

Program Submission Requirements



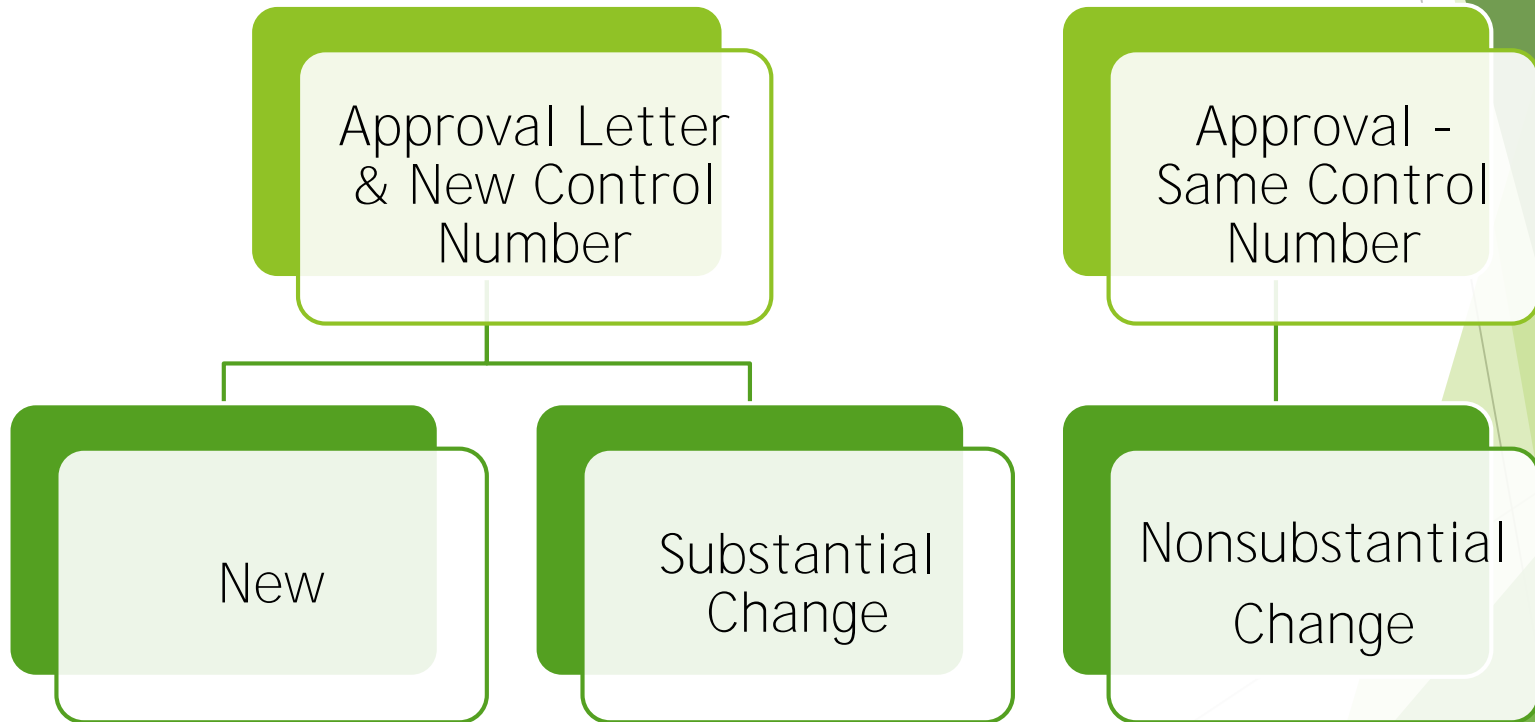
