



MERRITT COLLEGE
COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS MEETING

September 6, 2017
3:00-5:00 p.m.
Room R-29

CONTACTS & INFORMATION

Curriculum Committee

- ❖ Chair: Nghiem Thai (nthai@peralta.edu)
- ❖ Vice Chair: Ruhina Najem (rnajem@peralta.edu)
- ❖ Curriculum Specialist: LaShaune Fitch (lfitch@peralta.edu)

Communications

- ❖ Email preferred for response within 48 hours
- ❖ Consultations by appointment only

Website

- ❖ <http://www.merritt.edu/wp/curriculum/>

CURRICULUM STREAMLINING

AUTHORITY

As the curriculum approval processes change, local colleges have greater authority and greater responsibility for certification



Local Approval



Regional Recommendation



CIO / Curriculum Chair Certification



Chancellor's Office Chaptering

APPROVALS

Local Approval

- New credit courses
- Substantial changes to credit courses
- Non-substantial changes to credit courses
- Stand-alone credit courses
- Non-substantial changes to credit programs

State Approval

- New/substantial changes to credit programs
- Associate degrees for transfer (ADTs)
- Noncredit courses and programs
- Cooperative work experience courses

State Submission for “Chaptering”

All curriculum (except fee-based courses and certificates of proficiency) must still be submitted to the State for chaptering to receive control numbers (if applicable) and to be eligible for apportionment.

CURRICULUM APPROVAL TIMEFRAME 2017-2018

CIC Meeting	CIPD Meeting	BOT Meeting	Effective Term <i>Non-Substantial Changes to Courses</i>	Effective Term <i>Substantial Changes to Courses</i>	Effective Term <i>New Courses</i>	Effective Term <i>New Programs</i>
August 24, 2017	September 11, 2017	September 26, 2017	Fall 2017	Summer 2018	Summer 2018	Fall 2018
September 14, 2017	October 2, 2017	November 14, 2017	Fall 2017	Summer 2018	Summer 2018	Fall 2018
September 28, 2017	November 6, 2017	TBA	Fall 2017	Summer 2018	Summer 2018	Fall 2018
October 12, 2017						
November 2, 2017	December 4, 2017	TBA	Fall 2017	Summer 2018	Summer 2018	Fall 2018
November 16, 2017						
November 30, 2017	February 5, 2018	TBA	Fall 2017	Summer 2018	Summer 2018	Spring 2019
December 14, 2017						
January 25, 2018	March 5, 2018	TBA	Spring 2018	Fall 2018	Fall 2018	Spring 2019
February 8, 2018						
February 22, 2018	April 9, 2018	TBA	Spring 2018	Fall 2018	Fall 2018	Spring 2019
March 8, 2018						
March 29, 2018	April 16, 2018	N/A	N/A	N/A	N/A	N/A
April 12, 2018	May 7, 2018	TBA	Spring 2018	Fall 2018	Fall 2018	Spring 2019
April 26, 2018	September 10, 2018	TBA	Spring 2018	Summer 2019	Summer 2019	Fall 2019
May 10, 2018						

CURRICULUM REVIEW

Starting with the comprehensive program review cycle in 2018-2019, the College shall implement a regular and systematic process of *curriculum review* to ensure the quality and integrity of all active courses and programs in accordance with five essential criteria established by the California Community Colleges Chancellor's Office:

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance

These criteria are based on “statute, regulation, intersegmental agreements, guidelines provided by transfer institutions and industry, recommendations of accrediting institutions, and the standards of good practice established in the field of curriculum design” (*Program and Course Approval Handbook, 6th Edition, p. 14*).

