

CURRICULUM PROCEDURES

Council for Curriculum & Instruction



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

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

Day/Time: Every 2nd and 4th 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 1st and 3rd 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 2nd 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.

- Assigned Disciplines
- Student Learning Outcomes (SLOs)
- Course Objectives
- Lecture Content
- Lab Content
- Course Assignments
- Textbooks

Effective Next Calendar Year in the Fall

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 considered for the next calendar year in Fall, regardless of if the approval occurred during the Fall or Spring semester. The COR must obtain approval by the **last** CCI meeting of the semester.

Final Reading / CCI Approval	COR Effective Term
Spring 2023	Fall 2024
Fall 2023	Fall 2024
Spring 2024	Fall 2025
Fall 2024	Fall 2025
Spring 2025	Fall 2026
Fall 2025	Fall 2026

- Catalog Description
- Pre-requisites, Corequisites, and Advisories
- Units and Hours
- Required for Degrees & Certificates
- Course Prefix and Title
- Material Fees (attach Material Fee form for all new or revised fees)
- Credit Status
- Grading Policy
- Open Entry/Exit
- Basic Skills/Levels Below Transfer
- CA Code Classification & Noncredit Category
- SAM / TOP Code
- Repeatability

Existing Degrees & Certificates Revisions Effective Terms

Note: Regardless of the initial edits, the entirety of a degree or certificate will be reviewed by the Council for Curriculum & Instruction (CCI). The effective term for the degree or certificate will be dictated by completion of all recommended edits made by its final reading / CCI approval (commonly the 2nd reading).

Effective terms for degrees and certificates are also dependent upon the effective terms of new or existing courses. Please refer to the Existing Credit & Noncredit Course Revisions Effective Term and / or New Credit & Noncredit Course Effective Term documents found on the [CCI website](#).

Effective Next Calendar Year in Fall

If the existing degree or certificate obtains **any** of the following edits by its final reading / CCI approval (commonly the 2nd reading) then its effective term may be considered for the next calendar year in

Fall, regardless of if the approval occurred during the Fall or Spring semester. The degree or certificate must obtain approval by the **last** CCI meeting of the semester.

Final Reading / CCI Approval	Effective Term
Spring 2023	Fall 2024
Fall 2023	Fall 2024
Spring 2024	Fall 2025
Fall 2024	Fall 2025
Spring 2025	Fall 2026
Fall 2025	Fall 2026

- Title
- Award Type
- TOP Code
- CIP Code
- Catalog Description
- Program Level Learning Outcomes
- Career Opportunities
- Courses
 - Addition / deletion
 - Prefix
 - Number
 - Title
 - Units / hours
- Total Units / Hours

All new and revised degrees and certificates need the following:

- [Transfer Model Curriculum \(TMC\)](#) - associate degrees for transfer (ADTs)
- [Narratives](#) – all credit and noncredit degrees and certificates
- [Labor Market Index \(LMI\)](#) - credit and noncredit CTE degrees and certificates
- [Regional Consortia](#) – credit CTE degrees and certificates
- Advisory Minutes – credit and noncredit CTE degrees and certificates

**** Liberal Arts Degrees can be effective the next Fall semester. For example, with a Fall 2023 or Spring 2024 CCI approval a Liberal Arts Degree can be effective Fall 2024.**

New Credit & Noncredit Effective Terms

*Note: The effective term for the course outline of record (COR) will be dictated by completion of all recommended edits to the course and program made by its final reading / CCI approval (commonly the 2nd 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 timeframe. Please contact the Articulation Officer.*

Effective Following Semester

If the COR of a new credit non-Career & Technical Education (non-CTE) course and its corresponding **new Certificate of Achievement (COA) or new Associate Degree (AA/AS)** are CCI approved with its

final reading (commonly the 2nd reading) occurring by the **third** CCI meeting of the semester, then its effective term may be the next semester.

If the COR of a new noncredit CTE or non-CTE course and its corresponding **new Certificate of Competency / Completion** are CCI approved with its final reading (commonly the 2nd reading) occurring by the **third** CCI meeting of the semester, then its effective term may be the next semester.

