

Curriculum By the Book: Developing a Local Curriculum Handbook

Curriculum Institute 2013

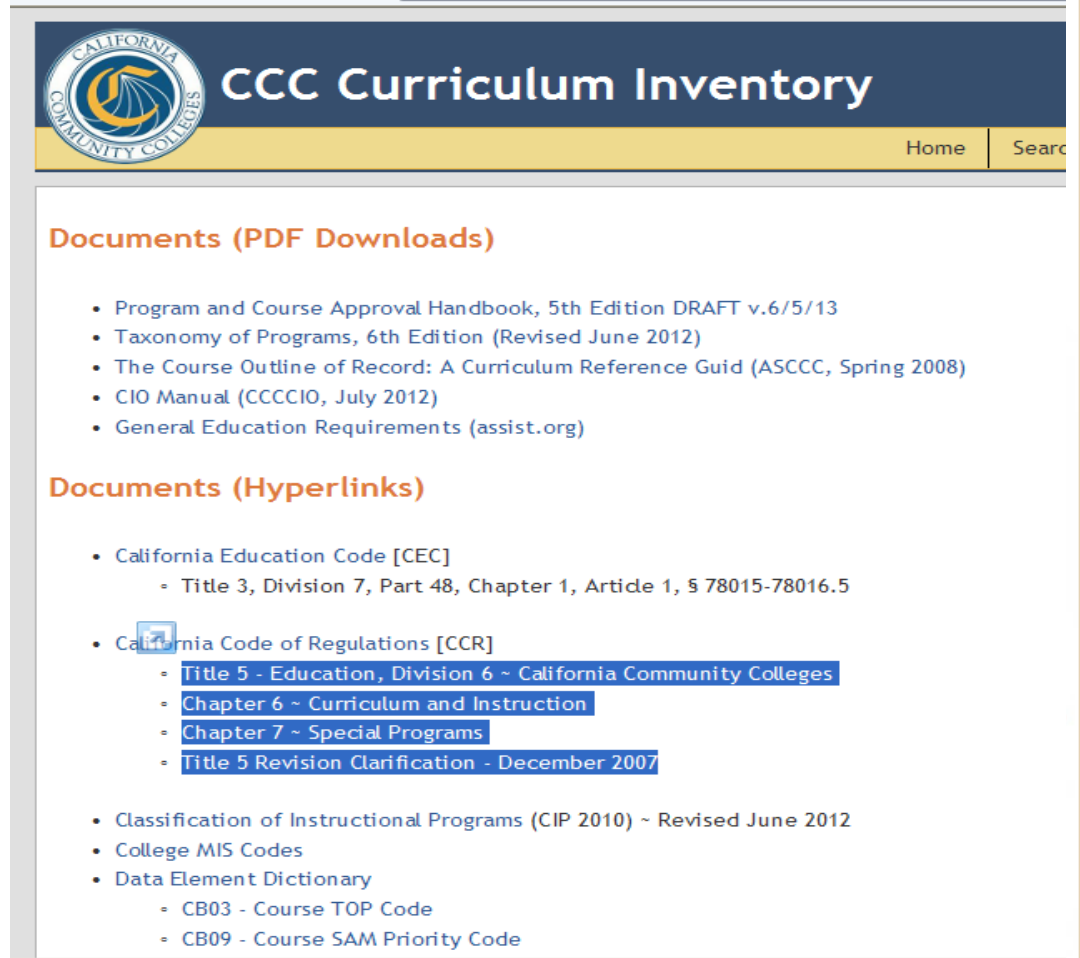
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What's the Need?

With all the resources available from the Chancellor's Inventory, why do we need a **LOCAL** curriculum handbook?



The screenshot shows the homepage of the CCC Curriculum Inventory. At the top left is the California Community Colleges logo. To its right is the title "CCC Curriculum Inventory" in a dark blue header. Further right are "Home" and "Search" links. Below the header, there are two main sections: "Documents (PDF Downloads)" and "Documents (Hyperlinks)".

