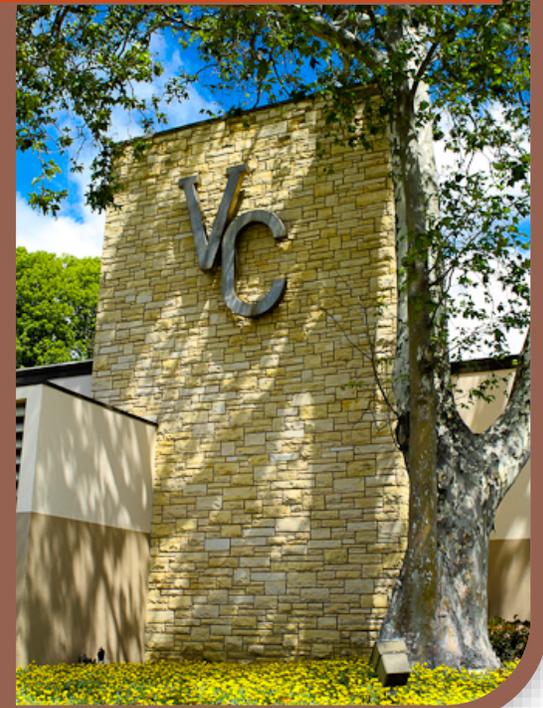


Ventura College Curriculum Handbook

Administration building
(credit: Dina Pielaet)



Ventura College Curriculum Committee
Ventura County Community College District
2020 Edition

Thanks to CCCC, ASCCC, VC Academic Senate, and colleagues at community colleges throughout California
and to our students, to whom this work is dedicated

Purpose of This Document

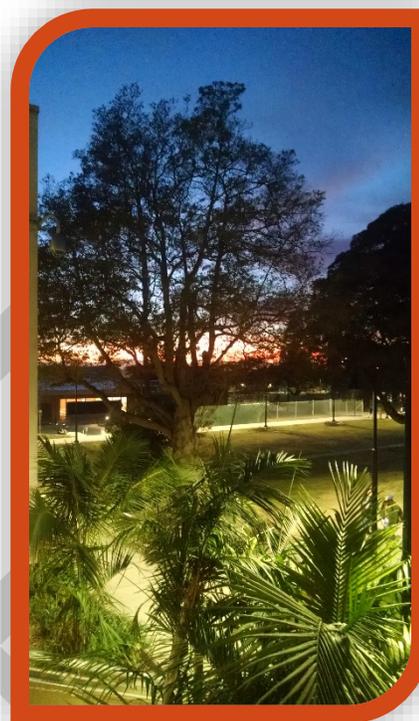
While [Title 5](#) of the [California Code of Regulations](#) (hereinafter “Title 5”), the [Program and Course Approval Handbook](#) (“PCAH”), and [The Course Outline of Record: A Curriculum Reference Guide Revisited](#) provide broad parameters and practices for community college curriculum committees throughout California, these bodies must also develop local processes, and standards. A local handbook is the logical repository for these aspects of curriculum.

This Handbook aims to achieve the following goals:

- Make curriculum processes transparent.
- Clarify the responsibilities of the Curriculum Committee, its workgroups, and related parties.
- Clarify the responsibilities of the curriculum developer/originator/initiator.
- Clarify the curriculum-related responsibilities of the Student Learning Office.
- Serve as a guide/roadmap to the beginner.
- Ease the process of course and program creation, modification, and approval.
- Assist faculty with curriculum development and review.
- Define the interplay between Title 5, Board policies and administrative procedures, and local practice.
- Identify resources to assure that local policies and state regulations for curriculum development and are followed, and demonstrate process compliance to external accrediting bodies.¹

Note on hyperlinks: The hyperlinks in this document are live; if you are viewing an electronic version of the document, you may access the URL related to an underlined word or phrase by depressing and holding the CTRL key, then selecting (e.g., clicking on) the desired link.

Note on units of credit: Because Ventura College is a semester institution, all references to “unit(s)” should be assumed to mean “semester unit(s)” (as opposed to “quarter unit(s)”) unless otherwise qualified.



Sunset view from the Math/Science building (credit: Michael Bowen)

¹ Information in this section was adapted from:

- Boyd, Marie, and Erik Shearer. [“Curriculum by the Book: Developing a Local Curriculum Handbook.”](#) Academic Senate for California Community Colleges 2013 Curriculum Institute. Sheraton Park at the Anaheim Resort, Anaheim, CA. 12 July 2013. PowerPoint presentation
- Hurlbut, Diana, Marie Boyd, Dyan Pease, and Marilyn Perry. [“Effective Practices for Creating Curriculum Handbooks.”](#) Academic Senate for California Community Colleges 2016 Curriculum Institute. DoubleTree by Hilton Hotel, Anaheim-Orange County, Orange, CA. 7 July 2016. PowerPoint presentation

Contents

PURPOSE OF THIS DOCUMENT	1
CONTENTS	2
VENTURA COLLEGE CURRICULUM COMMITTEE	6
PURPOSE AND MISSION.....	6
CHARGE	6
MEMBERSHIP AND STANDING WORKGROUPS	7
CO-CHAIRS.....	7
MEETINGS	7
VCCCD BOARD POLICIES AND PROCEDURES FOR CURRICULUM	9
CURRICULUM COMMITTEE CHARTER, STANDARD OPERATING PROCEDURES, AND STANDING WORKGROUPS...11	
CHARTER	11
STANDARD OPERATING PROCEDURES.....	11
1. <i>Curriculum Management System and Curriculum Submission Requirements</i>	11
2. <i>Catalog Information</i>	12
3. <i>Courses Approved Before Programs</i>	12
4. <i>Student Learning Outcomes (SLOs)</i>	12
5. <i>Same-as Courses</i>	12
6. <i>Separate Approval of Requisites</i>	13
7. <i>Separate Approval of Distance Education</i>	13
8. <i>Separate Approval of Local General Education (AA/AS GE)</i>	13
9. <i>Assignment of Courses to Disciplines: Minimum Qualifications (MQs)</i>	14
10. <i>Program and Course Inactivations</i>	15
11. <i>Readings and Criteria for Sending Curriculum to DTRW-I and the BOT</i>	15
12. <i>Unit-hour Relationships</i>	17
13. <i>Review and Implementation Cycles</i>	17
14. <i>Reserved Course ID Prefixes, Numbers, and Suffixes</i>	18
15. <i>Repeatability Families</i>	18
16. <i>Special Orders</i>	18
STANDING WORKGROUPS.....	19
1. <i>Curriculum Technical Review and Prerequisites Workgroup</i>	19
2. <i>Philosophy and General Education (P&GE) Workgroup</i>	19
3. <i>Distance Education Workgroup</i>	20
CREATING OR MODIFYING A COURSE OR PROGRAM	21
COURSELEAF CIM USER'S GUIDE.....	22
OBTAINING A USER NAME AND PASSWORD.....	22
<i>Introduction.</i>	22
<i>User names.</i>	22
<i>Passwords.</i>	22
LOGGING ON.....	22
SAFETY PRECAUTIONS: HOW NOT TO LOSE OR CORRUPT COURSE OR PROGRAM DATA.....	22
COURSES: UPDATES, REVISIONS, REACTIVATIONS, INACTIVATIONS, OR DISTANCE EDUCATION ONLY	22
<i>Log on to CourseLeaf CIM</i>	22

<i>Enter changes as necessary</i>	25
COURSELEAF CIM ADMINISTRATOR'S GUIDE	26
INTRODUCTION	26
HOW TO RECOVER IF CIM LOGS YOU OUT	26
ADDING A NEW USER ACCOUNT	27
EDITING AN EXISTING USER ACCOUNT	28
REMOVING A USER ACCOUNT	28
USER ACCOUNT MANAGEMENT	29
ASSIGNING OR CHANGING A USER'S ROLE(S)	30
LOOKING UP BANNER DEPARTMENT AND DIVISION CODES	31
ADDING A NEW DISCIPLINE	31
ADDING A NEW DEPARTMENT	33
EDITING COURSES WHILE THEY ARE IN WORKFLOW	34
EDITING PROGRAMS WHILE THEY ARE IN WORKFLOW	37
TECHNICAL REVIEW AND STYLE GUIDE FOR VENTURA COLLEGE COURSE OUTLINES OF RECORD	38
INTRODUCTION	38
GENERAL PRINCIPLES	38
<i>Sequential and Corequisite Courses</i>	38
SPECIFIC INSTRUCTIONS FOR MOST CIM COURSE DATA ENTRY FIELDS	38
<i>Co-contributors</i>	39
<i>College</i>	39
<i>Division</i>	39
<i>Department</i>	39
<i>Need Statement (new courses only)</i>	39
<i>Justification/Reason for Change (modified and inactivated courses only)</i>	40
<i>Attach Support Documentation (as needed)</i>	40
<i>Discipline (CB01A)</i>	40
<i>Course number (CB01B)</i>	40
<i>Course Title (CB02)</i>	41
<i>Banner/Short Title</i>	42
<i>Credit Type</i>	42
<i>Honors</i>	42
<i>Start Term</i>	42
<i>Co-listed (Same-as)</i>	43
<i>Formerly</i>	43
<i>Catalog Course Description</i>	44
<i>Additional Catalog Notes</i>	45
<i>Additional historical relevant notes on this course</i>	45
<i>TOP Code (CB03)</i>	45
<i>Course Credit Status (CB04)</i>	46
<i>Course Transfer Status (CB05)</i>	46
<i>Course Basic Skills Status (CB08)</i>	47
<i>SAM Priority Code (CB09)</i>	47
<i>Course Cooperative Work Experience Education Status (CB10)</i>	48
<i>Course Classification Status (CB11)</i>	48
<i>Educational Assistance Class Instruction (Approved Special Class) (CB13)</i>	48
<i>Course Prior to Transfer Level (CB21)</i>	48