If the COR contains **material fees** and is CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be considered for the next calendar year in Fall. See table below.

Effective Fall to Fall/Spring to Spring

If the COR of a new credit CTE course and its corresponding **new COA or new AA/AS** are CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be the following calendar year of the same semester. Ex. CCI approved Fall 2023, effective Fall 2024 or approved Spring 2024, effective Spring 2025.

Effective Next Calendar Year in Fall

If the COR of a new credit CTE or non-CTE course and its corresponding **new or existing Associate Degree for Transfer (ADT)** are CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be considered for the next calendar year in Fall, regardless of if the approval occurred during the Fall or Spring semester. See table below.

If the COR of a new credit or noncredit CTE or non-CTE course and its corresponding **existing COA, AA/AS, or Certificate of Competency / Completion** are CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be considered for the next calendar year in Fall, regardless of if the approval occurred during the Fall or Spring semester. See table below.

Final Reading / CCI Approval of COR and Program	COR and Program Effective Term
Spring 2023 or Fall 2023	Fall 2024
Spring 2024 or Fall 2024	Fall 2025
Spring 2025 of Fall 2025	Fall 2026

All new and revised degrees (AA/ADT) and certificates need the following:

- [Transfer Model Curriculum](#) (TMC) - associate degrees for transfer (ADTs)
- [Narratives](#) – all credit and noncredit degrees and certificates
- [Labor Market Index](#) (LMI) - credit and noncredit CTE degrees and certificates
- [Regional Consortia](#) – credit CTE degrees and certificates
- Advisory Minutes – credit and noncredit CTE degrees and certificates

New Degrees & Certificates Effective Terms

Note: The entirety of a degree or certificate will be reviewed by the Council for Curriculum & Instruction (CCI). The effective term for the degree or certificate will be dictated by completion of all recommended edits made by its final reading / CCI approval (commonly the 2nd reading).

Effective terms for degrees and certificates are also dependent upon the effective terms of new or existing courses. Please refer to the Existing Credit & Noncredit Course Revisions Effective Term and / or New Credit & Noncredit Course Effective Term documents found on the [CCI website](#).

Effective terms for new degrees and certificates are dependent upon the effective terms of all corresponding courses.

Effective Following Semester

If the **new Certificate of Achievement (COA) or new Associate Degree (AA/AS)** with only non-Career & Technical Education (non-CTE) courses is CCI approved with its final reading (commonly the 2nd reading) occurring by the **third** CCI meeting of the semester, then its effective term may be the next semester.

If the **new Certificate of Competency / Completion** with only noncredit CTE or non-CTE courses is CCI approved with its final reading (commonly the 2nd reading) occurring by the **third** CCI meeting of the semester, then its effective term may be the next semester.

Effective Fall to Fall/Spring to Spring

If the **new COA or new AA/AS** with only credit CTE courses is CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be the following calendar year of the same semester. Ex. CCI approved Fall 2023, effective Fall 2024 or approved Spring 2024, effective Spring 2025.

Effective Next Calendar Year in Fall

If the **new Associate Degree for Transfer (ADT)** with credit CTE or non-CTE courses is CCI approved with its final reading (commonly the 2nd reading) occurring by the **last** CCI meeting of the semester, then its effective term may be considered for the next calendar year in Fall, regardless of if the approval occurred during the Fall or Spring semester. See table below.

Final Reading / CCI Approval of COR and Program	COR and Program Effective Term
Spring 2023 or Fall 2023	Fall 2024
Spring 2024 or Fall 2024	Fall 2025
Spring 2025 of Fall 2025	Fall 2026

All new degrees (AA/ADT) and certificates need the following:

- [Transfer Model Curriculum](#) (TMC) - associate degrees for transfer (ADTs)
- [Narratives](#) – all credit and noncredit degrees and certificates
- [Labor Market Index](#) (LMI) - credit and noncredit CTE degrees and certificates
- [Regional Consortia](#) – credit CTE degrees and certificates
- Advisory Minutes – credit and noncredit CTE degrees and certificates

Program Discontinuance Policy

CCI approved: March 03, 2020

CCI is to review the GWC Program Discontinuance Policy and is given the opportunity to provide suggestions. Programs in PVR cannot modify curriculum unless special circumstances (EX: to be compliant with external governing agencies).