Documents (PDF Downloads)

- Program and Course Approval Handbook, 5th Edition DRAFT v.6/5/13
- Taxonomy of Programs, 6th Edition (Revised June 2012)
- The Course Outline of Record: A Curriculum Reference Guid (ASCCC, Spring 2008)
- CIO Manual (CCCCIO, July 2012)
- General Education Requirements (assist.org)

Documents (Hyperlinks)

- California Education Code [CEC]
 - Title 3, Division 7, Part 48, Chapter 1, Article 1, § 78015-78016.5
- California Code of Regulations [CCR]
 - Title 5 - Education, Division 6 ~ California Community Colleges
 - Chapter 6 ~ Curriculum and Instruction
 - Chapter 7 ~ Special Programs
 - Title 5 Revision Clarification - December 2007
- Classification of Instructional Programs (CIP 2010) ~ Revised June 2012
- College MIS Codes
- Data Element Dictionary
 - CB03 - Course TOP Code
 - CB09 - Course SAM Priority Code

Benefits of a Local Curriculum Handbook

- While Title 5, the *PCAH*, and the *COR: A Curriculum Reference Guide* provide the broad parameters and practices for local curriculum committees, local Boards, Senates, and Curriculum Committees must develop local policies, processes, and standards.
- A local handbook is the logical repository for these local-defined aspects of curriculum.



Benefits of a Local Curriculum Handbook

- Makes the local curriculum process transparent to all parties
- Clarifies the responsibilities of the curriculum committee and others involved
- Clarifies the responsibilities of the curriculum developer/originator/initiator
- Clarifies the responsibilities of the college's instructional services office
- Serves as a guide/roadmap to the beginner



Benefits of a Local Curriculum Handbook

- How do you ease the processes of course and program modification and approval?
- How do you assist faculty with curriculum development and review?
- What resources are available at your college that assure the college/district and state regulations for curriculum development and modification are followed?



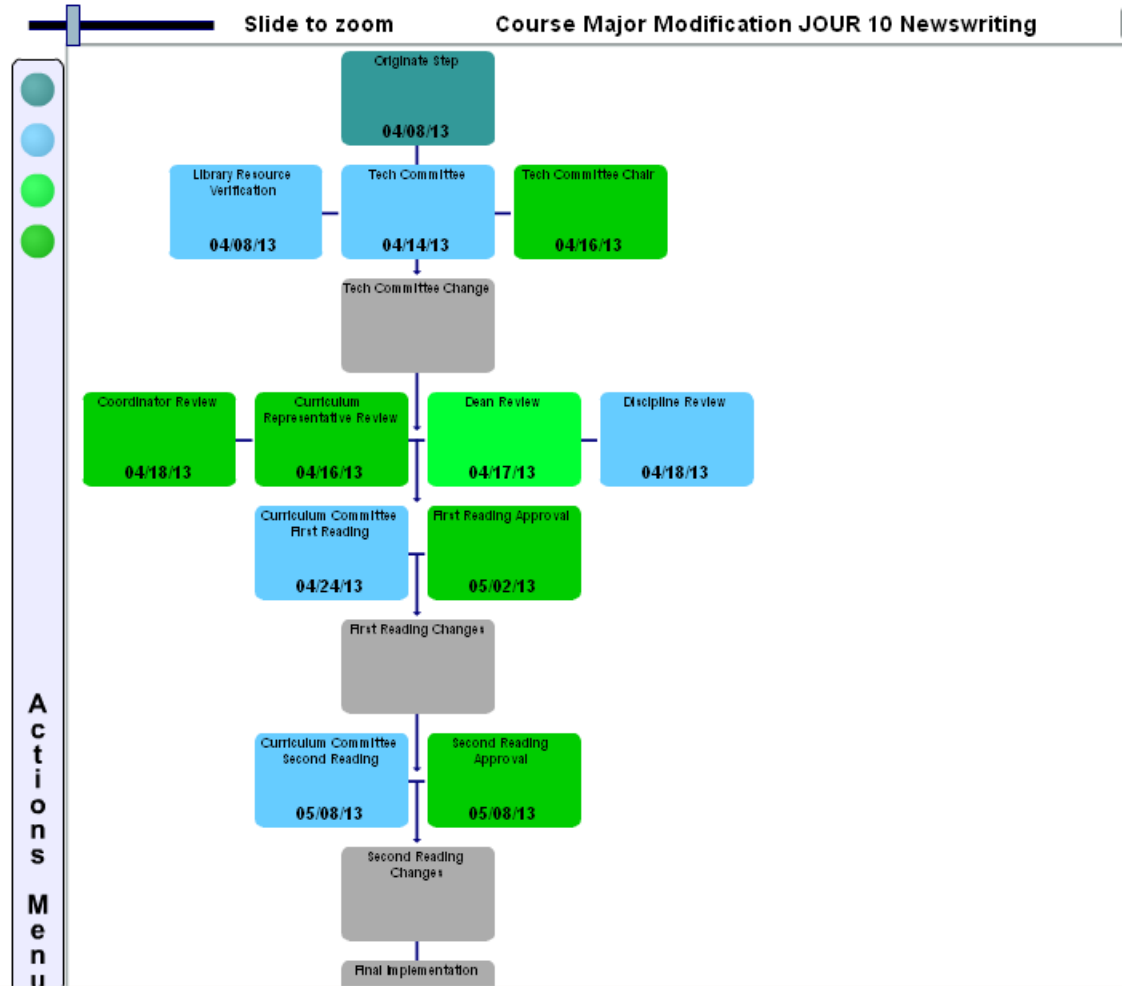
What Should Be Included in a Local Handbook?