<i>Course Noncredit Category (CB22)</i>	49
<i>Funding Agency Category (CB23)</i>	50
<i>Course Program Status (CB24)</i>	50
<i>General Education Status (CB25)</i>	51
<i>Support Course Status (CB26)</i>	52
<i>Field Trips</i>	52
Grading Method	52
Alternate grading methods	52
<i>Does this course require an instructional materials fee?</i>	53
<i>Repeatable for credit</i>	53
<i>Units and Hours</i>	53
COVER PAGE.....	60
<i>C-ID</i>	60
<i>Proposed for GE</i>	60
TEXTBOOK INFORMATION.....	61
<i>Special instructions for online/electronic textbooks.</i>	61
CURRICULUM TRACKING DATABASE.....	61
<i>Course inactivation or renumbering.</i>	62
PROGRAMS: PROCEDURES, DOCUMENTATION, AND GUIDE TO TECHNICAL REVIEW AND STYLE	66
INTRODUCTION.....	66
REQUIRED DOCUMENTATION.....	66
NEW PROGRAM DEVELOPMENT AND APPROVAL PROCEDURE.....	67
PROGRAM REVISION DEVELOPMENT AND APPROVAL PROCEDURE.....	67
NARRATIVE.....	68
TECHNICAL REVIEW AND STYLE GUIDE FOR CMS DATA FIELDS.....	69
<i>Originator</i>	69
<i>Co-Contributors</i>	70
<i>College</i>	70
<i>Division</i>	70
<i>Program Title</i>	70
<i>Banner Title</i>	71
<i>Type of Program</i>	71
<i>Program Award/Degree</i>	71
<i>Program Goals</i>	72
<i>Start Semester</i>	73
<i>Start Year</i>	73
<i>Discipline/Department</i>	73
<i>Area of Emphasis</i>	73
<i>Option</i>	73
<i>Collaborative/Joint Program</i>	73
<i>Gainful Employment</i>	73
<i>Program Goals and Objectives</i>	73
<i>Program Requirements</i>	74
RESOURCES FOR FACULTY AND CURRICULUM COMMITTEE MEMBERS	75
CURRICULUM COMMITTEE AND STUDENT LEARNING OFFICE FORMS	76
GLOSSARY OF ABBREVIATIONS AND TERMS	77

DRAFT



Ventura College Curriculum Committee

Sections 53200 et seq. of Title 5 of the California Code of Regulations delegate to the Ventura College Academic Senate the responsibility for policy development and implementation of curriculum. At Ventura College, the Academic Senate has further delegated this responsibility to the Curriculum Committee. To formalize this relationship, the Academic Senate bylaws (especially Article IV, Section B) specify many aspects of the Curriculum Committee's structure and function. Italicized passages in the following subsections are quoted from the fall 2016 revision of the Senate bylaws; [bracketed] editorial comments clarify or add context to some of the passages.



Purpose and Mission

As mandated by A.B. 1725 (1989) and California Code of Regulations, Title 5, the Curriculum Committee is a committee of the Senate. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy, and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive, and responsible to the evolving needs of the community so that the college's mission, goals, values, and educational delivery modalities of our students are well served. A representative of the Curriculum Committee shall make regular reports to the Senate, no fewer than once a month, on the committee's activities.

Charge

The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college with respect to purpose, objectives, content, and methods of instruction. The Curriculum Committee makes direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and noncredit programs and curricula in accordance with the California Code of Regulations, Title 5, and as guided by the Program and Course Approval Handbook published by the California Community Colleges Chancellor's Office. The Curriculum Committee conducts curricular reviews on a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community Colleges Chancellor's Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with portions of Accreditation Standard II.A. The [F]aculty Co-chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee.

Membership and Standing Workgroups

The Curriculum Committee has a defined membership. Divisional representatives shall be faculty [who are] appointed by their respective divisions prior to the start of the academic year. Membership shall be non-proportional, with each division having two (2) voting representatives. Additionally, one AFT representative (as mandated by Article 17 of the [AFT contract](#)), one librarian, the Articulation Officer, the Curriculum Technical Review and Prerequisites [Workgroup] Chair, the Academic Senate President, and the Faculty Co-chair shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the Committee. [N]on-voting members of the Curriculum Committee shall include the Recorder (Administrative Assistant to the Chief Instructional Officer, or designee), the college Registrar, the Chief Instructional Officer (who shall serve as Administrative Co-chair of the Committee), ASB president, or designee, and the Academic Deans.

The names and positions of current members of the Curriculum Committee are [available online](#). The membership of the standing Curriculum Committee workgroups mandated by the [Academic Senate bylaws](#) (the Philosophy and General Education (P&GE) Workgroup, the Curriculum Technical Review and Prerequisites Workgroup, and the Distance Education Workgroup) are enumerated in [Standing Workgroups](#).

Co-chairs

The Curriculum Committee is co-chaired by: (1) a faculty member nominated and voted on [elected] by the Curriculum Committee [in accordance with the provisions of the [Curriculum Committee Charter](#)], and (2) the Chief Instructional Officer. The Faculty Co-chair of the Curriculum Committee shall serve a two-year term commencing on June 1 [of an odd-numbered year] and ending on May 31 [of the next odd-numbered year], and does not serve as one of the Division[al] representatives. The Curriculum Committee will accept nominations and vote for the Faculty Co-chair for the upcoming two-year term of office no later than the last Curriculum Committee meeting in October of the academic year preceding the beginning of his/her term. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-chair.

Meetings

The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month. As a legislative body which is stipulated in Title 5, the Curriculum Committee is subject to the Ralph M. Brown Act¹, so its meetings are open to all interested parties.

Any scheduled meeting falling during a holiday, a break period, or a scheduled flex day is generally postponed or canceled (although training sessions, at which no curriculum or procedures are approved, may be held on flex days). Special meetings may be called on rare occasions as warranted; however, all such meetings (excluding training sessions) must be noticed in accordance with applicable provisions of the Brown Act. Most meetings are held in the Multipurpose Classroom Building-West (MCW-312) on the Ventura College campus. Meeting agendas, which include the time and place of each meeting, are

¹ The specific provisions of the Brown Act, also known as the California Open Meeting Law, are documented in [Sections 54950 through 54963](#) of the California Government Code. The California Attorney General's Office has published an excellent [summary](#) of the Brown Act's most important provisions, which is much more understandable to the layman than the original text of the law, and which addresses the issues most likely to arise.

generally emailed to all faculty and deans (and to the [VC student government](#)) at least three days before each meeting, and are also published in or near the Ventura College administration building. Meeting schedules, agendas, and minutes are all available [online](#).

DRAFT

VCCCD Board Policies and Procedures for Curriculum

The [Ventura County Community College District](#) [hereinafter, "VCCCD"] is governed by a five-member locally-elected [Board of Trustees](#) [hereinafter, "Board" or "BOT"] and a student board member....The Board of Trustees is responsible for adopting policies that direct all activities relating to conducting the business of the district and its colleges.¹



Curriculum is one of the areas for which the Board is legally required to establish district-wide policies, as mandated in [Title 5](#). Often, these policies quote or paraphrase language from Title 5. The Board has also adopted administrative procedures describing how the policies should be implemented. The policies governing curriculum are documented in Chapter 4 (Academic Affairs) of the VCCCD [Board Policy Manual](#). The corresponding procedures are documented in Chapter 4 (Academic Affairs) of the VCCCD [Administrative Procedure Manual](#). (To access this resource, navigate using the link provided, select the "Book" field, then select "VCCCD Administrative Procedure Manual.") The Board reviews each policy and procedure in Chapter 4 of the respective documents on a five-year rotating basis, taking into consideration the recommendations of the college curriculum committees and academic senates, the [District Technical Review Workgroup-Instruction](#) (DTRW-I), and other advisory bodies as appropriate. Each Board policy (BP) and administrative procedure (AP) is assigned a four-digit identifying number, and the administrative procedure associated with a given policy has the same four-digit number (with one exception in Chapter 4: both AP 4050 and AP 4051 are associated with BP 4050).

The Board policies and administrative procedures relating to curriculum include the following (a few of the policies and procedures have slightly different titles). All are accessible using the links provided in the preceding paragraph.

- BP/AP 4010: Academic Calendar
- BP 4020: Program and Curriculum Development; AP 4020: Program, Curriculum, and Course Development
- BP/AP 4021: Program Discontinuance
- BP/AP 4022: Course Approval
- BP/AP 4025: Philosophy and Criteria for Associate Degree and General Education
- BP/AP 4030: Academic Freedom
- BP/AP 4040: Library and Learning Support Services
- BP/AP 4050: Articulation; AP 4051: Articulation between VCCCD and High School Institutions
- BP/AP 4060: Delineation of Functions Agreements
- BP/AP 4070: Auditing and Auditing Fees

¹ "Ventura County Community College District." [Trustees](#). N.p., n.d. Web. 28 June 2016.