CCI Approved Procedures

AP Credit Procedure

CCI approved: May 05, 2020

The area discipline faculty will notify Jerry and Yvonne if there are necessary changes to the AP Credit table.

Auditing a Course Instructions

CCI approved: March 02, 2021

Student information

Name:

Address:

Student ID number:

Phone:

Justification for Request to Audit

In accordance with California Educational Code Section 76370 and Coast Community College District BP 5030 and AP 5030, the governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

- a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester. The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.
- b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.
- c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

To Petition a Course

- a) The student must meet college eligibility requirements for admissions and be an active student in the Coast Community College District.
- b) The student may only petition to Audit a course if they are ineligible to enroll in the course for credit. Students that have previously enrolled the maximum number of times allowed for credit or who have satisfactorily completed the course previously meet the requirements to audit.
- c) Petitions to audit are subject to instructor approval and will not be considered until the first-class meeting and will not be considered after the last day to add a course as posted in the class schedule.

- d) Audit registration will only be processed after the last day to add a course as posted in the class schedule.
- e) All current and outstanding fees must be paid at the time of Audit Registration. Auditing fees are non-refundable.

Petition routing for NextGen form:

Student
Enrollment services
Faculty
Dean
VPI

Course Revision Procedure

CCI approved: April 06, 2021

General Guidelines:

Courses should be revised every 5-6 years

CTE courses should be revised every 3 years (California Education Code §78016)

Revisions:

- Revisions cannot be launched/considered until the previous revision
- Revisions should not be submitted until previous revision has been effective for 1 year (course is effective Fall 2021 should have an earliest revision in Fall 2022)
- Include only GWC course prerequisites on COR
 - Remove OCC and CCC course equivalent prerequisites from COR (coded as equivalent)
- Remove “Formerly Known As” at next revision or after 5 years (whichever is later)

NOTE: Exceptions will be considered

Major versus Minor Revision

Select Major Revision when revising

1. Catalog changes –
 - a. Course number
 - b. Course title
 - c. Semester units
 - d. Lecture, lab, contact hours, study / non-contact hours
 - e. Catalog description
 - f. Prerequisites, corequisites, and advisories
 - g. Credit status
 - h. Grade policy
 - i. Open entry / open exit
 - j. Transfer status
 - k. General education and transfer requirements
 - l. Programs
2. Course objectives –
 - a. Courses not updated within the last five years

- b. Changes the focus of the course
- 3. Lecture and / or lab content –
 - a. Courses not updated within the last five years
 - b. Changes the focus of the course
- 4. Reinstating a suspended or retired course

Select Minor Revision when revising

- 1. Textbook(s) only
- 2. SLOs only
- 3. Material fees
- 4. Assigned disciplines
- 5. Adding online addendum to a current COR (updated within the last five years and COR does not have major revisions)
- 6. Adding details to existing course objectives or course content to a current COR (updated within the last five years)
- 7. Rewording or updating terminology to existing course objectives or course content to a current COR (updated within the last five years)

NOTE: Courses that have not been reviewed within five years automatically are a major revision.

Revisions that trigger Articulation review include:

- 1. Course objectives that changes the focus of the course
- 2. Lecture and / or lab content revisions that changes the focus of the course
- 3. Changes to prerequisites

Course Substitution Procedure

CCI reviewed: May 04, 2021

Associate Degrees for Transfer (AD-T):

- 1. The Transfer Center / Transfer Center Coordinator would initiate all requests
- 2. The form then goes to the Articulation Officer to check the articulation and assure the request is allowed. (Step 2 will be skipped in the summer).
- 3. The form goes to the discipline Faculty / Department Chair after approval from the Articulation Officer.
- 4. Faculty select Yes (for approved) or No (for denied) and would provide a justification as to why or why not.

For all other Associate Degrees and Certificates:

- 1. Counselors would initiate all requests.
- 2. The form goes to the discipline Faculty / Department Chair
- 3. Faculty select yes (for approved) or No (for denied) and would provide a justification as to why or why not.

