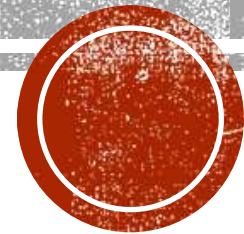


IMPORTANCE OF CODING IN THE CURRICULUM REVIEW PROCESS

Shireen Awad- Curriculum Specialist, Chaffey College

Marie Boyd- Curriculum Chair, Chaffey College

Eric Wada- ASCCC Curriculum Committee, Folsom Lake
College



GOALS

- Streamline local curriculum approval processes
- More informed decision-making regarding course and program codes
- Review TOP, CIP, SAM, and SOC Codes
- Enhance the efficiency between the Curriculum Specialist and the Curriculum Chair



CODES CODES CODES...AND MORE CODES



CODES – MIS

MANAGEMENT INFORMATION SYSTEM

- USES:

- CB03 Course-Top-Code
- CB04 Course-Credit-Status
- CB05 Course-Transfer-Status
- CB08 Course-Basic-Skills-Status
- CB09 Course-SAM-Priority-Code
- CB10 Course-Coop-Work-Exp-Ed-Status
- CB11 Course-Classification-Code
- CB21 Course-Prior-to-College-Level
- CB22 Course-Noncredit-Category
- CB24 Course-Program-Status

- MIS Course Codes



CODES – TOP TAXONOMY OF PROGRAMS

USES:

- Course Identification
- Program Identification
- Apportionment and grant funding (Perkins)
- [SalarySurfer](#)
- [Student Success Scorecard](#)
- [LaunchBoard](#)
- [Data Mart \(Program Awards\)](#)
- Report to IPEDS/ Gainful Employment
- Report to the state legislature (ARCC)
- Facilities, Budgets, Faculty, Outcome Reports

- [TOP Directory](#) – Most recent revision: 2012
- [CCCCO TOP/CIP Crosswalk](#)

Two, Four, and Six Digits

*01	Agriculture
*0109	Horticulture
*0109.10	Landscape
*0109.20	Floriculture
*0109.30	Nursery



CODES– CIP

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

- USES:

- The federal standard for postsecondary instructional program classification
- Tied to federal financial aid
- Used for Gainful Employment which is reported on your program's website
- Used for tracking Baccalaureate Degrees
- Used for Veterans' financial aid
- Used for Accreditation
- **Used in the COCI yet?**

2 – digit	14	Engineering
4 – digit	14.08	Civil Engineering
6 – digit	14.0804	Transportation & Highway Engineering

- [CIP Code Directory](#)
- [O*NET Crosswalk CIP/SOC](#)



CODES– SAM STUDENT ACCOUNTABILITY MODEL

USES:

- CB 09
- Accreditation reports
- DataMart reports
- Student Success Scorecard
- Educational Master Plan Goals – Progress on Measurable Objectives
- Gainful Employment Program Disclosures
- Perkins Core Indicator Reports (VTEA)
- President's Load Study reports - used for Hiring Priorities
- Help identify pathways within CTE programs, such as which courses are introductory and which are the capstone courses
- SAM codes affect calculations about students who took intro courses and skills-builders

A – Apprenticeship (offered to apprentices only)

The course is designed for an apprentice and must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.

B – A “B” course is offered in one specific occupational area only and clearly labels its taker as a major in this area. The course may be a “capstone course” that is taken as the last requirement for a career technical education program. **Priority letter “B” should be assigned sparingly; in most cases no more than two courses in any one program should be labeled “B”. Each “B” level course must have a “C” level prerequisite in the same program area.**

C – Courses will generally be taken by students in the middle stages of their Programs and should be of difficulty level sufficient to detract “drop-ins”. A “C” level course may be offered in several occupational programs within a broad area such as business or agriculture. The “C” priority, however, should also be used for courses within a specific program area when the criteria for “B” classification are not met. A “C” level course should provide the student with entry-level job skills.

D - “D” courses are those taken by students in the beginning stages of their occupational programs. The “D” priority can also be used for service (or survey) courses for other occupational Programs.