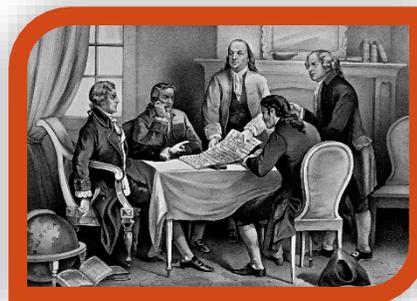
- BP/AP 4100: Graduation Requirements for Degrees and Certificates
- BP/AP 4101: Independent Study
- BP/AP 4102: Career Technical Education Programs
- BP/AP 4103: Work Experience
- BP/AP 4104: Contract Education
- BP/AP 4105: Distance Education
- BP/AP 4106: Nursing Program
- BP/AP 4110: Honorary Degrees
- BP/AP 4220: Standards of Scholarship
- BP/AP 4222: Remedial Coursework
- BP 4225: Course Repetition for Substandard Grades; AP 4225 Course Repetition
- BP/AP 4226: Multiple and Overlapping Enrollments
- BP/AP 4227: Repeatable Courses
- BP 4230: Grading Symbols; AP 4230: Grading and Academic Record Symbols
- BP/AP 4231: Grade Changes
- BP/AP 4232: Pass/No Pass
- BP/AP 4235: Credit by Examination
- BP/AP 4240: Academic Renewal
- BP 4250: Probation, Disqualification, and Readmission; AP 4250: Probation and AP 4255: Disqualification and Dismissal
- BP 4260: Pre-requisites and Co-requisites and Advisories on Recommended Preparation; AP 4260: Prerequisites and Co-requisites
- BP/AP 4300: Field Trips and Excursions
- BP/AP 4400: Community Services Programs
- BP/AP 4500: Student News Media
- BP/AP 4610: Instructional Service Agreements

Curriculum Committee Charter, Standard Operating Procedures, and Standing Workgroups

Charter

The [Curriculum Committee Charter](#) constitutes the bylaws for the Curriculum Committee. The document was named the Curriculum Committee Charter to avoid confusing the Curriculum Committee's bylaws with those of the Ventura College Academic Senate. The Curriculum Committee Charter is incorporated into this Handbook by reference.

When there is a conflict between the Charter and information presented in this document, the provisions of the Charter control.



Standard Operating Procedures

Over the years, the Curriculum Committee has adopted a number of procedures to help it achieve the goals of conducting its business in a fair, efficient, and consistent manner (*e.g.*, by minimizing the influence of politics on its deliberations), applying best practices whenever possible, and maintaining compliance with all externally imposed laws, regulations, and policies (including accreditation requirements) governing the development and maintenance of curriculum. Unlike the Charter, for which adoption and amendments must be approved by a two-thirds vote of the Curriculum Committee and by a vote of the Ventura College Academic Senate, the standard operating procedures may be adopted, amended, or rescinded by a simple majority vote of the Curriculum Committee, provided they appear on the agenda as an action item. A list of the most significant of these is included herein; they may be amended from time to time as noted above. The list is numbered, and headings are provided, both for convenience in discussion. However, the numbering does not correspond to the procedures' relative precedence (all procedures are of equal importance), nor does it indicate the chronology of their adoption. The headings are descriptive, but not prescriptive.

1. Curriculum Management System and Curriculum Submission Requirements

As of the 2019-20 academic year, CourseLeaf Curriculum Inventory Management (CourseLeaf CIM) is the curriculum management system (CMS) adopted by the VCCCD and the VC Curriculum Committee. The committee requires that all course and program proposals must be submitted via CIM for review and approval. The committee also requires curriculum originators to complete supplemental forms (in addition to the information entered into CIM) for program and new or reactivated course proposals. These forms enable the Student Learning Office to efficiently complete processing the proposals and submit them to the Board and/or CCCC in a timely manner. For new programs, the forms also enable other campus stakeholders, such as the Budget and Resource Committee (BRC), to evaluate and make recommendations regarding the program's feasibility and viability. Course and program originators must submit all information requested in CIM, including attached copies of the supplemental forms in good order (including all signatures on the forms) before the Curriculum Committee will consider a program or course proposal for approval. All information submitted is subject to technical review, which may return submissions to the originator for correction if the technical review process determines that proposal information is either missing, erroneous, or insufficient for the proposal to move forward.

2. Catalog Information

The Curriculum Committee must approve any change, addition, or removal (collectively, “modification”) to/from the published catalog information for a course or program before that change may be reflected in electronic or paper versions of the college catalog, including (when applicable) catalog addenda. Exceptions may be made on a case-by-case basis for compelling reasons (*e.g.*, the need to comply rapidly with changes to accreditation requirements) with the consent of the CIO, but the Curriculum Committee must still approve these modifications at the earliest possible opportunity thereafter.

3. Courses Approved Before Programs

Before the Curriculum Committee will consider a new or revised program proposal, all requirements (core or elective courses) used in satisfaction of the program must have obtained Curriculum Committee approval and must have current (less than five years old) course outlines of record. If new courses are developed to satisfy requirements for a new or revised program, these courses may be considered and approved for *second* reading at the same Curriculum Committee meeting at which the corresponding program is approved; however, the course approval(s) must occur earlier in the meeting than the program approval. Likewise, outdated course outlines must be corrected and approved for their final Curriculum Committee reading (first or second, depending on how extensive the changes are) before the Committee will consider any program whose requirements include those courses.

4. Student Learning Outcomes (SLOs)

As required by accreditation standards, each course proposal submitted to the Curriculum Committee must document one or more course student learning outcomes (CSLOs), and each program proposal must document one or more program student learning outcomes (PSLOs). As a good practice, the Curriculum Committee recommends a minimum of three CSLOs for transferable courses to help document the rigor expected for such courses. The language of CSLOs and PSLOs must be consistent with the language documented in TracDat or other such SLO repository as may be adopted by Ventura College or the VCCCD. The Curriculum Committee may appoint one or more members (at least one of whom should also be a member of the SLO Advisory Committee or any successor body thereof) to review each program and course proposal to ensure consistency between the curriculum management system and TracDat. This is considered an essential part of the technical review process; if the Curriculum Committee is notified by either the Technical Review and Prerequisites Workgroup Chair or the SLO representative(s) that there is a discrepancy between the curriculum management system SLOs and the TracDat SLOs, then it should postpone approving the applicable curriculum until the originating department corrects the discrepancy.

As declared in the Academic Senate for California Community Colleges (ASCCC) paper titled [Guiding Principles for SLO Assessment](#) and reaffirmed in ASCCC [Plenary Resolution 09.06 \(Spring 2016\)](#), the assessment of student learning outcomes is a curricular matter, and therefore falls within the purview of the “ten-plus-one” provision in [Section 53200\(c\)](#) of Title 5. However, the Ventura College Curriculum Committee has [resolved](#), in effect, not to evaluate the quantity, quality, or appropriateness of SLOs; only that they are present in the COR or program outline and consistent with TracDat as described above.

5. Same-as Courses

As a general principle, the Curriculum Committee discourages the adoption of co-listed (same-as) courses, as they require special attention and additional work at many stages of the development and approval process. New co-listing relationships will therefore be approved only for compelling reasons. If

the COR and college catalog state that one co-listed course satisfies a GE, competency, requisite, or program requirement, then the data stored in the curriculum management system and the catalog must also document that all its co-listed partner courses satisfy the same requirement.

6. Separate Approval of Requisites

If a course proposal specifies one or more requisites (including prerequisites, corequisites, advisories on recommended preparation, or enrollment limitations), then the action item and motion to approve these requisites must be distinct from the action item and motion to approve the course, and recorded as such in the meeting minutes, to document compliance with [Section 55003](#) of Title 5.

7. Separate Approval of Distance Education

If a course proposal specifies that some or all sections of the course may be offered using a distance education mode (including hybrid and 100% online courses, but excluding traditional face-to-face courses which are merely Web-enhanced), then the action item and motion to approve the course's eligibility to be offered in a distance education mode must be distinct from the action item and motion to approve the course, and recorded as such in the meeting minutes, to document compliance with [Section 55206](#) of Title 5.

If a course outline is updated through the distance-education-only routing mechanism in the curriculum management system, this does not reset the clock on the five-year review cycle for that course. The Curriculum Technical Review and Prerequisites Workgroup may therefore recommend that if a department desires to add or change distance education modalities for a course whose outline is more than three or four years old, that a revision or update be used instead to accomplish this.

8. Separate Approval of Local General Education (AA/AS GE)

Commencing with the fall 2017 semester, new, reactivated, and substantially revised courses which may be applicable for placement on the local general education list (also known as the AA/AS GE list or the A-through-F list) must undergo review by the Philosophy and General Education Workgroup. To assist the Workgroup with its assessment, the host department of a course being proposed to satisfy local GE requirements in one or more of the A-through-F categories will be asked to complete and submit a copy of the AA/AS GE Addendum Rubric form. This form is available from the Student Learning Office. A course which is local GE-applicable must be linked to one or more of Ventura College's Institutional Student Learning Outcomes (ISLOs), as these also serve as the college's General Education Learning Outcomes (GELOs). (See the Ventura College catalog section titled "College Information: Institutional/GE Student Learning Outcomes.")

The normal procedure to approve a course for designation as AA/AS GE applicable follows (but also see below for an exception):

1. A discipline faculty member develops (or substantially revises) a course outline of record (COR) which may satisfy one or more AA/AS GE requirements. The author should designate the course as being potentially GE-applicable in the curriculum management system by clicking the GE check box. (Faculty may review the requirements for GE courses by reading [Section 552063\(b\)](#) of Title 5 and VCCCD Board Administrative Procedure [AP 4025](#).)
2. The author of the COR, or the chair of the host department, should complete the top half of the [General Education Approval Form](#) and the appropriate page(s) of the [AA/AS GE Rubric](#). These forms should be submitted (electronically if possible) to the Articulation Officer, the Curriculum

Technician, and the Faculty Co chair. Electronic copies of these forms should also be appended to the course addition or revision proposal in the curriculum management system.