Substitutions that are C-ID from another college that match C-ID to our courses would be automatic substitutions. All other substitutions would go to faculty by the method outlined above for sign off.

The new procedure will be effective July 1, 2021.

Substitution requests will have a two-week auto-approval at the faculty level.

Revisit Course Substitution Procedure in Spring 2022.

Credit by Exam Process and New Language for Catalog

CCI approved: October 03, 2017

Credit by Examination may be offered on a limited basis at the discretion of the respective instructional division. Students who are currently enrolled in at least one course (other than the course to be challenged) and in good academic standing are eligible to seek "credit by examination." Students may inquire in the respective division office regarding eligible courses. If approval is granted, a Petition for Credit by Examination should be completed and submitted to the instructor and division office. A grade of pass or no pass will be awarded, and the course will be identified as a "Credit by Examination" on the transcript.

Once the petition is approved by the dean and the instructor, student will need to file the petition with Enrollment Services, make payment no later than the third week of the semester, and meet with the instructor to take the examination. Exam grades are final and will be posted to the transcript. Failure to successfully complete the examination will result in an unsatisfactory grade. Students should not enroll in the course to be taken as Credit by Examination. The course credit is clearly identified on the student's transcript and designated as "Credit by Examination." Since Credit by Examination may not transfer to other institutions, students are strongly encouraged to make an appointment with a counselor. Transfer ability of Credit by Examination is subject to review and approval by other colleges and universities. Units earned by examination are excluded from enrollment verifications, Financial Aid eligibility and the college's residency requirements for associate degrees.

Curriculum Login Procedure

CCI approved: February 16, 2021

1. All new GWC full-time faculty will be automatically added to CurricUNET for access to their assigned disciplines.
2. All GWC full-time faculty will be automatically removed when they retire or leave GWC.
3. Part-time faculty may request CurricUNET logins through their department chair and will be added with a one-year end date. (Access can be renewed).

NOTE:

1. All current GWC full-time faculty will retain login rights to their discipline area(s).
2. Some full-time faculty and administrators are assigned to more than one area / role and may be listed more than once.
3. All part-time faculty will be removed from CurricUNET and may request new access if they remain employed at GWC.

Distance Education/Online Addendum Recommended Language

CCI reviewed: October 18, 2022

Please do not check the For Emergency Campus Closure box (this field is for use at OCC only). Submitted Distance Education addendums through CurricUNET will allow a course to be offered as Distance Education as a regular course offering (not emergency only). To allow courses to be taught in DE for emergency only,

please list these courses in the Emergency DE Addendum list.

Delivery Methods <Only choose Hybrid and/or Online. If you choose only one option, please explain why in the Need/Justification area under item 1.>

- ✓ Hybrid (A combination of online and face to face) LiveInteractive2-way
- ✓ On-line (NO on campus requirements) Telecourse
- Other

Need/Justification <Please cut and paste the following statement into the Need/Justification area. Additional language may be added.>

Offering this course utilizing distance education technology will provide greater flexibility and increase availability for students.

Instructor/Student Contact <There are 2 steps to complete for this requirement. **First**, cut and paste the following statement into the area for Instructor/Student Contact. **Second**, complete the drop-down boxes by clicking "Instructor-Student Contact" in the Course Checklist to specify interaction types, then copy/paste the blurbs for each type. You'll find the blurbs below in Step 7. Additional language may be added.>

This distance education course will maintain course quality standards equal to that of the face-to-face course. This distance education course will comply with Title 5 (CA Code of Regulations). It will establish and maintain regular and substantive interaction (RSI) by including components detailed below to achieve instructor-initiated contact and interaction and among students where applicable. This course will also comply with copyright as it relates to distance education.

Technical Issues

Are additional resources required to offer this course in a distance learning mode?

<Please select one of the following examples, as applicable to your course. Additional language may be added>

- Students must have access to a Canvas compatible computer with a reliable internet connection.
- Students must have access to a Canvas compatible device such as a PC, Mac, or Chromebook. They must also have access to a webcam and microphone. This course uses Respondus, a proctoring software, that will need to be downloaded for the duration of this course.
- Students must have _____ software downloaded onto their computer for the duration of this course.