CODES – SOC

STANDARD OCCUPATIONAL CLASSIFICATION

USES:

- Managed by the U.S. Dept. Labor, Bureau of Labor Statistics
- Used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.
- Used when calculating supply and demand and developing labor market projections for job openings.
- Tracks program completers to make sure they end up in a federally recognized occupation (SOC Code)
- TOP Code Alignment Project
- Gainful Employment
- Financial Aid
- Baccalaureate Degrees
- Veterans
- WIOA
- Salary Surfer

11-1000 Top Executives
11-1010 Chief Executives
11-1011 [Chief Executives](#)
11-1020 General and Operations Managers
11-1021 [General and Operations Managers](#)

- [2018 Standard Occupational Classification](#)



COURSE CODING IN COCI

- Courses are coded using the [California Community Colleges Management Information System Data Element Dictionary](#) also known as the “CB Data Element Dictionary”.
- Curriculum Specialists are to know these codes so that they may directly input them into COCI and the Student Information System.
- This provides an exact mapping of codes with field checks and integrity checks. Integrity checks are “If...then” statements that guide the specialist on inputting the proper codes.
- Example (p. CB-10)

Course Data Elements	
CB04 COURSE-CREDIT-STATUS	
Processing Edits	
FIELD CHECK	D, C, or N
INTEGRITY CHECK	<p>If Course Transfer Status (CB05) is coded as "Transferable to both UC and CSU" or "Transferable to CSU only" (A or B), then this element must be coded as Credit - Degree Applicable (D).</p> <p>If Basic Skills Status (CB08) is coded as a Basic Skills course (B), then this element must be coded either "Credit - Not Degree Applicable" or "Noncredit" (C or N.)</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Units of Credit Maximum (CB06) must be coded as zeros.</p> <p>If Credit Status (CB04) is coded as "Non-Credit" (N), then Classification Status (CB11) must = J, K, or L.</p> <p>If Noncredit Category (CB22) is not "Y" (Not Applicable, Credit course) then Credit Status (CB04) must be coded N (Noncredit).</p> <p>If this element is coded as C or D, Noncredit Category (CB22) must be coded "Y" (Not Applicable, Credit course.)</p> <p>If Credit Status (CB04) is coded "N", Noncredit Category (CB22) must not be "Y" (Not Applicable, Credit course.)</p>
REFERENTIAL CHECK	<p>If Enrollment Grade (SX04) is reported as SP or UG, then CB04 of the associated course record must = N.</p> <p>If CB04 = N (noncredit) the Section Units Maximum (XB05) and Section Units Minimum (XB06) must = 0000 (zeros).</p> <p>If Enrollment Grade (SX04) is reported as "1*", "IP", or "RD" and Course Credit Status (CB04) = "C" or "D", then Enrollment Units Earned (SX03) must be 9999.</p>



COURSE CODING IN COCI

- Once the codes have been reviewed and approved locally, they are inputted into COCI and the college's Student Information System by the Curriculum Specialist.

Course Detail

Control Number (CB00)	CCC000590355
Submission Number	921201807231320
Proposal ID	463712
College	CHAFFEY
Credit Status (CB04)	D - Credit - Degree Applicable
Department Name (CB01A)	COMPSCI
Department Number (CB01B)	4
Title (CB02)	Discrete Structures
TOP Code (CB03)	0706.00 Computer Science (Transfer)
Transfer Status (CB05)	B - Transferable to CSU Only

Transfer Status (CB05)	B - Transferable to CSU Only
Minimum Contact Hours	48.00
Maximum Contact Hours	54.00
Minimum Outside of Class Hours	96.00
Maximum Outside of Class Hours	108.00
Maximum Units (CB06)	3.00
Minimum Units (CB07)	3.00
Basic Skills (CB08)	N - The Course is Not a Basic Skills Course
SAM Priority Code (CB09)	E - Non-Occupational
Cooperative Work Experience (CB10)	N - Is Not Part of a Cooperative Work Experience Education Program
Classification (CB11)	Y - Credit Course
Approved Special Class (CB13)	N - The Course is Not an Approved Special Class
Prior to College Level (CB21)	Y - Not Applicable
Noncredit Category (CB22)	Y - Credit Course
Funding Agency (CB23)	Y - Not Applicable (Funding Not Used)
Program Status (CB24)	1 - Program Applicable



COURSE CODING IN COCI

- During the development of a new course, the Curriculum Specialist will input the codes locally approved.

