Peralta District Curriculum Process

This process is effective Fall 2013, and supersedes all prior processes used to submit documents to CIPD for approvals and for finalizing approved courses in the PeopleSoft and CurricUNET systems.

Process	Responsibility for Completion
Course or Program Concept • New or Updated • Initial Entry into CurricUNET	Faculty Member at Originating College
Review and Discussion with: • Department Chair (in all cases) • Librarian (in all cases) • SLO Coordinator (in all cases) • Articulation Officer (if course should be transfer eligible) • Other Disciplines within your college (if there is overlap) • Other Peralta Colleges (see attached *PCCD Consultation Guidelines*) • CTE Dean [if a new or revised CTE program; CTE Dean will be responsible for ensuring consultation with Bay Area Community College Consortium (BACCC)]	Faculty Member at Originating College
Submission to CurricUNET • This is equivalent to clicking send on an email. The formal college reviewers and college curriculum committee won't see the proposal unless this step happens. • Ensure C-ID descriptors, Program Narratives, Transfer Information, and TMC Template are attached as required for courses and/or programs. • Timing through this step: Entirely dependent on the faculty member.	Faculty Member at Originating College
Work Flow Review at College • Approvals required are different for each work flow and for each college. • All required reviews in CurricUNET must be completed prior to sending to the College Curriculum Committee. • Timing for these reviews: one to four weeks depending on number of reviewers, their response time, and the number of changes requested. • Approval by chair should indicate date of consultation (note date in dialogue box in CurricUNET)	Various members of the originating college community Examples: • Department Chair • Dean • Librarian • SLO Coordinator • Articulation Officer • Tech Review • CTE Advisory Committee

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Approval by College Curriculum Committee • Timing for this review: two weeks to a month or more if committee requests additional information from the originator	College Curriculum Committee
Approval documented in CurricUNET • Completed within one week of Curriculum Committee meeting	College Curriculum Specialist
CurricUNET Report for CIPD • This is produced as an Excel Document. • All required reviews in CurricUNET must be completed prior to running the CIPD Report. • This will be the document CIPD will review and the document sent to the Board • Deadlines will be provided by VC Educational Services (Curriculum reviewed in Fall will be effective the following Summer or Fall; Curriculum reviewed in Spring will be effective the next Spring) • Timing for this step: Curriculum is submitted once a month, two weeks prior to CIPD meeting.	College Curriculum Specialist and College Curriculum Chair
CIPD Agenda • College reports collated • Additional non-course, non-program agenda items added • Agenda sent to CIPD members • Agenda posted to District Curriculum Web Site • CIPD Meetings scheduled by VC Educational Services • Timing for this step: Agendas are prepared once a month immediately after receiving College CurricUNET Report, two weeks prior to CIPD meeting.	District CIPD Co-Chairs and/or District Curriculum Specialist Educational Services
Review and Discussion at Monthly CIPD Meeting • Approved/ Tabled/Denied • CIPD Meetings scheduled by VC Educational Services • Minutes at CIPD will be taken by the College Curriculum Specialists, on a rotating basis • (Curriculum reviewed in Fall will be effective the following Summer or Fall; Curriculum reviewed in Spring will be effective the next Spring) • Curriculum may be tabled/returned to the college with a request for more information • Curriculum, if approved will be submitted to the one Board meeting each month where curriculum is reviewed.	CIPD 20 voting members (5 from each college)

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Process	Responsibility for Completion
Board Agenda prepared • Submitted to the one Board meeting each month where curriculum is reviewed.	District Educational Services
Review and Approval by Board of Trustees • Once per month	Board of Trustees
Final Board Report sent to Colleges • As soon after Board meeting as possible.	District Educational Services
Compare Final Board Report to CurricUNET documents • Make any changes based on Final Board Report • As soon as possible after Final Board Report is received	College Curriculum Specialist
CTE Programs only • Submitted to Bay Area Bay Area Community College Consortium (BACCC) for approval (prior to submission to State Chancellor's Office) • As soon as possible after Final Board Report is received • BACCC meets monthly	College CTE Dean and/or College Department Chair and/or College Department Chair
Curriculum submitted to State Chancellor's Office for • approval • entry into State Inventory • assignment of control number • As soon as possible after Board and BACCC (if needed) approvals	College Curriculum Specialist and/or College Curriculum Chair
Approval letters sent by State to • college (VPI, Curriculum Chair, Curriculum Specialist) • district curriculum specialist • Timing for this step: one week to several months	State Chancellor's Office
College Final Steps • Curriculum finalized and implemented in CurricUNET work flow • All dates entered on Codes/Dates page in CurricUNET • State Approval letters attached to CurricUNET file • State Approval letters filed in VPI Office • As soon as possible after state approvals are received	College Curriculum Specialist and/or Office of Instruction

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District Curriculum Specialist Final Steps • Enter course and control number into PeopleSoft • At this stage, the course and the program can now be scheduled and placed in catalog or catalog supplement • As soon as possible after state approvals are received	District Curriculum Specialist District Educational Services
Programs submitted to A & R • Notification Degrees may be granted • As soon as possible after state approvals are received	District Educational Services
Programs announced to College Community • Counselors • Admissions and Records • Financial Aid • Public Information Officer • As soon as possible after state approvals are received	College Office of Instruction
Accreditation Substantive Change Report for New Programs • Submitted to ACCJC • As required, generally once a semester	College Office of Instruction

Peralta District Curriculum Process

Procedures for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

  a. program integrity
  b. appropriate use of district resources
  c. program delivery to students in convenient locations
  d. adequate enrollment in all programs at all colleges

Description of a good faith effort at consultation

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

Consultation is required among colleges regarding the following curriculum issues.

Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.

Substantive change to existing UCN course

New single course which overlaps courses offered as part of an approved program at another college

New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)

Borrowing a course

Approved by CIPD 11/5/07
ConsultationProceduresFinalVersion, rev:10/8/07jm, 11/15/07