Accommodations for Students with Disabilities Will this course, as designed, accommodate students with disabilities? **X Yes** No (Faculty MUST check YES and only YES.)

The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Instructors will ensure that course materials are compliant with the American

Disabilities Act (ADA) and presented in a manner that allows full access and participation by disabled students. Students with disabilities will coordinate with the college's Disabled Students Services (DSPS) for additional accommodations.

Material Fees

Are material fees required for any non-distance learning sections of this course? Yes / No

Are material fees required for any distance learning sections of this course? Yes / No

<Please be sure the materials fees box is consistent with the Course Outline of Record Materials fees.>

Instructor – Student Contact (Drop Down Blurbs)

< Before completing the following drop-down choices, please refer to the Golden West College Distance Education Regular and Substantive Interaction (RSI) Guidelines to ensure that this Distance Education course incorporates required RSI. It is also strongly recommended that you refer to Golden West College's Distance Education Handbook located on GWC's Distance Education Website to learn about federal, state, accreditation, and district board requirements so that this course is fully compliant. The following language is not meant to be a rigid requirement but rather a guideline to help instructors incorporate a variety of ways to incorporate RSI in their DE courses. More information and resources about Copyright can be found in the GWC Distance Education Handbook and Coast Community College District Board Policy 3750.>

Specific types and frequencies of Regular Instructor to Student Substantive Interaction include a variety of the following:

<Advise "may" for most interaction items, otherwise everyone teaching the course **must** have them>

<Additional language may be added by faculty for all of these.>

Blurbs / Drop-downs

Announcements

Instructor may post Announcements through the course website to keep students informed of important information and events. The regularity of Announcements may be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

Chat Rooms

Instructor may engage in synchronous interactions with students utilizing technologies such as Zoom or Canvas. The type(s) and frequency(ies) of Chat Rooms will be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

Discussion Boards

Instructor may utilize discussion boards to ensure RSI between instructor and students and to facilitate interactions among students where appropriate. The type(s) and frequency(ies) of Discussion Boards may be stated in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor.

Email Communication

Instructor will respond promptly to student messages. The communication policy for this course will be stated

in the course syllabus, course home page, course orientation, welcome email, or other location as specified by the instructor. Instructor may utilize e-mail/messaging within the course management system to provide further information to students and to respond to student-initiated questions.

<Email Communication must be “will” respond. The specific time frame must be stated in the posted communication policy.>

FAQ

Instructor may include a FAQ document/file within the course to clarify course requirements, procedures, and other frequently asked questions.

Resource Links

Instructor may embed Resource Links in course lessons or elsewhere on the course website.

<Examples include Online Educational Resources (OER), TedTalks, GWC Library Resources>

Scheduled Face-to-Face Meetings

Instructor may include face-to-face meetings with students, providing a virtual alternative to all students such as CCCD Zoom.

<Any mandatory face-to-face meetings require the course be “Hybrid”>

Telephone

Instructor may be available by telephone and/or by holding virtual office hours. Instructor will state in the course syllabus, course home page, course orientation, welcome email, or other location the method and contact hours for the course.

Other

Instructor may utilize additional technologies such as _____ to ensure adherence to the Golden West College Academic Honesty Policy.

<Examples include Turnitin >

This course will ensure student identity authentication using technology such as Respondus Monitor, CCCD Zoom, or other form of verification.

Instructor may utilize additional means to facilitate communication, interaction, and the attainment of course objectives including instructor lectures in written, audio, or video format, document sharing, and virtual presentations.

Ethnic Studies Area F Course Approval Procedure

CCI approved: February 02, 2021

New Courses

- Discipline faculty will create a course with the discipline prefix that addresses the core competencies for CSU Area F Ethnic Studies.
- Discipline courses will come to CCI for approval through two readings.
- After final course discipline prefix course receives approval through CCI, a copy will be created in ETHS.
- The ETHS cross-listing will be consented at the following CCI meeting.

Course Revisions

- Discipline faculty will revise the discipline prefix course.
- Discipline course revisions will come to CCI for approval.
- After the discipline prefix course receives approval, the course cross-listing in ETHS will be launched and discipline course originator will make edits to the ETHS course to match the discipline prefix course.
- The edits will be consented at the following CCI meeting.