- The charge to the curriculum committee, membership (names and titles, including appointing body, terms, and selection process for chair/co-chairs)
- Operating procedures – meeting times, dates, places, minutes of past meetings, by-laws)
- Reporting responsibilities (e.g., to academic senate)
- Unit / Hour Calculation Charts
- Crosswalks between local policies and Title 5



What Should Be Included in a Local Handbook?

A flow chart of the approval process with roles and functions of all participants identified. In particular, the process should include cross discipline review and a specific time line which demonstrates adequate allowance for a full review of each proposal



What Should Be Included in a Local Handbook?

- Summaries and/or links from
 - Title 5
<http://government.westlaw.com/linkedslice/default.asp?RS=GVT1.0&VR=2.0&SP=CCR-1000&Action=Welcome>
 - Program and course Approval Handbook (PCAH) – updated often – make sure you have the most recent edition.
 - Course Outline of Record: A curriculum Reference Guide
<http://asccc.org/sites/default/files/Curriculum-paper.pdf>
 - IGETC Guidelines
http://curriculum.comm.mjc.edu/ManualContentsOLD/6_placing_on_GE/IGETC%20Standards%20version%201.3%20final.pdf
 - Distance Education Guidelines http://www.accjc.org/wp-content/uploads/2012/08/Guide-to-Evaluating-DE-and-CE_2012.pdf
 - Accreditation Standards http://www.accjc.org/wp-content/uploads/2012/11/Accreditation-Standards-Annotated-for-COI-and-SLOs_Edited-Nov-2012.pdf



What Should be Included in a Local Handbook?

- Local Board Policies and Administrative Procedures, including those dealing with the establishment of pre-requisites, repeatability, distance education and program discontinuance
- A user's guide for local curriculum management system
- Explanation of development criteria, including locally developed standards for institutional learning outcomes
- Style guides or explanations of local writing standards



Some Questions to Think About

- Who is responsible for curriculum on your campus? Who participates in the development process? Where can you find that information at your campus?
- How do you assist faculty with curriculum development and review?
- Once you have your curriculum proposal finalized, how do you go about procuring its approval?
- Is your curriculum process transparent and easy to follow?
- Are there any ways in which you, as the Curriculum Chair, can make these process more straightforward and time efficient?



Considerations for Developing/Updating Your Curriculum Handbook

- Your college's goals and mission
- Limitations on curriculum development
- Various types of curriculum
 - degree credit
 - non-degree credit
 - non-credit
 - degree non-credit
 - community services/education
 - contract education.



Suggestions for Developing/Updating Your Curriculum Handbook

- Refer to:
 - Title 5
 - PCAH
 - Course Outline of Record: A Curriculum Reference Guide
- Your local Board Policies and Administrative Procedures regarding curriculum development
- Join listserv – Yahoo Group for California Community College Curriculum Chairs
(Contact: joni.jordan@cos.edu)
- ASCCC Repeatability Discussion Boards:
<http://www.ccccurriculum.net/repeatability-discussion-board>



Best Practices for Developing/Updating Your Curriculum Handbook

- Obtain Curriculum Committee and Academic Senate's approval
- Make it public and accessible! A handbook is only useful if it is available on demand when faculty need it!
 - PDF file on your college's intranet
 - Printed versions
 - Curriculum website at your local college
 - Attached in an email message to faculty
 - On reserve in your college library