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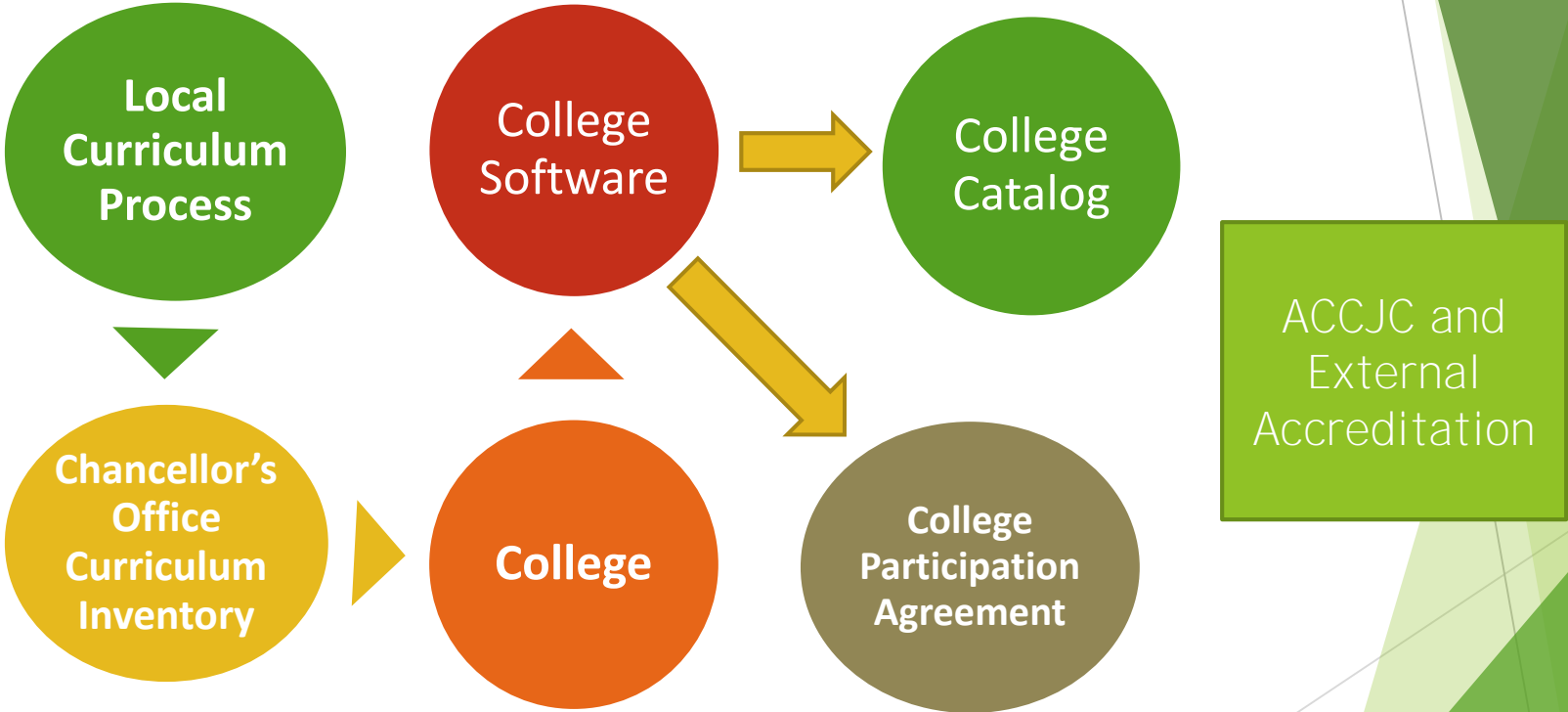
Overview