3. The above paperwork, if submitted timely, will be considered at the next meeting of the Philosophy and General Education (P&GE) Workgroup. For each course submitted, this group must either make a recommendation to the Curriculum Committee as to whether to approve the course for the AA/AS GE list, or (only when necessary) to return the paperwork to the submitting faculty member with specific suggestions for correction and subsequent reconsideration. It is recommended that the faculty submitter, or another representative from the host department, be invited to and attend the P&GE Workgroup meeting to address questions and expedite the workgroup's ability to make recommendations.
4. The recommendations of the P&GE Workgroup should be placed on the next following Curriculum - Committee agenda as an action item for final approval by the Curriculum Committee.

If a course is approved for the CSU GE-Breadth and/or IGETC list, the Curriculum Committee may subsequently approve it as satisfying a corresponding AA/AS GE area (if a correspondence exists) without the course's first being recommended by the P&GE Workgroup as described above.

9. Assignment of Courses to Disciplines: Minimum Qualifications (MQs)

In October 2016, the Ventura College Academic Senate passed a resolution formally delegating approval authority for placement of courses within disciplines to the Curriculum Committee. The text of the resolution reads:

NEW COURSES

1. *The author(s) of a new course will have access to a field in [the curriculum management system] that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by ASCCC and approved by the Board of Governors. They will select one or more disciplines for this particular course. Faculty teaching such a course will have to meet the minimum qualifications for one of the selected disciplines, or go through the local equivalency process.*
2. *The author(s) will fill out the form for departmental approval of the course (required for new courses). The form will have the selected disciplines listed, and the department submitting the course must approve the selected discipline(s) for the course.*
3. *The Technical Review [and Prerequisites] Workgroup will make sure that the selected discipline(s) are appropriate for the course content submitted.*
4. *The Curriculum Committee will have a separate item [placed on the agenda] for approval of the selected discipline(s) for the courses.*
5. *A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.*

REVISED AND UPDATED COURSES

1. *The author(s) of a course revision will have access to a field in [the curriculum management system] that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by ASCCC and approved by the Board of Governors. They will verify that the discipline(s) previously selected for the course are still valid, and make*

adjustments as necessary to make course content changes. Only faculty in the discipline(s) in which the course is presently assigned shall be allowed to propose changes (i.e., additions or deletions) to the discipline(s) existing on the course outline of record. If any change is made to the discipline field, the department shall communicate the rationale for the changes to the Curriculum Committee in a memo.

2. *The Technical Review [and Prerequisites] Workgroup will make sure that the selected discipline(s) are appropriate for the revised course content submitted.*
3. *The Curriculum Committee will have a separate item [placed on the agenda] for approval of the selected discipline(s) for the courses.*
4. *A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.*

CHANGES TO STATE MINIMUM QUALIFICATIONS HANDBOOK

In the event that a change affecting a course discipline occurs (change in course discipline minimum qualifications, creation of a new discipline, and/or deletion of a discipline):

1. *The department(s) that have discipline(s) that are currently listed on the course outline of record (COR) will review the state handbook changes, and make any necessary changes to the course outline (course update).*
2. *The Technical Review [and Prerequisites] Workgroup will make sure that any changes are appropriate for the course content of the updated course.*
3. *The Curriculum Committee will have a separate item [placed on the agenda] for approval of the selected discipline(s) changes for the courses.*
4. *A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.*

10. Program and Course Inactivations

If a department wishes to delete a course or program under its purview, then a member of the department must submit an inactivation proposal via the curriculum management system. The department chair must also submit a declaration that a majority of the department faculty voted to approve the decision to delete the course or program. The department chair must forward copies of the declaration to the Curriculum Technician, the Technical Review and Prerequisites Workgroup Chair, and the Faculty Co-chair of the Curriculum Committee. Either a paper or electronic memo (email) suffices; or the department chair may incorporate the declaration into his/her approval comments in the curriculum management system. The Curriculum Technician maintains a copy of the declaration as part of the course history. The purpose of this policy is to document that the department recommended the inactivation in accordance with the “academic and professional matters” (ten-plus-one) provision in [Section 53200\(c\)](#) of Title 5. Program and course inactivations initiated and approved directly by the Board are exempt from this requirement. The Curriculum Committee has final authority to delete individual courses. Program inactivations also require Board approval.

11. Readings and Criteria for Sending Curriculum to DTRW-I and the BOT

These types of action items may be approved in full following a single reading:

- Course updates (modifications that do not change the catalog)
- Minor course revisions (modifications that change the catalog but do not require Board approval)
- Course inactivations
- Local GE approvals
- Changes to Curriculum Committee procedures (including the addition of a new procedure or the removal of an existing procedure) or the Curriculum Handbook

These types of action items require two readings to be approved in full:

- New courses and programs
- Major course revisions (modifications that require Board approval)
- Program inactivations
- Recommendations regarding curricular policies or procedures that are to be forwarded to an external body such as the Academic Senate or Board for review or approval, including changes to the Curriculum Committee charter

Action items requiring two readings may be approved for both first and second reading at the same meeting if this is explicitly stated in the motion for approval or in the meeting agenda. However, this practice is discouraged unless there is an exigent need for full approval due to timing issues or other good cause, as it defeats the purpose of the second reading, namely, a deliberate vetting of major changes to programs, courses, and policies/procedures.

Following local approval by the VC Curriculum Committee, the following types of curriculum proposals are required to be sent to DTRW-I for review, and to the BOT for approval, before they may be implemented and offered. All new and modified curriculum (except proficiency awards) must be sent to the CCCC for chaptering or final approval. The CIO of the college must also submit new programs which have been recently approved by CCCC to ACCJC.

1. All new programs (degrees, certificates of achievement, noncredit certificates, and proficiency awards); in accordance with Memorandum AA18-56, dated 18 October 2018, the CCCC no longer distinguishes between substantial and non-substantial changes to programs, and DTRW-I has since recommended that program modifications should no longer be sent to the BOT
2. All new courses (credit and noncredit); note that the CCCC has rescinded the former exception for experimental (V88x/V89x) courses, so these must also be submitted to DTRW-I
3. Major revisions to courses, including any of the following changes:
 - CB03 (TOP code)
 - CB04 (Credit status)
 - CB06/CB07 (Units)
 - CB08 (Basic skills status)
 - CB09 (SAM code)
 - CB21 (Courses prior to college level)
 - CB22 (Noncredit category)
 - Changing the status of a course between credit and noncredit
4. Program inactivations

12. Unit-hour Relationships

The nominal number of hours of instruction (sum of supervised hours and outside work) per unit of credit (and hence the divisor used to convert hours of study to units) for lecture and lab courses is 52.5 (or 26.25 hours of study per half-unit of credit). The hours per unit fall within the range of 48 to 54 hours per unit, stated in the guidelines published in the [6th edition of the Program and Course Approval Handbook \(PCAH\)](#). Variations for individual course sections are allowable in practice, provided they fall within the 48-to-54-hour range. Also, in accordance with the PCAH, the relationships for cooperative work experience (CWE) courses (*e.g.*, internship courses) are 60 hours per unit (unpaid) or 75 hours per unit (paid). Beginning in summer 2018, credit for CWE courses may be granted in half-unit increments, per [Title 5 section 55256.5\(c\)\(3\)](#). CWE hours are neither lecture nor lab hours; they constitute a separate category of hours. Noncredit courses grant zero units of credit, without regard to the number of hours of study. CORs for noncredit courses may, but are not required to, include outside study hours; there is no specified ratio for in-class to out-of-class hours as there would be for lecture or laboratory credit courses.

A nominal 3-unit lecture course consists of approximately 52.5 hours of in-class work plus approximately 105 hours of outside study, for a total of 157.5 hours of study. A nominal 1-unit laboratory course consists of approximately 52.5 hours of work, the preponderance of which should occur in-class. More or fewer units must be awarded in direct proportion to increased or decreased hours of study relative to these benchmarks. If the total of study hours for a course does not divide evenly by the nominal divisor of 52.5, the units awarded must be rounded down to the next *lower* whole-number multiple of 0.5 units, except that no *credit* course may award zero units of credit.

Because noncredit courses do not award unit credit, there is no need to distinguish between lecture, laboratory, and CWE hours for these. This distinction is required only for *credit* lecture, laboratory, or CWE courses to facilitate the computation of unit/hour relationships.

A course having CWE hours should not also have lecture, activity, or laboratory hours.

13. Review and Implementation Cycles

All courses are reviewed no less often than every five years (every two years for CTE courses), per AP 4020; updates and/or revisions must be made as necessary. This is to ensure that articulation, requisite, and accreditation requirements are satisfied. In addition, requisites for CTE courses and programs must be reviewed every two years ([Title 5 Section 55003\(b\)\(4\)](#)). The [Curriculum Technical Review and Prerequisites Workgroup](#) maintains a curriculum tracking database that records the last time each active course was reviewed. Early each spring semester (no later than the end of February), the Technical Review and Prerequisites Workgroup Chair and/or the Faculty Co-chair of the Curriculum Committee are expected to identify to the departments and divisions all active courses that are due for review.

With rare exceptions, new and revised curriculum should have Fall implementation dates to align with the catalog publication cycle. (Each catalog is valid from the beginning of Fall term to the end of the succeeding Summer term.) If the originator requests a Spring or Summer implementation date, the out-of-cycle implementation request must be (1) recommended by the Technical Review and Prerequisites Workgroup, and (2) approved by a 2/3 vote of the Curriculum Committee. *Curriculum Committee approval date: 16 October 2018.*

14. Reserved Course ID Prefixes, Numbers, and Suffixes

Certain ID numbers or ranges of numbers, prefixes, and suffixes are reserved for specific course types. The “V” prefix is used for all credit courses, and the “N” prefix is used for all noncredit courses. Experimental courses are numbered V88 (non-transferable credit), V89 (transferable credit), or N188 (noncredit), plus a sequentially-assigned alphabetic suffix character appended to identify specific instances of courses within a discipline (V88A, V88B, etc.). Directed-studies courses (courses allowing students to engage in studies not included in a discipline’s regular curriculum) are numbered V90 (credit) or N190 (noncredit) without an alphabetic suffix. Cooperative work experience courses (e.g., internships) are numbered V95 (unpaid) or V96 (paid), with a possible letter suffix allowed to distinguish generic internship courses from those requiring specific preparation. Laboratory-only courses affiliated with a lecture course should be assigned the same number as the affiliated lecture course, plus the suffix “L.” Honors versions of a course should be assigned the same number as the regular course, plus the suffix “H.” All credit courses not categorized above are assigned ID numbers of V01 through V87, V91 through V94, or V97 through V99 (inclusive), plus zero, one, or two alphabetic suffix characters. Noncredit courses should be assigned numbers of N101 through N199 (inclusive), plus zero or one alphabetic suffix characters.