Best Practices for Developing/Updating Your Curriculum Handbook

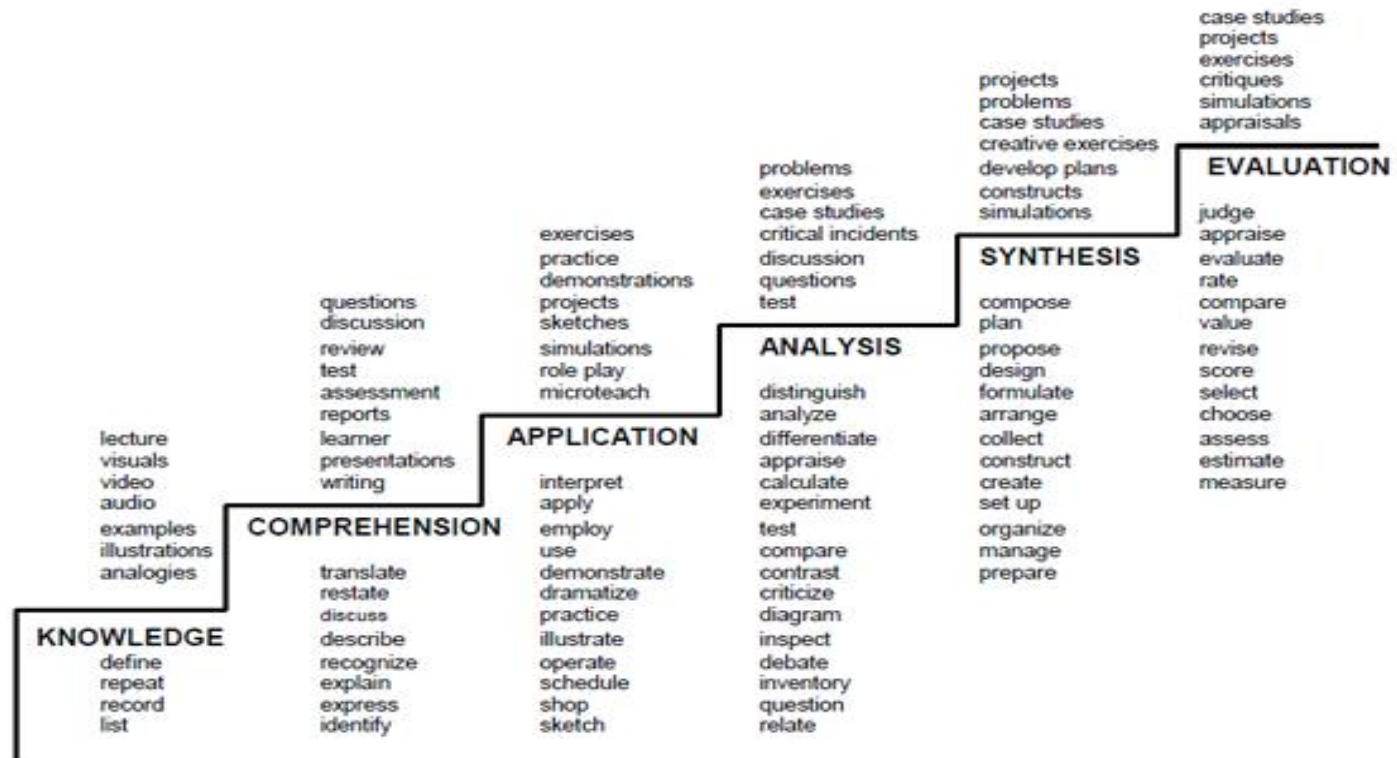
- Consider using quick checklists
- Include a section that includes terms and definitions
- Include a section for the “If I want to do this, then I need to do that”
- Provide plenty of samples – good and bad examples help!
- Provide lists of appropriate words and phrases, including Bloom’s Taxonomy
- Consider the reader
- Consider classified and administrators involved in the curriculum process
- Check grammar, punctuation and formatting



Example of a Bloom's Taxonomy Tool

From:

http://www.learningsolutionsmag.com/assets/images/learningsolutions/2013/130214/blooms_taxonomy_staircase.png



Best Practices for Developing/Updating Your Curriculum Handbook

- Stay current with Title 5 Changes - How?

Chancellor's Office curriculum page

<http://extranet.ccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum.aspx>

EXAMPLES of what's on that page right now:

Resources

[California Education Code](#) [CEC]

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ACCJC and your Local Curriculum Handbook

- Does ACCJC require that you have a local curriculum handbook for accreditation?
- Standard II A. references throughout pointing to a “plan” or “process” for example:
 - II.2.a. “The institution uses established procedures....”



Questions?