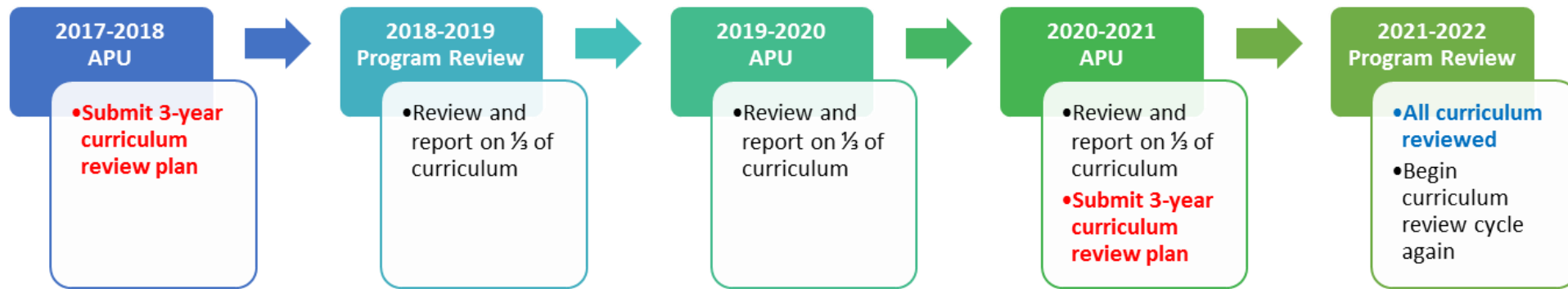
WHY IS CURRICULUM REVIEW REQUIRED?

Various statutes, regulations, policies, standards, and guidelines, at both the state and local levels, mandate periodic review of curriculum in the California Community Colleges.

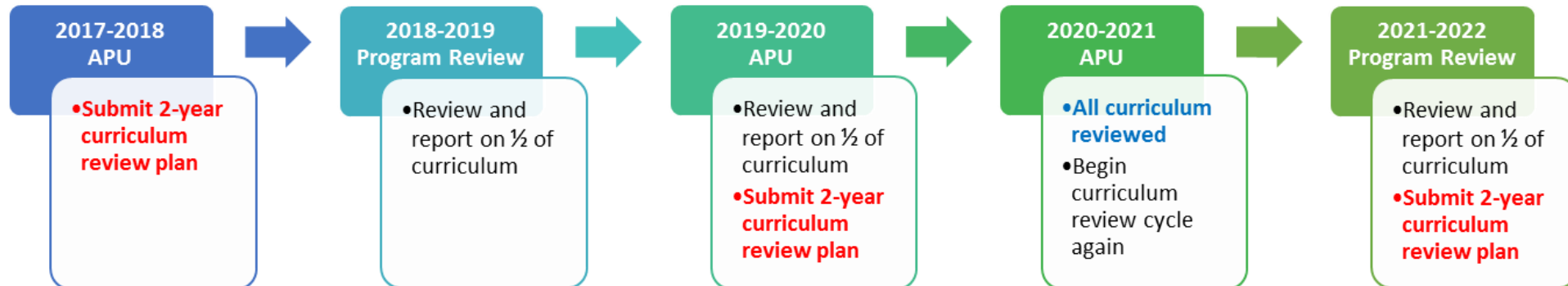
Authority	Requirement	Period
CA EDC § 78016(a)	<i>Every vocational or occupational training program offered by a community college district shall be reviewed every two years.</i>	2 years (CTE)
Title 5 CCR § 55003(b)(4)	<i>. . . at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years.</i>	6 years (non-CTE) 2 years (CTE)
ACCJC Accreditation Standard II.A.16	<i>The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location.</i>	6 years
UC Articulation & Transferability Policy	<i>Outlines should be current (not more than five years old).</i>	5 years (transferable)
PCCD AP 4020	<i>All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review.</i>	3 years

CURRICULUM REVIEW PROCESS

Non-CTE Courses and Programs (3 Years)



CTE Courses and Programs (2 Years)



CURRICULUM REVIEW PLAN

Directions

- List all active courses, certificates, and degrees.
- Indicate which year each course, certificate, or degree shall be reviewed (including deactivations and reactivations).
- Add more rows to each table as needed.

Course Number	Course Name	2018-2019	2019-2020	2020-2021
<i>ART 1</i>	<i>Introduction to Art History</i>	<i>X</i>		
<i>ART 4</i>	<i>History of Modern Art</i>		<i>Deactivate</i>	
<i>ART 7</i>	<i>History of African-American Art</i>			<i>Reactivate</i>

NEXT STEPS

The Curriculum and Instructional Council shall conduct training sessions on the requirements for curriculum review in the 2018-2019 program reviews early in the Fall 2018 semester. Detailed instructions, checklists, and templates will be provided to guide department chairs and program directors in initiating curriculum review.

Questions?