Courses should not be assigned an ID number containing an alphabetic suffix character unless the course is part of a sequence (V01A, V01B, etc.), related to another course with the same numeric designation (e.g., a lab course V01L affiliated with a lecture course V01), or a special version of an existing course (e.g., a suffix of “H” for an honors course). There should not be a course numbered V01A unless there is also a V01B course in the same discipline. Due to Banner and repeatability issues, a course number that is retired (e.g., due to a course inactivation) must not be reassigned to another course unless that course is substantially similar (in content or purpose) to the course that was retired, (i.e., a course reactivation). Unless Title 5 permits repeatability (which is rare), a retired course ID number should **not** be reassigned to a new or reactivated course if a student who successfully completed the old course before it was retired would be allowed to re-enroll in the new version of the course.

15. Repeatability Families

From time to time, courses may be added or removed from the repeatability families established in accordance with the [Credit Course Repetition Guidelines](#). The Curriculum Committee has authorized the Curriculum Technical Review and Prerequisites Workgroup to recommend whether the repeatability information in the catalog pertaining to all courses affected by such changes may be modified administratively (that is, without revising the COR through the CMS-supported review and approval process). The Curriculum Technical Review and Prerequisites Workgroup should consider the age (time since last approval) of each affected COR when it makes its recommendations. An affected COR that is near or over five years in age should be recommended to undergo the full review and approval process. The Curriculum Committee makes the final decision for each recommended course.

16. Special Orders

The Curriculum Committee Charter specifies that Robert’s Rules of Order constitutes the parliamentary authority for meetings of the Curriculum Committee. Robert’s Rules allow for local variances as well as parliamentary mechanisms for suspending the rules or adopting new ones when local custom and/or special situations call for this. By custom, due to the relatively small size of the body, the Curriculum Committee generally adheres to the less formal rules that apply to “committees” (as that term is defined in Robert’s Rules). In addition, the Curriculum Committee has accepted the following variances

(and possibly others not explicitly identified here) which differ from a strict interpretation of Robert's Rules:

A strict interpretation of Robert's Rules, as adapted to meet the requirements of the Brown Act, would allow non-members to address the committee, but only at specific times during the meeting, and without the opportunity to interact significantly with the voting membership. (As an example, this more rigid interpretation is typically observed at VCCCD Board meetings, where, excepting designated public-comment periods, usually only the Board members discuss the issues of the day.) At Curriculum Committee meetings, however, a strong tradition of collegiality has established the precedent that non-voting members, non-member faculty, invited speakers, and other guests are typically introduced to the body (with the understanding that the Brown Act explicitly prohibits the body from compelling guests to identify themselves) and permitted significant verbal interaction with the committee members when the proceedings reach a topic of interest to the guest(s). However, this privilege is extended at the discretion of the presiding Co-chair, and the Co-chair may restrict speaking privileges to committee members if they are abused (*e.g.*, if a non-member speaker interferes with the orderly conduct of the meeting). The Brown Act prohibits consideration of an item brought up as the result of a member or non-member comment or request unless that item is already on the current meeting's agenda; such items must be deferred to a future meeting.

Standing Workgroups

The [Academic Senate bylaws](#) mandate the establishment and maintenance of three standing workgroups of the Curriculum Committee. The Curriculum Committee may establish additional standing or ad hoc workgroups as needed.

1. Curriculum Technical Review and Prerequisites Workgroup

This workgroup usually meets the week before each Curriculum Committee meeting. A separate Charter document defines its mission and other pertinent details. This workgroup reviews course and program proposals; it places properly completed proposals onto the agenda of the next Curriculum Committee meeting. It also discusses procedural and legal issues, and, as necessary, prioritizes the work of the technical reviewer(s). The membership of this workgroup includes the Technical Review and Prerequisites Workgroup Chair (who leads meetings of the workgroup), both Curriculum Committee Co-chairs, the Instructional Data Specialist(s), and the Curriculum Technician, who documents the proceedings. Agenda requests should be directed to the Technical Review and Prerequisites Workgroup Chair.

2. Philosophy and General Education (P&GE) Workgroup

This workgroup meets periodically as needed (typically once or twice per semester) to review new, reactivated, and significantly revised courses for applicability in satisfying local (AA/AS) general education (GE) requirements, consistently applying a written rubric (the AA/AS GE Addendum Rubric form) developed by P&GE, and approved by the Curriculum Committee, which reflects current Title 5 GE specifications. Curriculum Committee should consider P&GE's recommendations for approval as soon thereafter as practicable and direct the Articulation Officer to update the catalog and counseling check sheet to document the approvals.

If a course is approved for CSU GE-Breadth or IGETC before it is approved for local GE, the Curriculum Committee may choose to approve the course as satisfying local GE requirements without receiving a

recommendation from P&GE if (1) there are one or more comparable GE areas in the local pattern, (2) there is no objection from the course's host department(s), and (3) the Articulation Officer concurs with the designation.

The membership of this workgroup must be drawn from current Curriculum Committee members; this generally includes one of the two divisional representatives from each division, the Faculty Co-Chair of the Curriculum Committee (who leads meetings of the workgroup), the Articulation Officer, and the Curriculum Technician, who documents the proceedings. Agenda requests should be directed to the Faculty Co-Chair of the Curriculum Committee.

This workgroup does not recommend courses to be submitted for CSU GE-Breadth or IGETC approval. These submissions are arranged via consultation between the Articulation Officer and faculty from each course's host department.

3. Distance Education Workgroup

The full Curriculum Committee has elected to fulfill this workgroup's role and function. It considers and approves (when appropriate) distance education requests. Distance education modalities must be reapproved each time a course proposal (new, updated, or revised) comes before Curriculum Committee; approval is contingent upon the merits of each proposal, which, at a minimum, must document the methods of instruction, how the instructor maintains regular effective contact with and between students, and how the instructor maintains ADA ([42 U.S.C. § 12100 et seq.](#)) and Section 508 ([29 U.S.C. § 794d](#)) compliance. The originator of any distance education course (excepting online-enhanced courses) may accomplish this by completing a Distance Education addendum (available through the curriculum management system) for each course which may be offered in a distance education format. The Distance Education Workgroup reviews and approves these addenda through a motion and vote which must be conducted separately from the course approval motion and vote. The Curriculum Technician documents the actions taken by this workgroup, which are an integral part of the minutes of each Curriculum Committee meeting. Agenda requests should be directed to the Faculty Co-chair of the Curriculum Committee. *Curriculum Committee approval date: 16 October 2007.*

Creating or Modifying a Course or Program

This section addresses, at a high level, the various processes used to create or modify curriculum.



DRAFT

CourseLeaf CIM User's Guide

Obtaining a User Name and Password

Introduction

User accounts are assigned by CIM system administrators (typically these are the Curriculum Committee faculty co-chair, the Technical Review and Prerequisites Workgroup Chair, and the Curriculum Technician). If you do not already have a CIM user account, please have your department chair contact a CIM system administrator. It is possible to establish an account for an adjunct faculty member, but this requires prior approval from the area dean or the Vice-President of Academic Affairs, and only to adjunct faculty who are currently teaching a class. For security and authentication reasons, accounts are not available to anyone not having an active staff VCCCD email address, excepting employees of the curriculum management system vendor.



User names

Your user name is the same as the first portion of your VCCCD email address (the portion preceding “@VCCCD.EDU”). If your district email address changes for any reason, you will need to request another CIM account with the new ID.

Passwords

Unlike CurricUNET, CourseLeaf CIM uses the same password as your VCCCD Portal (my.vcccd.edu) account. It is no longer necessary to create or memorize a separate password. Changing your portal password automatically changes your CIM password.

Logging On

The easiest way to log in is to log into your VCCCD portal (my.vcccd.edu) account, click the Work Life tab, then click either the CourseLeaf CIM Courses or CourseLeaf CIM Programs links under the External Applications list. If you have been using another portal application such as Outlook Webmail, Canvas, or Starfish, you should close all such applications before attempting to log on to CIM. If you cannot log on, contact one of the CIM system administrators to establish or reset your account.