Course Information	
Credit Status (CB04)	D - Credit - Degree Applicable
Department Name (CB01A)	INSTITUTE
Department Number (CB01B)	101
Title	Importance of Coding
TOP Code (CB03)	Select
Transfer Status (CB05)	Select
SAM Priority Code (CB09)	Select
Classification (CB11)	0701.00* Information Technology, General
Prior Transfer Level (CB21)	Select
Program Status (CB24)	Select

0614.10* Multimedia
0614.20* Electronic Game Design
0614.30* Website Design and Development
0614.40* Animation
0614.50* Desktop Publishing
0614.60* Computer Graphics and Digital Imagery
0699.00* Other Media and Communications
0701.00* Information Technology, General
0702.00* Computer Information Systems
0702.10* Software Applications
0706.00 Computer Science (Transfer)
0707.00* Computer Software Development
0707.10* Computer Programming
0707.20* Database Design and Administration
0707.30* Computer Systems Analysis
0708.00* Computer Infrastructure and Support
0708.10* Computer Networking



CODING CONT.

Importance of Coding	0701.00* Information Technology, General
Transfer Status (CB05)	Basic Skills (CB08)
B - Transferable to CSU Only	N - The Course is Not a Basic Skills Course
SAM Priority Code (CB09)	Cooperative Work Experience (CB10)
Select	N - Is Not Part of a Cooperative Work Experience Education
Select	Approved Special Class (CB13)
A - Apprenticeship	Select
B - Advanced Occupational	Funding Agency Category (CB23)
C - Clearly Occupational	Y - Not Applicable (Funding Not Used)
D - Possibly Occupational	District Governing Board Approval Date
E - Non-Occupational	06/07/2018
Program Status (CB24)	
1 - Program Applicable	
Description	
This is a test course to demonstrate the importance of coding.	

Hours and Units	
Noncredit Category (CB22)	
Y - Credit Course	
Special Characteristics Code Descriptor	
<input type="checkbox"/> Learning Assistance	<input type="checkbox"/> Bilingual Instruction
<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> Persons of Substantial Disabilities
<input type="checkbox"/> Convalescent Setting	<input type="checkbox"/> Corrections Facility
<input type="checkbox"/> Citizenship for Immigrants	
Minimum Contact Hours	Maximum Contact Hours
48	54
Minimum Outside Of Class Hours	Maximum Outside Of Class Hours
96	108
Minimum Units (CB07)	Maximum Units (CB06)
3.00	3.0



COURSE DATA VALIDATION IN COCI

- In the event that the codes do not align as described in the [CCC Management Information System Data Element Dictionary](#), COCI will produce a validation error after submission attempt.

The cor effective at field is required.
Noncredit Category must be "Credit Course" when Credit Status is "Credit - Degree Applicable"
This SAM Priority Code is invalid for Noncredit Category "Short-term Vocational"TOP Code cannot be Vocational for SAM Priority Code "Non-Occupational"

Please be sure to reattach any documents added while editing this proposal. Newly uploaded supporting documents won't permanently associate to the proposal unless all fields pass validation at the time of submission. Thank you!

- COCI will also highlight the CB areas that need to be corrected during this validation.