ETHS prefix

- The ETHS prefix will be maintained by the CCI chair. CCI chair serves as originator and creates courses and revisions in the ETHS prefix.
- After the course is launched, the discipline specific faculty will be added as co-contributor to make revisions.

Practices for ETHS course numbering

- ETHS course cross-listing course numbers should be consistent with the discipline prefix course number where possible. (Course XYZ G145 should be ETHS G145).
- ETHS courses that are equivalent across the district should have consistent course numbering.
- If ETHS cross-listed courses are not updated after the discipline specific course is approved at CCI, the ETHS course number will be suspended.

Proposal for New Program Form

The Council for Curriculum and Instruction (CCI) has adopted the following procedure for the development of new programs or for the reviving of suspended or retired programs. A program is defined as a learning community, degree, or certificate (credit or noncredit). All new or revived programs must be presented to CCI prior to the creation of new and / or revived courses intended for that program.

Instructions / Procedure:

- 1) Complete the form and include the necessary supporting documents.
- 2) Submit via Dynamic Form on the CCI website by 12:00 pm the Thursday prior to CCI to be considered for the CCI agenda.
- 3) Author or representative presents the program proposal at CCI. CCI is permitted to have two or more readings of the proposal where recommendations may be made.
- 4) Following CCI approval, begin creating new program and courses, as needed in CurricUNET.
- 5) Programs that require substantial new resources may be required to attend Planning and Budget. Recommendation is made at the VPI and President signature level.
- 6) Incomplete proposals will not be reviewed. Be sure to include all required supporting documents and signatures.

Title of Program:

☐ New program

☐ Revival of suspended or retired program

1. What type of program is being proposed?

☐ Degree

☐ Associate Degree for Transfer (AD-T)

☐ Associate Degree

☐ Certificate of Achievement

☐ 16 units or more

☐ 8 to 15 units

☐ Noncredit Certificate – Completion / Competency

☐ Learning Community / Other (e.g. Honors, Puente, Umoja)

2. What is the main goal of the program?

☐ Transfer

☐ Career and Technical Education / Workforce

3. Department and Division:

a. Justification and need for the new or revived program:

b. Responsible party for program assessment?

4. Provide a brief summary or catalog description of the program:

5. Which courses will be used to fulfill the program requirements?

Course name and number

Existing GWC course

New GWC course

1.	☐	☐
2.	☐	☐
3.	☐	☐
4.	☐	☐
5.	☐	☐
6.	☐	☐
7.	☐	☐

Total units / hours:

6. Does the program duplicate or overlap with existing courses or programs at GWC?

7. Are similar courses or programs available at Orange Coast College or Coastline College? Does the proposed GWC program align? Align may mean agreement in one or more of the following: program title, courses, units/hours, etc. as well as course titles, numbers, units/hours, content, etc.

8. Can the new program be completed online:

☐ 100% online

☐ Some online course options

☐ Face-to-face only

9. Are any new resources or the modification of existing resources needed to run the program? (Faculty, facilities, etc.) *

10. Are there additional financial commitments required to run and maintain the program? * (Director, LHE for Coordinator, software, etc.)

Additional Supporting Attachments:

- CTE programs
 - Include Labor Market Information (LMI) with initial proposal
 - Include proposed program pathway (template on CCI SharePoint or CCI website)
 - Note: Regional Consortium and Advisory Board minutes will need to be provided at a second Technical Review reading
- AA and Certificates
 - Include proposed program pathway (template on CCI SharePoint or CCI website)
- AD-Ts
 - Include completed Transfer Model Curriculum (TMC) Template (See Articulation Officer)
 - Include proposed program pathway (template on CCI SharePoint or CCI website)
- Learning Communities
 - Include two comparable California Community College examples
 - Include proposed program pathway (template on CCI SharePoint or CCI website)

Signatures:

Originator: _____

Date: _____

Department Chair: _____

Date: _____

Division Dean: _____

Date: _____

*Vice President of Instruction: _____

Date: _____

*President: _____

Date: _____

*Programs that require resources in Questions 9 and 10 must obtain the additional signatures of the Vice President of Instruction and the President of the College.

