



It All Starts With An Idea: Assisting Faculty With Creating New Curriculum



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Overview



- ✦ Make yourself available
- ✦ Keep your AO involved
- ✦ Tell the faculty what they will need
- ✦ Building the COR
- ✦ Approving the COR
- ✦ Offering the new course

Ideas Are Where Great Courses Begin

Faculty are always coming up with new ideas about things they would like to teach to their students.

With all of these new ideas brewing, why don't most of them turn into new curriculum?

Most Faculty FEAR Curriculum!!!!



Curriculum Is Evil?



While it may be difficult to believe, many faculty don't like writing course outlines.

While we deal with them everyday, many faculty would rather have a root canal than attend a curriculum committee meeting.

As a curriculum chair, you should be available to help these faculty turn their ideas into new opportunities for students.

Make Yourself Available



- ✦ As a Curriculum Chair or a curriculum committee member, you have invaluable experience that can turn ideas into CORs.
- ✦ The faculty need to know that you are available to help them with anything that they need.
- ✦ One good strategy: schedule periodic sessions where you help faculty with writing courses.

Make It Simple



- ✦ The Course Outline of Record has many required elements that use terms that some faculty will not understand.
- ✦ Instead of using those terms, try asking the faculty member what they see as the purpose of the class, what they want to cover, and what they will have students do.

Bring In Your AO



- ✦ Creating new transfer courses should include consultation with your articulation officer.
- ✦ The AO will be able to provide valuable advice on possible GE approval, course to course articulation, C-ID, and whether similar courses have been rejected for articulation when attempted at other colleges.
- ✦ Depending on the faculty member and his or her comfort level, as well as the comfort level of your AO, you might all want to meet together to make this happen.

What They Need To Know?



- ✦ While a cool idea is where new courses begin, the idea is not enough to create a new COR.
- ✦ Imagine that your physics faculty want to create a new course on the Physics of Superheroes. They know that a similar course is offered at a UC campus and it would be a great new science course for non-majors.
- ✦ What do they need to figure out before they come speak with you?



Checklist For The Faculty



- ✦ What is your new course about?
- ✦ Who is the intended audience?
- ✦ What would you like the course to cover?
- ✦ What kinds of assignments and activities will you want the student to complete?

Start With Course Content and Objectives



- ✦ When we use words like course content and objectives, many faculty will have a dazed look in their eyes.
- ✦ Ask questions about what the faculty member wants to cover, about how long it will take, and what will the student get out of covering that material?
- ✦ When you have all of that information, you will be able to figure out how many hours for the course, how many units it will be, the course content, and the objectives.

What Will The Student Do?



- ✦ Now that you have figured out what the student will cover, ask what types of things the student will be asked to do.
- ✦ Some possible examples are:
 - ✦ Quizzes
 - ✦ Exams
 - ✦ Papers
 - ✦ Labs
 - ✦ Worksheets
 - ✦ Research Projects

What Will They Take Away?



- ✦ The last piece of information that you will need is what the instructor expects the students to take away after completing the course.
- ✦ Now you can create a purpose for the course and figure out the course SLOs. (Even if you don't include them on the COR, every course needs them.)

DE?



- ✦ If the instructor is hoping to offer this course online, then you will need to discuss the requirements for online instruction.
 - ✦ Does the course require any special equipment or software required for the online version?
 - ✦ How will the instructor initiate regular and effective content with the students? How will this content be tracked?
 - ✦ How will the instructor make sure all materials are ADA compliant?
- ✦ If the instructor has never taught online before, encourage them to complete online instructor training or to speak with an experienced online instructor first!

Building the COR



- ✦ With the information you have gathered from the interested faculty member, you should be able to assist him or her in creating the COR.
- ✦ If you use a curriculum management system like CurricUNET or WebCMS, you might want to show the faculty member how the information you collected is entered.



Caution: Don't Create Problems You Will Need to Fix Later



- ✦ Make sure the course follows appropriate hours to units guidelines.
- ✦ Make sure that all necessary requirements and materials are included so that they do not need to be added later.
- ✦ Help the faculty member avoid requirements that may need to be corrected later (unnecessary materials fees, unjustifiable repeatability, etc.)
- ✦ If similar courses exist at other institutions, especially on C-ID, make sure your COR maintains enough consistency with others that you do not need to correct it for articulation purposes.

Approval Process



- ✦ Now that the COR is completed, you might need to walk through your approval process with the faculty member.
- ✦ Many faculty are not aware of all of the required approvals that you have established locally.

Curriculum Committee



- ✦ Depending on your local practice, the faculty member (or someone else from the department) may be required to come to explain why this new course makes sense for your college and its students.
- ✦ Give the faculty member an idea of the type of information he or she should share with the committee and what types of questions are likely to be asked.

Offering The New Course



- ✦ Once the new course has been approved by the curriculum committee and your local board, many faculty believe they should be allowed to teach it immediately.
- ✦ Make sure that the faculty member is aware of when the first semester that the new course can be taught and why.

Thank You for Coming



- ✦ Do you have any questions?
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