Curriculum By the Book: Developing a Local Curriculum Handbook

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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?
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
  - Program and course Approval Handbook (PCAH) – updated often – make sure you have the most recent edition.
  - Course Outline of Record: A curriculum Reference Guide
  - IGETC Guidelines
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

• 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

• 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

• Stay current with Title 5 Changes - How?

Chancellor’s Office curriculum page
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum.aspx

EXAMPLES of what’s on that page right now:

Resources
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
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?