

Curriculum Specialists Roles and Responsibilities

Common Themes, Resources, Successes

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What We Will Talk About

- History of Curriculum Specialist position
- General job duties of Curriculum Specialists
- Skills required of Curriculum Specialists
- Role of Curriculum Specialists with regard to:
 - Administrative Support
 - Faculty Support
 - Staff Support
- Perspective of a Curriculum Chair



Background – From paper to electronic

- Curriculum used to be an entirely paper process—from the development of a course outline to the submissions to the Chancellor’s Office.
- In the 2000s, software products for curriculum management started being promoted, and colleges implemented systems to start housing course management and course information.
- Development of the Chancellor’s Office Inventory system.
 - In 2010 the Chancellor’s Office implemented the inventory system.
 - So much to “clean up”! Who’s job is it?
 - More changes, more work. Hello “Specialist!” 😊



General Job Duties

- Under the direction of the Vice President for Academic Services or Instruction, provide highly responsible, complex, and sensitive administrative and technical support
 - Curriculum Specialist titles vary from college to college.
 - Curriculum Scheduling Coordinator, Curriculum & Scheduling Specialist, Instructional Analyst, Curriculum Secretary, Curriculum Resource Specialist
 - Sometimes, the role is part of another job.
 - Academic Services Tech, Staff Assistant/Curriculum, Administrative Assistant, Administrative Technician-Curriculum, Instruction Office Assistant/Curriculum

General Job Duties

- Serve as technical resource to faculty and administrators in preparation of curriculum Proposals to assure compliance with state and local rules, regulations, and policies
- Best practice would be to meet with curriculum chair to establish roles
- Plan and coordinate the development and publishing of the college catalog
- Advise for schedule development
- Serve as liaison to discuss curriculum with college wide constituents: A&R, FA (ECAR/PPA), department assistants, dean, etc.
- May or may not serve as a voting member of the curriculum committee
- Serve as a liaison to the Chancellor's Office for curriculum related matters

General Job Duties

- Coordinate and maintain curriculum databases
 - These vary between colleges. Some use Banner, CurricUNET, and DegreeWorks. Others include PeopleSoft, DataTel (Ellucian), eLumen, Courseleaf, etc. Some colleges use in-house systems with limited access for the Specialist or access only for faculty.
 - Curriculum items do not update automatically between all systems.

Perspectives for Beginners

- Read the Program and Course Approval Handbook (PCAH)
- Be familiar with -
 - Title 5, TOP Codes, CIP Crosswalk, SAM and SOC Codes for CTE
 - Onetonline.org; Center for Excellence (Labor Market Information); Regional Consortium - forms and minutes
- When does your Board of Trustees meet to review curriculum?
- Get to know
 - your Faculty Curriculum Chair and Curriculum Committee members
 - those in your IT Department who uploads MIS data
 - your Financial Aid Officers for ECAR/PPA updates
- Attend curriculum-related workshops and conferences

Curriculum Specialist needs a Knowledge Base

- Administrative structure and functions of community colleges
 - What is your district's organizational structure?
 - Who are the members of the college's curriculum committee? Is there a district curriculum committee?
 - What are the college's policies and procedures related to curriculum?



Administrative and Curriculum Committee Support

- Assist with development of agendas
- Facilitate meeting schedule (meeting calendar, curriculum due dates, scheduling dates, etc.)
- Monitor curriculum system for proposals
- Discuss proposals with the faculty and administrative chairs
- Inspect documentation for accuracy and completeness (tech review)
- Take meeting minutes and post
- Prepare documents for reporting to the Board of Trustees and Curriculum Inventory

What is not part of the Curriculum Specialists Role

- Write curriculum for the faculty
- Revise proposals for faculty
 - approve any curriculum changes - purview of faculty and administrators
- Articulation activities - responsibilities of articulation officers
- Submit proposals to C-ID

Faculty & Staff Support

- Faculty Support

- Provide information on and interpretation of policies, procedures, and regulations.
 - Program and Course Approval Handbook (PCAH)
 - Course Outline of Record (COR); Program Outline of Record (POR)
 - Resources
- Provide technical support for curriculum system

- Staff Support

- Department staff training
- Dissemination of information to appropriate staff

Curriculum Inventory System

- An important role for the curriculum specialist is reporter to the Chancellor's Office
 - After local approval of course and program proposals, they must be submitted to the Chancellor's Office Curriculum Inventory system.
 - The Curriculum Inventory is used to electronically submit new program and course proposals, modify existing programs and courses, and deactivate or delete programs and courses no longer offered at the community college.
 - Ideally, the individual responsible for submissions is the curriculum specialist.

Perspectives of a Curriculum Chair regarding the role of Curriculum Specialists

- Curriculum Chair and Curriculum Specialist must support each other
- Both Curriculum chair and the Curriculum Specialist must have clear understanding of their roles
- Open communication
- Collaboratively work with VPI and Curriculum Specialist to establish timelines, calendars, and goals and objectives for the Curriculum Committee for the academic year
- Offer as many training opportunities as possible through the Chancellor's Office and ASCCC - attend together!
- Treat them like the God or Goddess they are!!!

Information Resources

Information may not trickle, so regularly check these websites:

Chancellor's Office:

<http://www.cccco.edu/>

Academic Affairs:

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

First Friday

<HTTP://EXTRANET.CCCCO.EDU/PORTALS/1/AA/CIOS/2018/FIRSTFRIDAYUPDATEJUNE2018.PDF>

PCAH

HTTP://EXTRANET.CCCCO.EDU/PORTALS/1/AA/CREDIT/2017/PCAH6THEDITIONJULY_FINAL.PDF

Intersegmental Programs and Credit Curriculum:

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

What's New:

http://extranet.cccco.edu/Divisions/AcademicAffairs/WhatsNew.aspx#Basic_Skills/ESL

This is the most important takeaway
that everyone has to remember:

You are not alone.

CaCurricStaff@yahoogroups.com

or

<http://listserv.cccnext.net/scripts/wa.exe?LOGON>

You'll need to create a username and login,
and then follow the instructions to be added.

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Thank you for sharing your day with us!