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## Bylaws & Standing Workgroups

### Academic Senate Bylaws

The Council for Curriculum & Instruction (CCI) defined by the bylaws of Academic Senate. Primary references: Article II Duties and Responsibilities, Section 6 and Article III Eligibility, Length of Term, and Term Limits, Section 6.

<https://www.goldenwestcollege.edu/Links/pdf/academic-senate/AcademicSenate-Bylaws-Approved-04.12.2022.pdf>

### Technical Review

*CCI approved: April 04, 2023*

**Overview:** Technical Review is a standing work group of the Committee for Curriculum and Instruction (CCI) where faculty's curriculum will receive initial recommendations from a body of curriculum representatives at GWC, ensuring accuracy and completion of curriculum proposals.

- For curriculum to be considered on CCI's agenda, it must go through at least one reading at Technical Review.
- For curriculum to be reviewed in Technical Review, the author, department's curriculum representative, or faculty member of the same discipline must be present.
- Regardless of the initial edits to a curriculum proposal, the entirety of a course's Course Outline of Record (COR), degree, or certificate will be reviewed at Technical Review.
- Departments may have at most three curriculum items read during Technical Review. Exceptions:
  - After the curriculum proposal has been reviewed at Technical Review and resulted with only minor revisions to the COR, degrees, or certificates that meet qualifications of being a consent item on CCI's agenda (TECH Lead and Curriculum Chair(s) determine if consent warranted).
  - If a department currently has one or more items on CCI's agenda, then Technical Review will only consider CORs, degrees, or certificates such that the combined curriculum items on CCI's and Technical Review's agenda cannot exceed three at one time.

After a 1<sup>st</sup> reading at CCI, all degrees and certificates must attend Technical Review for a 2<sup>nd</sup> reading to review and confirm all proper documentation is attached to the degree or certificate prior to the 2<sup>nd</sup> reading from CCI. Sample timeline:

- 1<sup>st</sup> Technical Review: Technical Review recommended edits.
- 1<sup>st</sup> CCI Reading: Curriculum Committee recommended edits.
- 2<sup>nd</sup> Technical Review: Checking program narrative and any additional documents to ensure accuracy and completion.
- 2<sup>nd</sup> CCI Reading/Approval, barring no additional edits.

**Day/Time:** Every 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month from 3:00 – 5:00 pm, specifically the offset weeks of CCI.

- Held via Zoom. Change of modality up to discretion of TECH Lead.
- Please keep in mind holidays and breaks may change the regularly scheduled meetings.

### **TECH Review Body:**

- TECH Lead
  - Any full-time faculty member who has served on CCI for at least three years within the past five years and who remains a full-time faculty member during their term is eligible.
  - The TECH Lead term is one academic year.
  - Compensation for serving as the TECH Lead determined by the office of the Vice President of Instruction; 2 LHE.
  - In the event TECH Lead position becomes vacant then Curriculum Chair(s) will assume TECH Lead responsibilities or appoint temporary TECH Lead until position is filled.
  - Academic Senate will send a call out for TECH lead position during Spring semester of academic year. All nominations will be brought to and elected by CCI representatives.
- Curriculum Specialist
- Curriculum Chair(s) (optional)
- Articulation Officer
- CCI Counseling Representative
- Vice President of Instruction (optional)
- Two additional Curriculum Representatives (rotating)

### **TECH Lead Roles/Responsibilities:**

- Create an agenda for each Technical Review meeting.
  - Agenda based on CORs, degrees, and certificates which make TECH queue, within CurricUNET, by 12:00 pm on the Monday prior to TECH Review meetings.
  - Curriculum items that plan to be discussed are posted on CCI Microsoft Teams. Respective curriculum representatives notified.
- Lead initial review and recommendations for all CORs, degrees, and certificates during TECH Review.
- It is TECH Lead purview if the initial review of all CORs, degrees, or certificates may be split into subgroups (i.e., partition of TECH Review Body to review and provide recommendations to curriculum proposals).
- Return CORs, degrees, or certificates to faculty author to initiate TECH Review edit recommendations. If no edits are recommended, forward to Curriculum Specialist in CurricUNET.

- Forward courses to Curriculum Specialist that receive initial edits by faculty and were returned to TECH queue by 12:00 pm on Thursday (to make CCI Agenda planning).
  - May attend CCI Agenda Planning every 1<sup>st</sup> and 3<sup>rd</sup> Thursday from 1:00 – 2:00 pm.
  - Per CCI Chair(s) request, aid in the drafting of documents to better streamline the creation and revision of curriculum and CurricUNET workflow.
- Assist Curriculum Chair(s) with coordination and implementation of curriculum workshops (FLEX Day, Center of Innovation and Learning (CIL) sessions, etc.)

### Credit for Prior Learning (CPL)

- Credit for Prior Learning college credit is awarded for validated college-level skills and knowledge gained outside of a college classroom. Credit for prior learning may be earned for eligible courses approved by the faculty for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/training, the evaluation of industry or State/Federal Government recognized credentials, student-created portfolios, and credit by examination.
- The workgroup entails meeting several times each semester as a college and to contribute to the District-wide conversations about processes and policies around CPL. The workgroup creates policies and procedures to recommend to CCI and is comprised of faculty, administration, and classified professionals who have applicable knowledge about processes and regulations

## CCI Approved Policies

### CPL Unit Limitation Catalog Language

CCI approved: April 19, 2022

*A maximum of 30 units may be granted in total for Credit for Prior Learning from one or more of the following: AP, CLEP, IB, industry certification and training, military training, student-created portfolios, or other experiential learning. A maximum of 50% of the major coursework – either units or number of courses - for any certificate or associate degree pattern may be awarded for credit for prior learning.*

### Existing Credit & Noncredit Course Revision Effective Terms

*Note: Regardless of the initial edits, the entirety of a course's course outline of record (COR) will be reviewed by the Council for Curriculum & Instruction (CCI). The effective term for the COR will be dictated by completion of all recommended edits made by its final reading / CCI approval (commonly the 2<sup>nd</sup> reading). **\*\*\*CREDIT COURSES ONLY\*\*\***The effective terms noted below do not take articulation (C-ID, CSU GE, UCTCA, IGETC, Cal-GETC) into full account. Submissions: C-ID (Ongoing), CSU GE (December), IGETC (December), UCTCA (June). This is approximately a 1 – 2 year timeline. Please contact the Articulation Officer.*

#### Effective Following Semester

If the existing COR obtains any of the following edits by its final reading / CCI approval (commonly the 2nd reading) then its effective term may be the next semester. The COR must obtain approval by the third CCI meeting of the semester.

- Methods of Instruction/Evaluation
- Distance Education Addendum

If the existing COR obtains only the following edits by its final reading / CCI approval (commonly the 2nd reading) then its effective term may be considered for the following semester. The COR must obtain approval by the last CCI meeting of the semester.