- ▶ Curriculum Process
- ▶ Credit Courses
- ▶ Certificates of Achievement (COA)
- ▶ IGETC/CSU GE Breadth COAs
- ▶ Associate Degrees (non-ADTs)

Chancellor's Office Approval Process for Programs



Curriculum Process



Curriculum Streamlining – Chancellor's Office (CO) Responsibilities

- ▶ Credit courses are **locally** approved as of July 2017
- ▶ Cooperative Work Experience courses are **locally** approved as of April 2018
- ▶ CO - reviews curriculum that is not part of the streamlining.
 - ▶ Certificates of Achievement (**New/Sub/Nonsub**)
 - ▶ AS/AA Degree (**New/Sub/Nonsub**)
 - ▶ ADTs (**New/Sub/Nonsub**)
 - ▶ Noncredit courses and programs (**New/Sub/Nonsub**)
- ▶ CO conducts Periodic Review
- ▶ CO provides technical assistance and training
- ▶ CO Curriculum staff are assigned to specific colleges, so the colleges can be served holistically and have one point of contact.



Curriculum Streamlining Myths

- ▶ Curriculum no longer needs to be submitted to the Chancellor's Office.
- ▶ No. All curriculum needs to be submitted to the Chancellor's Office with the exception of credit courses and low unit certificates that only require local approval.
- ▶ Curriculum will instantly be approved.
- ▶ No. It will be quicker, but not instant because it still needs to process through the Curriculum Inventory system for a control number. (It also depends on the local curriculum process.)
- ▶ Anyone on campus can develop curriculum.
- ▶ No. This is the purview of faculty.

Credit Courses



Credit Course Review

- Review CB fields
 - Credit Status – CB04
 - Course Title – CB02
 - TOP Code – CB03
 - Sam Code – CB09
 - Unit fields – CB06 & CB07
- Ensure the completeness of the COR
- Verify hours and units

NonSub & Sub Changes To Credit Courses

Nonsubstantial Change

An action to change an active course record that will not initiate a new control number.

(Example: Course Title or Transfer Status)

Substantial Change

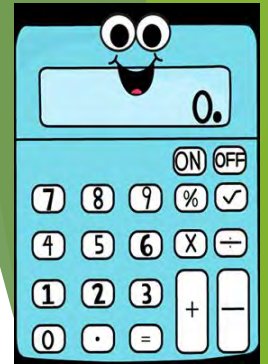
An action to create a new course record based upon an active course record. This action will initiate a new control number.

(Example: TOP Code, Number of Units or SAM Priority Code)

Credit Courses Submission

- Complete proposal record
- Units to Hours calculations
- Attached Course Outline of Records (CORs)
- CB03 (TOP Code) - CB09 (Sam Priority Code) Relationship
- Repeatable/Repeatability
- Cooperative Work Experience

Credit Hour: Standard Formula



Units of Credit =

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor}^*}$$

*Value used by the college to define the number of hours to award each unit of credit (minimum of 48 or maximum of 54)

Credit Hour Standard Practices: In-class to Outside-of-Class Ratios

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar and Related Work)	1	2
Activity (Activity, Lab w/ Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

Hours and Units

36 Lecture

72 Lab

+ 72 Outside-of-class hours (36x2)

180 total student learning hours

$180 / 54 = 3.33$; therefore, 3 units of credit

Cooperative Work Experience (CWE)

- Title 5 was revised for CWE to transfer local authority to the districts/colleges
- CWE plans are now required to be approved by the district governing boards
- **Recommend submitting a new plan to the district governing board**
- Units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = 1 semester unit)
- Units are awarded for on-the-job training hours and not for lecture.

CB03 - CB09 Relationship

CB03: TOP Code

Vocational TOP Code denoted in the inventory with an asterisk (*)

Non-vocational (CTE)

CB09: SAM Priority Code

- ▶ A: Apprenticeship
- ▶ B: Advanced Occupational
- ▶ C: Clearly Occupational
- ▶ D: Possibly Occupational

- ▶ E: Non-Occupational

Repeatable Courses

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
2. Intercollegiate Athletics
3. Intercollegiate academic or vocational competition
4. Cooperative Work Experience

Certificates of Achievement



Chancellor's Office Review for Certificates of Achievement

- ✓ Proposal fields filled in correctly
- ✓ Course Outline of Records (CORs) attached
- ✓ CORs should match throughout submitted documentation
- ✓ Course units in the Narrative match those in the COR
- ✓ Narrative is complete and accurate
- ✓ Total units on proposal match total units on Narrative

Chancellor's office Review for CTE

Supporting Documentation:

Labor Market Information (LMI) & Analysis

Regional Consortia Recommendation

Advisory Committee Recommendation

Program Review Date:

Must be every 2 years, Education Code 78016

Things to Look Out For

- Program Award
- Program Goal
- Units matching the Narrative
- Supporting Documentation
- Listing all CORs

Type of Certificates

B – Certificate of Achievement: 12 to fewer than 18 semester (18 to fewer than 27 quarter) units

For low unit certificates that don't need to obtain CO approval:

- Cannot appear on student transcript
- Cannot call them Certificate of Achievement
- Need to follow same requirements of the ones submitted to CO and keep documents on file

C – Certificate of Achievement: 18 or greater semester (27 or greater quarter) units.