Remote Instructions Methods of Scheduling

CCI approved: May 05, 2020

Fully Online:

- Designated as ONLINE in the schedule
- Is Asynchronous instruction

- Times are X.X hours arranged per week (no specific meeting times may be required)

Live Online (currently labeled as Sync Zoom):

- Designated as face-to-face (F2F) as a replacement to being in a classroom
- Is Synchronous Instruction during the specified times (posted times are required instructional hours, not drop in, Q&A, office hours, etc., so instructional hours match COR)
- Times are specified (Example: 9:30-10:55 M/W) for the full class hours

Partially Online:

- Similar to "Hybrid" where it is a mix
- Part Asynchronous ONLINE TBD hours
- Part Synchronous during specified times as F2F (posted times are required instructional hours, not drop in, Q&A, office hours, etc., so instructional hours match COR)
- Times are a mix (Example: 9:30-10:55 M and X.X hours arranged per week)
- Scheduled as two lines

To determine if the F2F time is SyncRemote or in a classroom (provided some may return) either:

- Classroom Location is listed (Ex. ADMIN 215) if F2F on campus
- LiveOnline Location is listed (Ex. LIVEONLINE) if F2F is remote

Appendices

Course Outline of Record Review Check List – New Courses and Courses Needing Revision

General

- ☐ Yes ☐ No Do the Lecture/Lab Hours follow the standard credit hour calculation? (18 lecture hours = 1 unit; 54 lab hours = 1 unit).
- ☐ Yes ☐ No Is the Catalog Description a brief overview of the course that reflects the course content?
- ☐ Yes ☐ No Is the course Justification area blank? For course revisions, no justification is needed.
- ☐ Yes ☐ No Does the course align to a C-ID descriptor and has the C-ID descriptor been reviewed? If yes, put the C-ID course number in the Justification area. Is the course General Education (GE)? If yes, suggest the appropriate GWC GE category in the Justification (Area A – E).
- ☐ Yes ☐ No Does Coastline or Orange Coast Community College have the same course? If yes, can the course prefix, number, and title be aligned with Coastline and / or Orange Coast Community College? If no, will the courses be comparable in the future?
- ☐ Yes ☐ No Has the Taxonomy of Program (TOP) code been reviewed? Only assign TOPS codes with an * to CTE courses. (See TOPS code manual link below).
- ☐ Yes ☐ No Are the Prerequisites, Corequisites, and Advisories current? Are they equivalent across comparable courses within the District?
- ☐ Yes ☐ No Are the FSAs current and correct?
- ☐ Yes ☐ No Have the credit status and grading option been reviewed?
- ☐ Yes ☐ No Is the Student Accountability Model (SAM) code correct?

- ☐ Yes ☐ No Is the Transfer Status correct? Do the GE / Transfer Requirements match? If not, include in Justification area for requested placement(s). For CSU and UC transfer courses, check CSU only until approvals are complete. Write CSU and UC transfer in the Course Justification area. Backdating of CSU, UCTCA, and IGETC approvals are no longer allowed. New courses may be one to two years out for full transfer approvals to be effective.

****NOTE: Cal-GETC effective Fall 2025****

- ☐ Yes ☐ No Is the class Basic Skills? If yes, are the Levels Below Transfer indicated? ☐ Yes
- ☐ Yes ☐ No Repeatable status should be “no,” unless it is a noncredit course.
- ☐ Yes ☐ No Are the Required Degrees and Certificates updated? Refer to the catalog.
- ☐ Yes ☐ No All sections have been checked for correct spelling and grammar.
- ☐ Yes ☐ No All sections are correctly formatted.

Student Learning Outcomes

- ☐ Yes ☐ No The first word of the student learning outcome (SLO) needs to be capitalized with a period at the end.
- ☐ Yes ☐ No Each SLO is measurable and utilizes verbs that demonstrate critical thinking. (See link to Bloom’s Taxonomy verbs below).
- ☐ Yes ☐ No The SLOs and the Course Objectives are not the same.
- ☐ Yes ☐ No Preferably limit SLOs to a measurable number (recommended 3 and maximum of 5) as a broad element of course content. Only one measurable verb per SLO.

