BREAKING THE CODE
Decrypting the Language of Curriculum
PRESENTERS

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SESSION DESCRIPTION

Does it ever sound like a curriculum committee meeting is held in a language other than English? Welcome to the Curriculum Institute’s version of Rosetta Stone. This session will decrypt the curriculum-based MIS coding, SAM, CIP, TOP, and other coding required for curriculum submission. A representative from the Chancellor’s Office will also be present to discuss common COCI submission concerns and how to avoid errors. Join us for this engaging session as we break the code of COCI, Data Elements, and MIS!
IN THIS SESSION:

Introduction to the MIS Database and COCI
- MIS vs. COCI
- SP Codes
- CB Codes
- Course Control Numbers

CIP and TOP

Non-intuitive CB Codes

Noncredit Concerns

What Can We Do With Curriculum Data
- Potential Uses for Curriculum Data
- The Future of COCI
INTRODUCTION TO THE MIS DATABASE

MIS (Management Information Systems)
**CCCCO MIS and COCI**

CCCCO MIS and COCI are two separate databases with different purposes:

<table>
<thead>
<tr>
<th>Created/Maintained By</th>
<th>CCCC0 MIS team</th>
<th>CCC Tech Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Collect unitary student, course, enrollment, etc. data from CCC students and employees for accountability, funding and research projects</td>
<td>Workflow engine to review all locally approved curricula and repository of all courses and programs with assigned control numbers</td>
</tr>
</tbody>
</table>
**Course Data**
Collection of MIS course data from districts after each term
All courses listed in college catalog are reported
Specification is available at: https://webdata.cccco.edu/ded/cb/

**Program Data**
Programs are reported indirectly (using program control number assigned in COCI) in various MIS data files such as program awards and student program of study
DATA ELEMENTS FOR PROGRAMS

SP Codes

SP01 TOP code
SP02 Student Program Award
SP03 Not used in COCI
SP04 Program Control Number
DATA ELEMENTS FOR COURSES

CB Codes

CB00  Control number
CB01  Course department & number
CB02  Course title
CB03  TOP code
CB04  Credit status
CB05  Transfer status
CB06  Units of credit - Max
CB07  Units of credit - Min
CB08  Basic skills status
CB09  SAM code
CB10  COOP work experience status
CB11  Classification code
CB13  Special class status
CB21  Prior to college level
CB22  Noncredit category
CB24  Program status
CB25  General education status
CB26  Course support status
COCI COURSE & PROGRAM DATA

COCI tracks the approval of new courses and updates to existing courses

COCI tracks the approval of new programs and updates to existing programs

COCI tracks the relationship between courses and programs (i.e., which courses are associated with which programs)
COCI AND MIS DATA

*The interaction between COCI and MIS is critical*

COCI interfaces with MIS to request course control numbers for new courses.

COCI interfaces with MIS to send program control numbers for new programs.

COCI provides access to course and program approval data for MIS processes and reporting.

COCI provides access to course and program relationship data for MIS reporting.
COURSE CONTROL NUMBER (CCN)

Course Control Numbers (CCN's) are generated/assigned to a course by CCCCCO MIS

Course Control Numbers are associated with a specific set of course characteristics

Course Control Numbers are used to ensure that courses are approved and historical course data is not changed

Specification is available at: https://webdata.cccco.edu/ded/cb/cb00.pdf
COURSE CONTROL NUMBER (continued)

Course Control Number is associated with:

- TOP Code (CB03)
- Credit Status (CB04)
- Maximum Units of Credit (CB06)
- Minimum Units of Credit (CB07)
- Basic Skills Status (CB08)
- SAM Code (CB09)
- Prior to College Level (CB21)
- Noncredit Category (CB22)
- Funding Agent Category (CB23)

If any of these are updated, a new Course Control Number must be assigned.
ALIGNING MIS & COCI DATA

In prior years there were significant issues; however, these are far less common than previously experienced.

COCI records may have become out of sync with MIS due to improperly allowed updates of COCI records.

These issues are identified when districts attempt to submit MIS data and edits are triggered.

Solution is to update COCI records to correct and issue new course control numbers when appropriate.
The Classification of Instructional Programs published by the National Center for Educational Statistics. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010

- Required for programs in COCI, not for courses
  - Most colleges will require it on courses for reporting purposes.

- Two-digit series
  - Most general groupings of related programs

- Four-digit series
  - Intermediate groupings of programs that have comparable content and objectives.