Safety Precautions: How Not to Lose or Corrupt Course or Program Data

TBD

Courses: Updates, Revisions, Reactivations, Inactivations, or Distance Education Only

Please do not use these instructions to create a course outline for a new course; see ??? instead. The steps required to update, revise, or delete a course may be summarized as:

1. TBD

Log on to CourseLeaf CIM

TBD

*****THE REMAINDER OF THIS SECTION IS UNDER CONSTRUCTION AND SHOULD NOT BE CONSIDERED A VALID PART OF THIS HANDBOOK*****

(Image here)

Figure 1. Location of "Build/Courses" option in CIM

(Image here)

Figure 2. How to initiate a course update, revision, reactivation, inactivation, or distance education change in CIM

TBD

(Image here)

Figure 3. Selecting course status and course identifier in CIM

TBD

(Image here)

Figure 4. "Copy" icon used to clone an existing course outline of record in CIM

TBD

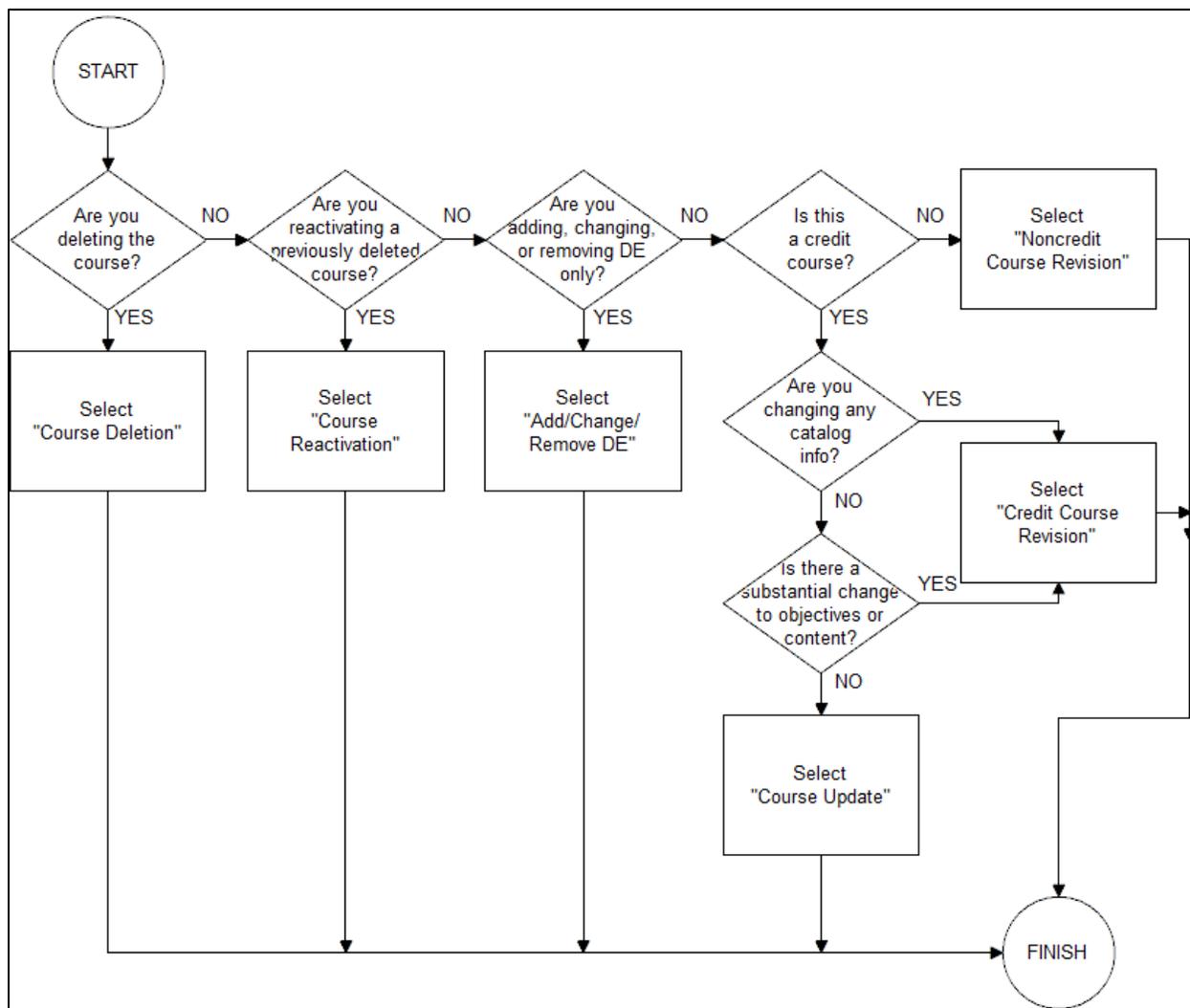


Figure 5. Decision tree for determining CIM course proposal type

(Image here)

Figure 6. Proposal type selection menu in CIM

TBD

(Image here)

Figure 7. Course change rationale dialog in CIM

TBD

Enter changes as necessary

TBD

(Image here)

Figure 8. Course Construction Main Menu showing checklist of course outline topics which must be completed (boxed in red) before you will be able to submit the proposal to technical review

TBD

Note that DE-only and SLO-only proposals do not reset the clock on the required five-year review cycle for active courses; all other proposal types mentioned in this subsection do reset the five-year clock upon approval at Curriculum Committee.

CourseLeaf CIM Administrator's Guide

Introduction

A CourseLeaf CIM system administrator is entrusted with the power to make almost any change to the VCCCD's official inventory of courses and programs. Unlike CurricUNET, for which a user error would affect at most one college, CourseLeaf CIM is a districtwide system. User errors now have the potential to affect a critical system that is shared by all three district colleges and upon which hundreds of district employees (and, indirectly, tens of thousands of students) depend. CourseLeaf CIM has many more configuration options than CurricUNET did, thus amplifying the opportunities to do either good or harm. A system administrator should not take any action requiring administrative privileges unless he/she fully understands the consequences. If there is any doubt, please discuss your proposed action with other system administrators, your Curriculum Committee co-chair, or your academic data specialists (as appropriate) before carrying it out.

The features documented in this section are only available to CIM users with administrative privileges. If you are aware that one of these changes is needed, but do not have administrative privileges in CIM, you must contact a system administrator and describe what needs to be done and why it is necessary.

This section assumes that the administrative user is already familiar with basic end-user tasks such as searching for curriculum, editing courses and programs, and so on. A system administrator who is new to both end-user and administrative functions may also need to refer to the documentation that has been developed for end-users.

The CourseLeaf Console (accessible via <https://cleaf.vcccd.edu/courseleaf/>) is the starting point from which all CourseLeaf administrative functions may be accessed. Most of the following subsections also provide URLs that navigate to the specific functions they address. Unfortunately, this link is not provided on the VCCCD Portal's Work Life tab; you must type it manually or create a browser bookmark for it.

You may find that other portal features such as Drupal do not function well (or at all) while you are using CourseLeaf. This can usually be solved by logging out of all open CourseLeaf CIM browser windows or tabs, logging out of the portal, and then logging back into the portal to access the desired feature.

How to Recover if CIM Logs You Out

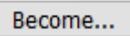
When you use the URL provided in the preceding paragraph to log into CourseLeaf CIM, you will typically be redirected (temporarily) to the VCCCD portal to furnish your login credentials. The system will generally return you to the CIM page from where you started after you sign in. Each time you complete a transaction in CIM (such as clicking a "Save" button), CIM will check (internally) that the authentication cookie set by the portal is still valid before proceeding with the transaction. If you leave your computer for even a relatively short period (an hour or more), your authentication cookie may time out. You will not receive notification of this, but when you return and attempt to complete another transaction, you may receive an error message in CIM such as "Please Log In/You are not fully logged in./Please click on the icon to log in." or "Unable to save; another user is editing this table." If this happens while you have unsaved data, and you would rather not lose those data, open a new browser tab and log into the portal



again. Keep the portal tab open, but return to the browser tab displaying CIM administrative page and attempt the save again. You may be told that you are not fully logged in; if so, click the icon as directed, count slowly to ten as the screen updates, and attempt your save again.

Adding a New User Account

To add a new user account, complete the following steps:

1. Open a new Web browser tab to User Provisioning at <https://cleaf.vcccd.edu/admin/users/>. (Or, from the [CourseLeaf Console](#), click “User Provisioning” in the CourseLeaf navigation section in the left margin.) Sign into the portal if you are redirected there.
2. In the upper right corner of the window, immediately below “You are logged in as <user-ID>”, click the  icon. (This may have no visible effect, but in some cases, it will clear pre-existing entries in the data entry section immediately below the table of user IDs.)
3. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the “End” button to accomplish this.) Otherwise skip this step and continue with the one that follows.
4. Complete all the boxes in the data entry section below the table of user IDs by clicking each box and typing the data requested.
 - **User ID:** This *must* be set to the first portion (preceding “@vcccd.edu”) of the user’s VCCCD email address. (There is no password because users log in through the portal.) Do not click the  button unless you need to log in as that user.
 - **First Name:** This is the given name by which the user would like to be known.
 - **Last Name:** This is the surname by which the user would like to be known. It usually agrees with the surname portion of the user’s email address, but this is not required.
 - **Email Address:** The user’s VCCCD email address. (The user will receive auto-notifications from CourseLeaf CIM at this address.)
 - **Authorization Area(s):** This field identifies the user’s college; specify 1 for Moorpark, 2 for Oxnard, or 3 for Ventura. If the user will write curriculum at more than one college, separate with commas (for example: 2,3). Since CIM is a district-wide system, this value restricts the submission of curriculum proposals to the queue of the user’s college. Although this is a large box and appears designed for an ample amount of text, please do not enter any other data here.
5. Click the  button to submit the new user’s data.
6. Most new users will also need to have one or more roles assigned to them. See the subsection titled *Assigning or Changing a User’s Role(s)* on page 30 of this document.
7. A few new users may also need to be granted system administrator privileges. See the subsection titled *User Account Management* on page 29 of this document.
8. **What can go wrong:** A few users have case-sensitive user IDs in the portal. If you add a user (say “mbowen”), and if he/she still reports not being able to log in to CourseLeaf, and if you have verified there are no typos in the user ID, then return to User Provisioning, use the Find function to locate the account (or just scroll until you find it), and use the  icon in the upper right corner to remove the account. Then re-enter the user ID with capitalized initials (e.g.,

“MBowen”) and check that he/she can log in with this modification. Don't forget to click the  button.