Note: Certificates cannot straddle the line.

Program Goals for Certificates of Achievement

- **Transfer (T):** All ADTs and Certificates of Achievement for CSU GE-Breadth or IGETC
- **Local (O):** All certificates not in a CTE TOP Code, that are developed to meet locally defined needs.
- **Career Technical Education (C):** Limited to a program in a CTE TOP Code.
- ▶ **Note: title 5, section 55070 (a):**
- ▶ *...the term “general education” includes coursework taken to satisfy transfer patterns established by the UC, the CSU or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.*

Transfer Certificates

- ▶ Simplified process for submitting transfer certificates in IGETC and CSU-GE Breadth:
 - ▶ Colleges will still need to provide a narrative
 - ▶ IGETC and CSU GE-Breadth Language (Item 1 of Narrative)
 - ▶ Attach a copy of the CSU-GE Breadth or IGETC transfer requirements from the current college catalog (Item 3 of the Narrative)
 - ▶ No need to attach CORS

NOTE: Currently, COCI will not allow program submissions **with “Transfer” in the title. For the IGETC certificate, you should use the abbreviation to avoid a submission error**

Sample Language for Narrative Item #1 (CSU GE-Breadth)

The student will select courses that fulfill the CSU GE certification pattern detailed on page 118 of this catalog. CSU GE is accepted by all CSU campuses and some private / independent or out of state universities. CSU GE is not accepted by the UC system.

► **Total units = 39**

Sample Language for Narrative Item #1 (IGETC)

The student will select courses that fulfill the IGETC certification pattern detailed on page 110 of this catalog. IGETC is accepted by all CSU campuses and most UC campuses and majors. It is also accepted by some private / independent or out of state universities.

- ▶ **Total units = 37**

Associate Degrees



Chancellor's Office Review

- ✓ Proposal fields filled in and accurate
- ✓ CORs attached
- ✓ CORs in Narrative, Course Report & Supporting Documentation match
- ✓ Narrative is complete and accurate
- ✓ Course units in the Narrative match those in the COR
- ✓ Major and Total units on proposal match Narrative

CO Review for CTE



Supporting Documentation:

Labor Market Information (LMI) & Analysis

Regional Consortia Recommendation

Advisory Committee Recommendation

Program Review Date:

Must be every 2 years, Education Code 78016

Things to look out for

- Proposal:
 - Units don't match Narrative
 - Missing Supporting Documentation
 - CORs not listed
 - ASSIST/Articulation Agreement for Transfer degrees
- Program Requirement section:
 - Units don't match the program proposal record
 - Courses listed don't match the courses listed in the program proposal record
 - Must use the appropriate General Education pattern for the degree (e.g., CSU GE or IGETC for Transfer degrees, local college GE pattern for CTE or local degrees)

Program Goals for non-ADT Degrees

- **Transfer (T):** All ADTs and Certificates of Achievement for CSU GE-Breadth or IGETC
- **Local (O):** All other AA and AS degrees and certificates not in a CTE TOP Code, that are developed to meet locally defined needs.
- **Career Technical Education (C):** Limited to a program in a CTE TOP Code.
- **Note: title 5, section 55070 (a):**
 - ▶ *...the term “general education” includes coursework taken to satisfy transfer patterns established by the UC, the CSU or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.*

What Certificates and Degrees Have in Common



Sub vs. Nonsub Changes

Substantial

- ▶ Action to create a new Program Record based upon an active program record
- ▶ New Program Control Number
 - ▶ Goals/Objectives
 - ▶ TOP Code--different discipline
 - ▶ New program award using active proposal

Nonsubstantial

- ▶ Changes Active Program Record
- ▶ Same Program Control Number
 - ▶ Program title
 - ▶ TOP Code--same discipline
 - ▶ Unit changes
 - ▶ Addition/removal of courses

Narrative for New & Sub COAs & Degrees

1. Program Goals & Objectives
2. Catalog Description
3. Program Requirements
4. Master Planning
5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs within the region

LMI for CTE COAs & Degrees

Required for CTE programs

Within two years & region college serves

Employer survey okay in lieu of LMI

Data on Wages should be included

Regional Net Annual Labor Demand matches Proposal

Questions?

THANK YOU