- Six-digit series
  - Represent specific instructional programs.
TOP Codes

Last revised in 2012

Assigned to both courses and programs

California’s way of collecting data regarding programs and courses:
- FTES
- Degree Awards
- Career Education Reporting
- Data Reporting

TOP Codes have been subject to mission creep
Instructional programs in all aspects of the past and present activities, conduct, interactions and organizations of humans.

**2202.00 – Anthropology**
The origins, physical and cultural development, technologies, social customs, and beliefs of mankind.

**2202.20 – Archaeology**
Study of extinct societies, and the past of living societies, via interpretation of their remains.
Instructional programs that study the relationship between the physical, social, emotional and intellectual environment in and of the home and family and the development of individuals, including programs in child development, family studies, gerontology, fashion, interior design and merchandising, consumer services, foods and nutrition, culinary arts, and hospitality.

* 1307.00 – Hospitality
Organization and administration of hospitality services, management, and training of personnel, including restaurant and food service management, hotel/motel or resort management, and convention and special events planning. Includes combined hotel/restaurant management programs.
Vocational TOP Codes require additional documentation:
- Current Labor Market Information (LMI) Data
- Advisory Committee Minutes
- Regional Consortium Approval
Depending on local curricular process, TOP, CIP, and appropriate MIS Codes should be selected by faculty during the curriculum approval process.
Non-intuitive CB Codes

CB 08 Basic Skills Status
CB 09 SAM Code
CB 11 Classification Status
CB 13 Special Class Status
## CB03 COURSE-TOP-CODE

<table>
<thead>
<tr>
<th>Processing Edits</th>
<th>Must be one of the TOP codes provided by the Academic Affairs division of the Chancellor’s Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD CHECK</strong></td>
<td>These checks are also in Noncredit Category (CB22).</td>
</tr>
<tr>
<td></td>
<td>If CB22 = A (ESL), CB03 must = 4930.84 – 4930.87, 4931.00.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = B (Citizenship for Immigrants), CB03 must = 2201.20, 2205.00, 2207.00, or 4930.90.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = C (Elementary &amp; Secondary Basic Skills), CB03 must be one of the basic skills TOP code, except ESL, as specified in the TOP code manual and CB08 (COURSE-BASIC-SKILLS-STATUS) must = B.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = D (Health &amp; Safety), CB03 must = one of the following: 0835.10, 0835.70, 0835.80, 0837.00, 0899.00, 1299.00, 1306.00, 1306.99, 2104.00, 2104.40, 2104.50, 2105.30, 2133.00, or 2199.00.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = E (Courses for Persons with Substantial Disabilities), CB03 must = any valid TOP code except those used for Basic Skills.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = F (Parenting) CB03 must = 1305.00 – 1305.90, or 1308.00</td>
</tr>
<tr>
<td></td>
<td>If CB22 = G (Home Economics) CB03 must = 1301.00 – 1399.00.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = H (Courses for Older Adults) CB03 must = any valid TOP code except those used for basic skills.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = I (Short-term Vocational) CB03 must = any vocational TOP code except 4931.00 and the SAM Priority Code (CB09) must = A, B, C, or D.</td>
</tr>
<tr>
<td></td>
<td>If CB22 = J (Workforce Preparation) CB03 must = one of the following: 4930.10 – 4930.13, 4930.71, 4930.72</td>
</tr>
</tbody>
</table>

**Integrity Check**

*The reason why CB Codes are non-intuitive*
INTEGRITY CHECK PROCESS

It starts with the MIS Data Element Dictionary (DED)
https://webdata.cccco.edu/ded/cb/cb_all.pdf

Several CB data elements are relational, and the selections made by colleges for any individual CB data element must live in harmony with the selections made for other CB data elements.

The relationship between fields is referred to the *Integrity Check* in the MIS DED and as *Validation Rules* in COCI.
Indicates whether the course is a basic skills course:

B = Course is a basic skills course
N = Course is not a basic skills course

"Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

- courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills 
- pre collegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs; or essential CE courses for which meeting the standards is neither necessary no required.
Integrity Check

Basic skills courses can only be coded as "Credit – Non Degree applicable" or "Noncredit" in CB 04 Credit Status

Suggest:
Basic skills courses must have a Credit Status CB 04 coding of either:
• $C = Credit Non Degree Applicable$
• $N = Noncredit$

[Link](https://webdata.cccco.edu/ded/cb/cb08.pdf)
A = Apprenticeship

B = Advanced Occupational
   - Capstone Course
   - Must have a prerequisite

C = Clearly Occupational
   - Middle stages of program
   - Entry-level job skills

D = Possibly Occupational
   - Beginning stages of their programs
   - Survey courses

E = Non-Occupational
Integrity Check

Courses with a career education TOP code must be either SAM A, B, C, or D.