Editing an Existing User Account

Sometimes users change names and email addresses, or transfer to a different college, so it becomes necessary to update their information. The process is not unlike that for adding a new user:

1. Open a new Web browser tab to User Provisioning at <https://cleaf.vcccd.edu/admin/users/>. (Or, from the [CourseLeaf Console](#), click “User Provisioning” in the CourseLeaf navigation section in the left margin.) Sign into the portal if you are redirected there.
2. Find the user's name in the CourseLeaf Users table. **Optional:** Click the  icon in the upper right corner of the browser window, immediately below “You are logged in as <user-ID>,” to filter the results. For example, entering *bowen in the User ID box of the Search dialog (note the leading asterisk) and clicking “Search” would restrict the display of table entries to all users (at all colleges) whose user IDs ended in “bowen.”
3. Click **once** on the name of the user to be modified. This will populate the data entry fields below the table with that user's current information. Also, the corresponding row in the CourseLeaf Users table will turn red.
4. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the “End” button to accomplish this.) Otherwise skip this step.
5. Update boxes in the data entry section below the table of user IDs as needed by clicking each box requiring modification and updating the data.
 - **User ID:** This **must** be set to the first portion (preceding “@vcccd.edu”) of the user's VCCCD email address. This field should not be changed from its current value until **after** the campus or district IT department has changed the user's portal logon and VCCCD email address.
 - **First Name:** This is the same as for adding a new user.
 - **Last Name:** This is the same as for adding a new user.
 - **Email Address:** This is the same as for adding a new user.
 - **Authorization Area(s):** This is the same as for adding a new user.
6. Click the  button to submit the new user's data.

Removing a User Account

Removing a user's account makes it impossible for that user to access the district's curriculum (courses and programs), even in read-only mode. A user who asks for his/her account to be deleted, but who is not terminating employment with the VCCCD, should be advised of this before proceeding. Removing the user's roles and/or administrative privileges, but not his/her account, may be a better choice if the reason for the removal request is an overstuffed e-mail inbox. For a user who is moving to another college, the system administrator should change the college number(s) in the Authorization Area of the User Provisioning interface to reflect the transfer, rather than deleting the user's account. It may also be necessary to deactivate such a user's role(s) and/or administrative privileges. Until we have a better understanding of CourseLeaf CIM's quirks, it would probably also be best not to change the college or remove the account of any user who had a course or program proposal in workflow. To remove a user account:

1. Open a new Web browser tab to User Provisioning at <https://cleaf.vcccd.edu/admin/users/>. (Or, from the [CourseLeaf Console](#), click “User Provisioning” in the CourseLeaf navigation section in the left margin.) Sign into the portal if you are redirected there.
2. Find the user’s name in the CourseLeaf Users table. **Optional:** Click the  icon in the upper right corner of the browser window, immediately below “You are logged in as <user-ID>,” to filter the results. For example, entering *bowen in the User ID box of the Search dialog (note the leading asterisk) and clicking “Search” would restrict the display of table entries to all users (at all colleges) whose user IDs ended in “bowen.”
3. Click **once** on the name of the user to be modified. The corresponding row in the CourseLeaf Users table will turn red.
4. Click the  icon in the upper right corner of the browser window.
5. User deletions are irrevocable. The “Do you wish to delete this row?” dialog is your last chance to change your mind. Click “Cancel” to reconsider, or “OK” to permanently delete the user. A user who is accidentally removed must be entered from scratch as a new user.

User Account Management

The procedures in this subsection describe how to grant or revoke CourseLeaf administrative privileges to a user on the system. To add or modify non-administrative (end-user) roles such as division deans, department chairs, faculty reviewers, Curriculum Committee members, *etc.*, see the subsection titled *Assigning or Changing a User’s Role(s)* on page 30 of this document. The following procedures assume that someone has already added an account for the user through User Provisioning, according to the procedure provided in *Adding a New User Account* on page 27 of this document.

To *grant* administrative privileges to an existing user:

1. Open a new Web browser tab to User Provisioning at <https://cleaf.vcccd.edu/courseleaf/courseleaf.cgi?page=config.html&step=useradmin>. (Or, from the [CourseLeaf Console](#), click “Account Management” in the CourseLeaf navigation section in the left margin.) Sign into the portal if you are redirected there.
2. Search for the user’s ID in the user list-box at the top center of the Account Management page. Usually it will **not** be there; if it is **not** present, then skip this step and continue with the one that follows. If the user’s ID does appear in the list box (which is possible but unlikely), single-click it, and check the “Administrator” check-box in the **Permissions** field. Leave the **passwd** and **Email** fields blank. (If the “Administrator” check-box is already checked, then that user already has administrative privileges; do not un-check the box unless your intent is to remove that user’s administrative privileges.) Click “OK” to complete the process and return to the main administrative screen.  **Stop here; you are finished.** Do not continue with the remaining steps listed below, which apply only if the user’s ID does **not** appear in the list box.
3. Click the “New User” button immediately to the right of the user list-box. In the dialog box that opens, type the user ID of the user to whom you intend to grant administrative privileges. Click the “OK” button to close the dialog.
4. The name you just typed should now appear both in the user list-box and in the “User Name” field. Check the “Administrator” check-box in the “Permissions” field. Leave the “passwd” and “Email” fields blank. Click “OK” to complete the process and return to the main administrative screen.

To *revoke* administrative privileges from an existing user, follow steps 1 and 2 in the above procedure. At step 2, un-check the “Administrator” check-box in the **Permissions** field. Leave the **passwd** and **Email** fields blank. Click “OK” to complete the process and return to the CourseLeaf Console.

Assigning or Changing a User’s Role(s)

A user’s CourseLeaf role(s) may change as he/she moves into or out of job functions. Some users report that they are not receiving curriculum-related notifications (or complain of receiving too many). In all these cases, a role adjustment will often solve the problem. The procedures in this subsection refer only to *non-administrative* roles; to grant/revoke administrative privileges to/from a CourseLeaf end-user, see the subsection titled *User Account Management* on page 29 of this document.

Note that department and division roles are not easy to identify, because they are only labeled with their Banner ID numbers, not with their commonly used names. For example, the role of the dean of VC’s English & Math division is labeled “VC 323 Dean,” and the role of VC’s math department chair is labeled “3170 Chair.” Before assigning or changing a user’s department or division role, the CIM system administrator should ask one of the academic data specialists for a current listing of the correlation between Banner ID numbers and the corresponding division and department names. An alternative is to look up the codes in CourseLeaf; see the subsection *Looking Up Banner Department and Division Codes* on page 31 of this document. The conventions used in Banner are that MC department and division codes begin with “1,” OC codes with “2,” and VC codes with “3.” Division codes are three digits in length, and department codes are four digits in length.

In general, when assigning or changing roles in CIM, the system administrator first looks up the role and then adds or removes the user. This contrasts with CurricUNET, for which it was necessary to look up the user first and then add or remove roles.

To add or change a role, complete the following steps:

1. Open a new Web browser tab to Role Management at https://cleaf.vcccd.edu/courseleaf/courseleaf.cgi?page=/courseleaf/roles.html&step=role&step_args=autodone. (Or, from the [CourseLeaf Console](#), click “Role Management” in the CourseLeaf navigation section in the left margin.) Sign into the portal if you are redirected there.
2. If the role is for a division dean, department chair, or faculty review of curriculum, look up the division or department number using one of the methods described in the introductory paragraph above.
3. Find the user’s name in the CourseLeaf Users table. **Optional:** Click the  icon in the upper right corner of the browser window, immediately below “You are logged in as <user-ID>,” to filter the results. For example, entering *bowen in the User ID box of the Search dialog and clicking “Search” will restrict the table entries to all users (at all colleges) whose user IDs end in “bowen.”
4. Click **once** on the name of the user to be modified. This will populate the data entry fields below the table with that user’s current information.
5. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the “End” button to accomplish this.)
6. Update boxes in the data entry section below the table of user IDs as needed by clicking each box requiring modification and updating the data.

- **User ID:** This *must* be set to the first portion (preceding “@vcccd.edu”) of the user’s VCCCD email address. This field should not be changed from its current value until *after* the campus or district IT department has changed the user’s portal logon and VCCCD email address.
 - **First Name:** This is the same as for adding a new user.
 - **Last Name:** This is the same as for adding a new user.
 - **Email Address:** This is the same as for adding a new user.
 - **Authorization Area(s):** This is the same as for adding a new user.
7. Click the **Done** button to submit the new user’s data and return to the CourseLeaf Console.

Looking Up Banner Department and Division Codes

(This subsection is under construction)

Adding a New Discipline

From time to time it becomes necessary to add a new discipline. Examples of reasons why this may occur include:

- The college may be starting a new program
- Faculty may decide to rename a discipline to correspond to a C-ID discipline name
- An existing discipline may run out of unused Banner ID numbers, so a new one is needed.

Faculty and management will follow the college’s procedure for establishing the discipline in principle and giving it a two- to four-letter designation corresponding to the course’s CB01A value. If another district college has already established a comparable discipline, it is less confusing to students to adopt that college’s designation. For example, Ventura College adopted “DM” rather than “DZL” for Diesel Mechanics after research revealed that Oxnard College was already offering courses in that discipline.