INSTITUTE

Title

Importance of Coding

Transfer Status (CB05)

B - Transferable to CSU Only

SAM Priority Code (CB09)

E - Non-Occupational

Hours and Units

Noncredit Category (CB22)

I - Short-term Vocational

Special Characteristics Code Descriptor

Learning Assistance

Bilingual Instruction

Apprenticeship

Persons of Substantial



PROGRAM CODING IN COCI

SP Program Codes

- **SP01 Student-Program-Identifier**
 - Indicates, by TOP code, the subject area of the student's degree
- **SP02 Student-Program-Award**
 - Designates the award type and whether it is credit or noncredit
- **SP03 Student-Program-Award-Earned**
 - Indicates whether a student has completed a program
- **SP04 Student-Program-Control-Number**
 - Maps student completion back to program control number issued when an educational program has been approved using the Curriculum Inventory

Program Detail		↑ Return to Program List	📅 Program History
Program Award	A.A- T Degree (Y)		
TOP Code	1270.00 Kinesiology		
Control Number	33231		
Submission Number	921201702135738		
Proposal ID	377732		
Program Title	Kinesiology		
Program Goal	Transfer (All ADTs and Certificates of Achievement for CSU GE Breadth and IGETC) (T)		
Units for Degree Major or Area of Emphasis (Minimum)	21.00		
Units for Degree Major or Area of Emphasis (Maximum)	24.00		
Total Units for Degree (Minimum)	60.00		
Total Units for Degree (Maximum)	60.00		
Annual Completers	2		
Faculty Workload	4.00		
New Faculty Positions	0.00		
New Equipment	0.00		
New Remodel Facilities	0.00		
Library Acquisitions	0.00		
Program Review at Month	4		
Program Review at Year	2020		



PROGRAM CODING IN COCI

Program Proposal Attributes	
School	
CHAFFEY	
Program Award	
Certificate of Achievement: 18 or greater semester(or 27 or greater quarter) units (C)	
Program Goal	
CTE (Limited to programs in CTE TOP codes other than ADTs) (C)	

Program Information	
Program Title	TOP Code (CB03)
Importance of Coding	0701.00* Information Technology, General
District Governing Board Approval Date	Program Review at Month
06/07/2018	6
JAC Sponsor Name	Program Review at Year
	2020
JAC Sponsor Address	Certificate or Diploma
	Select
RSI Hours	CDCP Eligibility Criteria
	Select
RSI Year	Distance Education
	1-49% (0149)
JAC Sponsor Phone (e.g. 9161112222)	Net Annual Labor Demand
	250
Employment Potential	<input checked="" type="checkbox"/> CTE Regional Consortium Recommendation
Select	<input checked="" type="checkbox"/> Gainful Employment
	<input type="checkbox"/> CID Submitted
	<input type="checkbox"/> Apprenticeship



PROGRAM CODING IN COCI

<input type="text" value="JAC Sponsor Phone (e.g. 9161112222)"/>	<input checked="" type="checkbox"/> CTE Regional Consortium Recommendation
<input type="text"/>	<input checked="" type="checkbox"/> Gainful Employment
Employment Potential	<input type="checkbox"/> CID Submitted
Select	<input type="checkbox"/> Apprenticeship

Course Report

No attached courses.

[Add Courses](#)

Course Units and Hours

Total Certificate Units (Minimum)	<input type="text" value="18"/>	Total Units for Degree (Minimum)	<input type="text" value="0"/>
Total Certificate Units (Maximum)	<input type="text" value="18"/>	Total Units for Degree (Maximum)	<input type="text" value="0"/>
Units for Degree Major or Area of Emphasis (Minimum)	<input type="text" value="0"/>	Total Core Courses	<input type="text" value="0"/>
Units for Degree Major or Area of Emphasis (Maximum)	<input type="text" value="0"/>	Total Core Hours	<input type="text" value="0"/>
		Total Elective Courses	<input type="text" value="0"/>
		Total Elective Hours	<input type="text" value="0"/>

Supporting Documents



“PROGRAM DATA VALIDATION” IN COCI

- COCI currently does not have program validation; however, each program is reviewed by the Chancellor’s Office.
- Some helpful notes:
 - Program Goals:
 - CTE: Limited to certificates and programs in a CTE TOP Code other than ADTs
 - Transfer: ADT, CSUGE, or IGETC only. ADT can have a CTE TOP Code.
 - Local: Other AA/AS degrees and certificates in a non CTE TOP Code.
- Course Units and Hours (see previous slide as reference):
 - Certificates: only need to fill “certificate units minimum and maximum”. All other fields will have a 0 in them.
 - AS/AA/ADTs: only need to fill “units for degree or area of emphasis (minimum and maximum)” and “total units for degree (minimum and maximum)”. Certificate section, total core courses, total core hours, total elective courses, and total elective hours are marked as 0.
 - Noncredit: All fields will be 0 except “Total Core Courses and Total Core Hours” and “Total Elective Courses and Total Elective Hours” (if applicable).