https://webdata.cccco.edu/ded/cb/cb09.pdf
Classifies a course in accordance with its primary objective

Y = Credit Course
J = Workforce Prep Enhanced Funding
K = Other Noncredit Enhanced Funding
L = Non-Enhanced Funding
Integrity Check

Noncredit courses must be either:

- \( J = \text{Workforce Prep Enhanced Funding} \)
- \( K = \text{Other Noncredit Enhanced Funding} \)
- \( L = \text{Non-Enhanced Funding} \)

CB 13 indicates whether a course is an "approved special class" per Title 5 §56028

S = Approved special class
N = Not a special class

“Special classes are instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations. Such classes generate revenue based on the number of full-time equivalent students (FTES) enrolled in the classes.”
**Integrity Check**

There are no additional Integrity Checks for **CB 13**

NONCREDIT CONCERNS
CB 03 TOP Code
CB 22 Noncredit Category
A = English as a Second Language*
B = Citizenship for Immigrants
C = Elementary and Secondary Basic Skills*
D = Health and Safety
E = Courses for Persons with Disabilities
F = Parenting
G = Home Economics
H = Courses for Older Adults
I = Short-Term Vocational*
J = Workforce Preparation*
Y = Credit Course
**Integrity Check**

Code selected for **CB 22** will be verified with:

- **CB 03** TOP Code
- **CB 04** Course Credit Status
- **CB 05** Course Transfer Status
- **CB 06** Units of Credit Maximum
- **CB 07** Units of Credit Minimum

[https://webdata.cccco.edu/ded/cb/cb22.pdf](https://webdata.cccco.edu/ded/cb/cb22.pdf)
CB 04 = N (Noncredit)
CB 05 = C (Not transferable)
CB 06 = 0
CB 07 = 0
CB 03 = ?
If CB 22 = H, CB 03 can be **ANY TOP Code**, such as:

- **1002.00** Art (Painting, Drawing and Sculpture)
- **1004.00** Music
- **1507.00** Creative Writing

**Etc...**
(Example)
CB 22 = C (Elementary and Secondary Basic Skills)

CB 04 = N (Noncredit)
CB 05 = C (Not transferable)
CB 06 = 0
CB 07 = 0
CB 03 = ?
If CB 22 = C, CB 03 must be:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501.00</td>
<td>English</td>
</tr>
<tr>
<td>1520.00</td>
<td>Reading</td>
</tr>
<tr>
<td>1701.00</td>
<td>Mathematics, General</td>
</tr>
<tr>
<td>1702.00</td>
<td>Mathematics Skills</td>
</tr>
<tr>
<td>4930.09</td>
<td>Supervised Tutoring</td>
</tr>
<tr>
<td>4930.14</td>
<td>Study Skills</td>
</tr>
<tr>
<td>4930.30</td>
<td>Learning Skills, Disabled</td>
</tr>
<tr>
<td>4930.31</td>
<td>Living Skills, Disabled</td>
</tr>
<tr>
<td>4930.32</td>
<td>Learning Skills, Learning Disabled</td>
</tr>
<tr>
<td>4930.33</td>
<td>Learning Skills, Speech Impaired</td>
</tr>
<tr>
<td>4930.60</td>
<td>Elementary Education (Grades 1-8)</td>
</tr>
<tr>
<td>4930.62</td>
<td>Secondary Education (Grades 9-12) and G.E.D.</td>
</tr>
</tbody>
</table>
While CB 06 and CB 07 always reflect 0.00 when the course is noncredit, Title 5 (Title 5 §55002(c)(2)), requires the Course Outline of Record (COR) must include Course Contact Hours.

**Program and Course Approval Handbook (PCAH)**

**Units and Hours**

<table>
<thead>
<tr>
<th>Minimum Course Contact Hours</th>
<th>49.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Course Contact Hours</td>
<td>49.80</td>
</tr>
<tr>
<td>Units of Credit - Minimum (CB07)</td>
<td>0.00</td>
</tr>
<tr>
<td>Units of Credit - Maximum (CB06)</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Moral of the Story?

Be mindful of Integrity Checks.
Consult the DED during the Curriculum Development Process.
What can we do with Curriculum Data?
POTENTIAL USES FOR COCI DATA

Understand trends in course offerings within as well as across colleges and districts

Examine staffing trends by college, district, and systemwide throughout the academic year before, during and as the COVID-19 pandemic persists

Explore course offerings alongside trends in student completion by college/district
UPDATE
What is needed for systematic curriculum management given students' educational trajectories and the Vision goals?

THE FUTURE of COCI