Course Objectives

- ☐ Yes ☐ No Are there approximately 3 – 10 recommended course objectives?
- ☐ Yes ☐ No Do the course objectives reflect the course content?
- ☐ Yes ☐ No The course objectives use verbs that demonstrate critical thinking. (Bloom’s Taxonomy)
- ☐ Yes ☐ N/A If the course has lab hours, are these objectives also present?
- ☐ Yes ☐ No Each objective is capitalized with a period at the end.

Course Content

- ☐ Yes ☐ No Is your course content organized in outline format? (Headings A, B, C, subheadings 1, 2, 3, or similar)
- ☐ Yes ☐ No Is lecture/lab content completed? If lecture hours only, lab should be empty; if lab hours only, lecture should be empty; if combo lecture and lab, content needs to be in both.
- ☐ Yes ☐ N/A If lecture/lab hours, the lecture and lab content are different. Laboratory is the action of the lecture content.

- ☐ Yes ☐ No Methods of instruction are correct: Lecture, Independent Study, Lab, Online, and/or Hybrid only.
- ☐ Yes ☐ No Instructional techniques should be left blank.

Program Review Curriculum Course Outline of Record (COR) Mini Review Checklist

CCI approved: April 16, 2019

Department: _____

Course Number: _____

Course Name: _____

Last Date of Outline/Review: _____

- ☐ Yes ☐ No Is the Last Date of Review within the last 5 Years?
- ☐ Yes ☐ No Have you verified that the Lecture/Lab Hours follow the standard credit hour calculation?
- ☐ Yes ☐ No The course has SLOs, Course Objectives, Lecture Content, and Lab Content (if applicable).
- ☐ Yes ☐ No The SLOs and the Course Objectives are not the same.
- ☐ Yes ☐ No ☐ N/A The Lecture Content and Lab Content are not the same (if applicable).
- ☐ Yes ☐ No ☐ N/A The Distance Education Addendum is filled in (if applicable).

If "No" is answered to any of the above questions, the COR is out of compliance and a major revision is required immediately.

Originator: _____ Signature _____ Date: _____

Department Chair: _____ Signature: _____ Date: _____

Course Assignments (See COR Guide page 33 for guidance)

- ☐ Yes ☐ No Reading Assignments: Does the COR specify types or provide examples? The list should be general and does not need to be comprehensive.
- ☐ Yes ☐ No Out of Class Assignments: Does the COR specify types or provide examples? The examples should be broad in scope and provide suggestions for all course sections.
- ☐ Yes ☐ No Writing Assignments: Does the COR specify types or provide examples? The examples should be broad in scope and provide suggestions for all course sections.
- ☐ Yes ☐ No Methods of Student Evaluation: Check all that apply.
- ☐ Yes ☐ No Demonstration of Critical Thinking: Does this section reflect how the reading assignments, out of class assignments, writing assignments, and methods of student instruction fulfill demonstration of critical thinking? Use Blooms Taxonomy critical thinking action verbs.

- ☐ Yes ☐ No Required Writing, Problem Solving, Skills Demonstration: Does this section reflect how the reading assignments, out of class assignments, writing assignments, and methods of student instruction, writing, problem solving, and skills demonstration?

Texts, Readings, and Resources

- ☐ Yes ☐ No Is at least one text published within the past 5 years?
- ☐ Yes ☐ No Do you have an Open Education Resources (OER)? If yes, designate with OER after textbook entry.

Resources and Guidance on the Course Outline of Record

ASCCC: The Course Outline of Record: A Curriculum Reference Guide Revisited

https://www.asccc.org/sites/default/files/COR_0.pdf

Taxonomy of Programs (TOP) Code Manual

<https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/final-top-code-manual-2023edit-4-a11y.pdf?la=en&hash=28074BFE9915B49A7688B8BDEF0DB7E55FEB3A2C>

Blooms Taxonomy

<https://gwcportal.cccd.edu/Committees/CouncilForCurriculumandInstruction/Shared%20Documents/Blooms's%20Taxonomy.pdf>