WHO ASSIGNS TOP, SAM, CIP, AND SOC CODES AT YOUR COLLEGE?

- TOP Codes and SAM Codes should be chosen by Faculty during the curriculum process in consultation with the Curriculum Office.
- TOP Codes and SAM Codes must align:
 - If a TOP Code is CTE (indicated by an asterisk), the SAM Code can only be the occupational TOP Codes B, C, or D.
 - If a TOP Code is non-CTE, the SAM Code must be E) Non Occupational.
 - SAM Code, A) Apprenticeship, is only offered to apprentices only.



ASSIGNING TOP CODES AND SAM CODES DURING THE CURRICULUM PROCESS

Type of Course:	Lecture
Credit by Examination	No
Units	3
Lecture Hours	Normal: 54 Range: 48 - 54
Out-of-Class Hours	Normal: 108 Range: 96 - 108
Times Taken	1
Course Level	A - Degree- or Certificate-Applicable, Transfer
Course Grading	Letter Grade
TOP Code	0706.00 - Computer Science (transfe
CB09 Course SAM Priority Code	E=Non-Occupational
Discipline Sequence	
Program\Certificate List	A.S.-T. Computer Science



WHO ASSIGNS TOP, SAM, CIP, AND SOC CODES? CONT.

- CIP Codes directly align with the TOP Code which is listed in the [CROSSWALK: 6th Edition Taxonomy of Programs \[TOP\] to 2010 Classification of Instructional Programs \[CIP\]](#)

APPENDIX B [TOP Code Order]

CROSSWALK: 6th Edition Taxonomy of Programs [TOP] to 2010 Classification of Instructional Programs [CIP]

6th Edition TOP		2010 CIP	
TOP Code	TOP Title	CIP Code	CIP Title
0101.00 *	Agriculture Technology and Sciences, General	01.0000	Agriculture, General.
0102.00 *	Animal Science	01.0302	Animal/Livestock Husbandry and Production.
0102.10 *	Veterinary Technician (Licensed)	51.0808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant.
0102.20 *	Artificial Inseminator (Licensed)	01.0399	Agricultural Production Operations, Other.
0102.30 *	Dairy Science	01.0306	Dairy Husbandry and Production.
0102.40 *	Equine Science	01.0307	Horse Husbandry/Equine Science and Management.
0103.00 *	Plant Science	01.0304	Crop Production.



WHO ASSIGNS TOP, SAM, CIP, AND SOC CODES? CONT.

- SOC Codes are assigned by...



WHO REVIEWS TOP, SAM, CIP, AND SOC CODES?

- Review of TOP Codes and SAM Codes are often completed by the Technical Review Committee of the Curriculum Committee. The Curriculum Committee may review these codes as well.
- The Curriculum Specialist/Catalog Producer may also review TOP Codes and SAM Codes as these are data elements coded in the Curriculum Inventory and the college's Student Information System.
- Any changes made to TOP/SAM Codes during the review process must be in consultation with the faculty originator.



EXAMPLE OF CURRICULUM REVIEW OF TOP/SAM CODE

Originator	Action
Tech Committee Chair 5 (required)	
Sharon Awad	Done 09/12/2017
Action: Approve	Del
Spoke to the originator and she would like the TOP Code to be 0706.00.	
Technical Review Committee 5 (optional)	
Stephen Calebotta	Done 09/11/2017
Action: Reviewed	Del
Stephen Shelton	Done 09/06/2017
Action: Reviewed	Del
David Schlanger	Done 09/07/2017
Action: Reviewed, Changes Needed.	Del
TOP Code missing and SAM Code clarification needed. If this course will have TOP Code "0706.00 - Computer Science" (as our other COMPSCI courses), then the SAM Code will need to change back to E=Non-occupational.	
Marie Boyd	Done 09/11/2017
Action: Reviewed, Changes Needed.	Del
I have emailed the COMPSCI faculty about the TOP Code issue. I would like them to be the ones to decide what it should be.	
Thanks	
First Reading Changes 5.5 (required)	
Originator	Action



