

- Charge and membership of the curriculum committee and subcommittees/workgroups
- Roles and responsibilities of the chair(s) and members
- Meeting times and locations; local deviations from Robert's Rules; etc.
- Timelines for a full review of each proposal
- Reporting responsibilities to academic senate; links to by-laws
- User's guide for the curriculum management system

Content Suggestions: *Local Policies*

- Local Board Policies and Administrative Procedures, including those dealing with establishment of pre-reqs, repeatability, distance ed, and program discontinuance
- Timelines and catalog rights
- Financial aid considerations
- Explanation of development criteria, including locally developed standards for institutional learning outcomes
- Style guide or explanation of local writing standards, and common errors to avoid (i.e., how curriculum authors can perform their own tech review)
- Numbering conventions, cross-listing, etc.

Content Suggestions: *Review and Approval Process*

- Adding, deleting, and revising programs
 - Steps for program development
 - program structure, resource allocation, institutionalizing grant-funded programs, college mission, etc.
 - Types of degrees/certificates
 - Procedures for collegial consultation within division, college, and district.
- Special courses:
 - Independent study
 - Experimental Offerings / Special Topics courses
 - Work Experience, internship, etc.
 - Noncredit approval procedures for courses and certificates
 - Approval of Community Ed/Not for Credit - ensure faculty primacy in these decisions

Content Suggestions: *External Resources & Guidelines*

(links provided at end of slides)

- Program and Course Approval Handbook (PCAH)
- Title 5 - applicable sections
- Information on 4-year transfer and articulation criteria
- List of minimum qualifications
- Taxonomy of Programs (TOP Codes)
- ASCCC curriculum publications, and applicable sections of Title 5

Don't forget that people are resources, too!

- Vice President of Instruction or Student Learning
- Articulation Officer
- Vice chair/technical review chair (if applicable)
- Curriculum Specialist/Instructional Data Specialist
- Student Learning Outcomes Coordinator/Facilitator
- Distance Education Coordinator/Facilitator
- CTE/CE/WED Coordinator/Facilitator
- Classified staff: degree auditor, financial aid, scheduling, etc...

Approving and Updating Handbooks

- It's a good idea to obtain Curriculum Committee and Academic Senate approval for your curriculum handbook (this may require multiple cycles of review and revision), and to explicitly designate who is responsible for its maintenance after it is approved.
- Establish an update cycle for your handbook, because Title 5, your local procedures, or your college's goals and mission will likely change the week after your handbook is finally approved.

Publishing Your Curriculum Handbook

Make it accessible! A handbook is only useful if it is available on demand; publish in one or more of these forms:

- PDF file on your college's intranet and/or public site
- Print versions
- Curriculum website at your college
 - Web-only (HTML)? More on this later...

Ways to encourage folks to actually read the handbook?

Going Digital: Handbook on the Web?

Pros

- Easy to update
- Saves paper
- Fast access from anywhere
- Easy to have linked information instead of duplicating
- User friendly for many
- Sample site:
<https://wcc.yccd.edu/curriculum/>

Cons

- Some people prefer hard copies
- Extra precaution needed to ensure ADA accessibility
- Can be tricky to get senate approval on living document
 - Get around this by approving discrete components, like purpose statement

Curriculum Handbook Content Resources (1/3)

Title 5, Division 6, Chapter 6 of California Code of Regulations

- <https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IA71B9D70D48411DEBC02831C6D6C108E>

Program and Course Approval Handbook (PCAH)

- http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2016_agendas/July/PCAH_6thEdition_Final_June2016_kc.pdf

Course Outlines of Record: A Curriculum Reference Guide Revisited

- <http://www.asccc.org/sites/default/files/COR.pdf>

Noncredit Nuts & Bolts

- http://www.asccc.org/sites/default/files/Noncredit%20Nuts%20%26%20Bolts%20Curric%20Regional_3-22-15.pdf

Curriculum Handbook Content Resources (2/3)

Taxonomy of Programs (TOP Codes list)

- http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf

Minimum Qualifications Handbook (2017)

- <http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf>

Distance Education page - Chancellor's Office

- <http://extranet.cccco.edu/Divisions/AcademicAffairs/EducationalProgramsandProfessionalDevelopment/DistanceEducation.aspx>

ACCJC Accreditation Reference Handbook (Standards)

- http://accjc.org/wp-content/uploads/Accreditation-Reference-Handbook_Jul2016.pdf

CIO Manual 2012

- <https://cccio.org/documents/CIOManual01-05-2013.pdf>

Curriculum Handbook Content Resources (3/3)

ASSIST website for transfer/articulation info

- <http://www.assist.org/web-assist/welcome.html>

IGETC Guidelines 2018

- <http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20ofinal%20version.doc.pdf>

CSU-GE Guiding Notes for General Education Reviewers

- <https://www.calstate.edu/App/GEAC/documents/GE-Reviewers-Guiding-Notes.pdf>

UC Transferability Criteria

- <https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>

Staying in the Loop for Curriculum Updates

- Join Yahoo Group for CCC Curriculum Chairs
 - Subscribe via CaCurricChairs-subscribe@yahoogroups.com
- Join CCCCO Group for CCC Curriculum Specialists
 - Subscribe via <http://listserv.cccnext.net/scripts/wa.exe?LOGON>
 - Create a user name and login, and then follow instructions to be added
- CIO and CSSO First Friday Update from CCCCO Academic Affairs website
- Title 5 updates: <http://extranet.cccco.edu/Divisions/Legal/Regulations.aspx>
- Regional curriculum training opportunities from ASCCC (Fall and Spring)
- ASCCC Plenary—Fall (south), Spring (north)

Questions?

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