ASSIGNING AND REVIEWING TOP CODES AND SAM CODES DURING THE CURRICULUM PROCESS

- Some disciplines are not clearly CTE or transfer, how are TOP Codes assigned?
 - What are the advantages and disadvantages of each (CTE vs. non-CTE)?
 - What should curriculum committees be telling faculty during the code selection process?



WHO REVIEWS TOP, SAM, CIP, AND SOC CODES? CONT.

- CIP Codes are primarily used by the Financial Aid Office.
- The TOP Code/CIP Crosswalk is used by Financial Aid to report the CIP Code on the Program Participation Agreement (PPA).
- Prospects in COCI
 - CIP may become a data element in COCI. At this point, the Curriculum Specialist will be responsible for providing this code using the Crosswalk.
 - The Financial Aid office would also be able to review which CIP code is assigned via COCI.



WHO REVIEWS TOP, SAM, CIP, AND SOC CODES? CONT.

- SOC Codes are reviewed by...



PUBLIC DISPLAY OF CODES

- Although not mandated, some colleges include some codes in their Catalog.

EMERGENCY MEDICAL PROVIDER

The Emergency Medical Provider Certificate of Achievement (EMPCA) trains students to perform basic life support in a pre-hospital setting, preparing them for employment in the field of Emergency Medicine. Successful completion of the EMPCA identifies the student as having met the educational requirements as an Emergency Medical Provider - Basic EMT. Certificate holders are qualified to take the National Registry examinations necessary for state certification. The EMPCA will prepare the student to meet requirements for career advancement as an emergency medical provider – Paramedic.

Program Learning Outcomes:

Upon the successful completion of this degree, students should be able to:

1. Describe the role and responsibilities of First Responders as professionals in the health care system interacting with other allied health personnel.
2. Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately in pre-hospital settings.
3. Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for clients of various ages.

Major requirements for the Emergency Medical Provider Certificate:

[L233/35466/1250.00*/15.0904]		Units
BIOL 30	Beginning Medical Terminology	3
BIOL 424	Anatomy and Physiology	3
BIOL 424L	Anatomy and Physiology Laboratory	1
EMT 405	Emergency Medical Responder	3
EMT 411	Emergency Medical Technician	7
FIRETEC 12	Occupational Safety and Health for Emergency Services	3
	Total units for the certificate	20

PROGRAMS OF STUDY

Chancellor's
Office Control
Number

Top Code

CIP

Local Code from
Institutional Research

Page 89 of [Chaffey College's Programs of Study 2017-2018](#)



PUBLIC DISPLAY OF CODES

- Although not mandated, some colleges include some codes in their Catalog.

ACCOUNTING (ACCTG)

1A Financial Accounting (4) (CSU; UC)

Hours: 64-72 lecture.

Grading: Letter grade only.

Advisory: Completion of Computer Information Systems 1 or Business and Office Technologies 63.

Development and communication of financial information that is useful to investors, creditors, and others to make decisions. Course material covered includes the accounting environment, accounting cycle, application of generally accepted accounting principles, ethics, financial statements, operations, investing, and financing activities.

(C-ID ACCT 110)

0502.00*

TOP
CODE



PUBLIC DISPLAY OF CODES

COCI is also accessible to the public. One can perform searches by TOP or SAM Code.

Appendix (questions from the session):

- Regarding apprenticeships:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/PolicyAlignmentandOutreach/ApprenticeshipCalifornia.aspx>

- Regarding where SOC Codes are kept: Locally, it varies who maintains them.



THANK YOU!

Any questions?

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Marie Boyd- marie.boyd@chaffey.edu

Eric Wada- Eric.Wada@flc.losrios.edu