It is recommended that a new discipline name be added to Banner *before* it is added to CIM. This procedure assumes that an academic data specialist has already added the discipline name to Banner, and that the CIM system administrator knows (perhaps by requesting this information from an academic data specialist) the four-digit department code(s) into which courses established in the new discipline will be placed. It is a good practice for the academic data specialist to include this information in a memo sent to the campus’s CourseLeaf administrator(s) whenever a discipline is established, changed, or retired. The remaining steps are:

1. Open a new Web browser tab to CIM Code Management at <https://cleaf.vcccd.edu/admin/cimcodes/>. (Or, from the [CourseLeaf Console](#), click “Code Management” in the CIM navigation section in the left margin.) Sign into the portal if you are redirected there.
2. Check to see whether the discipline is already in use at another college, either by asking an academic data specialist or searching for it in CIM Code Management. To accomplish the latter, click the  icon in the upper right corner of the window, immediately below “You are logged in as <user-ID>.” In the Search dialog box that opens, type “subject” (omit quotes) in the Form Field box, and the discipline (CB01A) code, such as HIST, ACT, ANTH, or DRFT, in the Code box. (This search is not case sensitive; you may also use hist, act, anth, or drft.) Leave all the other boxes blank. Click “Search.”

- If zero records are found (the data table is blank), or if your academic data specialist has told you that the discipline is not yet in use at any college, then skip step 3 and continue this procedure with step 4.
 - If a record is found (a line in the table is displayed and highlighted in red), or if your academic data specialist has told you that the discipline is already in use, then continue this procedure with step 3.
3. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the “End” button to accomplish this.) In the data entry section below the table of CIM codes, *only* edit the very last field (**SIS Parents**). Append the four-digit Banner department code to the one(s) already showing in the box without changing or removing the codes already present. For example, if the box already contains a Banner department code 2210 and your college’s Banner department code is 3213, edit **SIS Parents** so it contains 2210,3213 (append a comma and your college’s code with *no* intervening spaces). Click the  button to submit the new user’s data.  **Stop here; you are finished.** Do not continue with the remaining steps listed below, which apply only if the discipline is not already in use.
4. In the upper right corner of the window, immediately below “You are logged in as <user-ID>,” click the  icon. (This may have no visible effect, but in some cases, it will clear pre-existing entries in the data entry section below the table of user IDs.)
5. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the “End” button to accomplish this.) Otherwise skip this step.
6. Complete some of the boxes in the data entry section below the table of CIM codes by clicking each box and typing the data requested.
 - **Form Field:** From the drop-down menu, select “Discipline (CB01A) (subject).” Finding this selection may require a considerable amount of scrolling through the menu. One way to speed up this process is to open the menu via mouse click in the usual manner, then quickly type the characters “di” (omit the quotes) followed by a two-second pause. Repeat “di” without clicking the mouse until “Discipline (CB01A) (subject)” appears highlighted in blue. Click the highlighted text to confirm your selection of this option.
 - **Group Name:** Skip this field (leave it blank).
 - **Code:** Type the two- to four-letter discipline abbreviation; for example, HIST, ACT, ANTH, or DRFT. Always use ALL CAPITALS for this code, and do not embed spaces or punctuation.
 - **Name:** Type the full discipline name in Title Case; for example, History, Assistive Computer Technology, Anthropology, or Drafting. Spaces, hyphens, or diagonal slashes may be included if the discipline name contains two or more words.
 - **Rank (Integer Ascending Sort) and Access:** Skip these fields (leave them as they are).
 - **SIS Code:** Skip this field (leave it blank).
 - **SIS Parents:** Type the four-digit Banner department code. If the discipline’s courses will be placed in more than one Banner department, type a comma-separated list, such as 1080,3080,3081. Do not leave any spaces in this field. Note that, as in the example, a discipline may be offered at more than one college (1080 is a department at Moorpark

College, and 3080 and 3081 are departments at Ventura College). If codes from another college are already present in this field, take care not to modify or delete them.

7. Click the  button to submit the new discipline.

Adding a New Department

This may become necessary if a new 4-digit department code is added to Banner. New departments should be added to Banner before they are added to CIM. The procedural steps that follow assume that one of the academic data specialists has already added the new department name and code to Banner. Before adding a new department to CIM, it is also necessary to obtain the corresponding three-digit code corresponding to the new department's parent division. The CIM system administrator will typically obtain this information from an academic data specialist.

There are two parts to adding the department. The first part is to enter the information into CIM Code Management. The second part is to enter the roles (which faculty and department chairs will be reviewing or approving curriculum that is placed into the new department?) into Role Management. These parts work best if completed in the order specified. After obtaining the new department name and code, and the corresponding division code, the remaining steps are:

1. Open a new Web browser tab to CIM Code Management at <https://cleaf.vcccd.edu/admin/cimcodes/>. (Or, from the [CourseLeaf Console](#), click "Code Management" in the CIM navigation section in the left margin.) Sign into the portal if you are redirected there.
2. In the upper right corner of the window, immediately below "You are logged in as <user-ID>," click the  icon. (This usually has no visible effect on the display, but in some cases, it will clear pre-existing entries in the data entry section below the table of user IDs.)
3. If the browser window is small enough that a vertical scroll bar is available, scroll to the bottom of the page. (Keyboard users may press the "End" button to accomplish this.) Otherwise skip this step.
4. Complete some of the boxes in the data entry section below the table of CIM codes by clicking each box and typing the data requested.
 - **Form Field:** From the drop-down menu, select "Discipline/Department (department)." Finding this selection may require a considerable amount of scrolling through the menu. One way to speed up this process is to open the menu via mouse click in the usual manner, then quickly type the characters "di" (omit the quotes) followed by a two-second pause. Repeat "di" without clicking the mouse until "Discipline/Department (department)" appears highlighted in blue. Click the highlighted text to confirm your selection of this option.
 - **Group Name:** Skip this field (leave it blank).
 - **Code:** Type the new four-digit Banner department code; for example, 3124. Do not embed spaces or punctuation.
 - **Name:** Type the full department name in Title Case; for example, Emergency Medical Services. Spaces may be included if the department name contains two or more words.
 - **Rank (Integer Ascending Sort) and Access:** Skip these fields (leave them as they are).
 - **SIS Code:** Skip this field (leave it blank).
 - **SIS Parents:** Type the three-digit Banner *division* code, such as 327, into which the new department will be placed. Do not leave any spaces in this field. Do not type division

codes for multiple colleges, even if other colleges have departments with the same name.

5. Click the **Save** button to submit the new discipline.
6. If you will be adding another program, repeat steps 2 through 6 for each program. If you are finished adding programs, click the “Back to CourseLeaf Administration” link to return to the CourseLeaf Console.

Now it is necessary to initialize department chair and faculty roles for the new department. Otherwise nobody will be notified if curriculum in this department is submitted, and proposals will freeze at the department chair approval step.

7. Click “Role Management” in the CourseLeaf navigation section in the left margin.
8. Add “xxxx Chair” and “xxxx Faculty Review” roles for each new department, where “xxxx” is the Banner department code for each new department that was just added. (At MC, use “xxxx Faculty Peer” instead of “xxxx Faculty Review.”) Follow the steps outlined in *Assigning or Changing a User’s Role(s)* on page 30 of this document.

Optionally, you may also add courses to the new department in CIM by changing the department designation for each course via the [Course Administration](#) feature. Edit the course to change its department code in CIM, and save using the **Admin Save** button if you wish to bypass the technical review and Curriculum Committee processes. The change may also be implemented later, at the course’s next revision, although waiting that long may result in a chronic discrepancy report between Banner and CourseLeaf if the course is moved to the new department in Banner as soon as the department is created.

Editing Courses While They Are in Workflow

Often it is necessary to make changes to a course outline after it has entered workflow (the process of reviews and approvals that occur before curriculum is sent to CCCC for approval or chaptering). Unlike CurricUNET, which allowed the originator to edit a proposal until just before it went to Curriculum Committee, CIM only allows system administrators to edit a proposal once the originator submits it to the review and approval process. If technical review discovers that major changes are required, CIM requires the proposal to be sent all the way back to the pre-submission step before the originator (or co-contributors) may make changes.

If you navigate to the [Course Inventory Management page](#) and search for the course proposal you would like to change, it will show up in the Search results table, but the **Edit Course** button will no longer be visible. A different procedure is required to access the course proposal for editing.

The following procedure only works for courses. See the subsection titled *Editing Programs While They Are in Workflow* on page 37 of this document for the procedure to edit a program that is in workflow.

1. Open a Web browser tab to Course Inventory Management at <https://cleaf.vcccd.edu/courseadmin/> and search for the course you wish to edit. Sign into the portal if you are redirected there. Examine the entry in the Workflow column of the Search results table next to the course of interest. In Figure 9, course ACT R011 is at the Banner step, whereas course ACT R016 is not in workflow (the Workflow column entry next to it is blank).

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

edited Archive History - OR - Quick Searches... Help

Course Code	Title	Workflow	Status
ACT R011	Computer-Aided Learning	Banner	Edited
ACT R016	Computers and Math		Edited
ACT R017	Skills for the Internet		Edited
ADS R101	Overview of Addiction	Banner	Edited
ADS R103	Pharmacology of Drugs	Banner	Edited
ADS R104	Addiction Counseling Theories and Techniques	Banner	Edited

Figure 9. Checking Workflow status in CIM

- If the course is not in workflow (such as ACT R016 in Figure 9), you do not need to follow the rest of this procedure; simply click the course code **once** in the Search results table, wait a few seconds for the course data to load below the Search results table, and click the button that will appear on the right side of the screen just below the bottom of the Search results table. Edit the proposal and then save your work by clicking the button at the bottom of the page, just as an originator or co-contributor would.
- If the course is in workflow (such as ACT R011 in Figure 9), make a note of the workflow step (in this case, Banner) for future reference, and continue with the following procedural steps. (Note that if a proposal has reached a workflow step that contains the word "Banner," it has already received final approval from Curriculum Committee, BOT, or CCCC, and should therefore only be edited to resolve very critical issues, with the advice and consent of both of your campus's Curriculum Committee co-chairs, or to update routine post-completion information such as GE, C-ID, or UC TCA approvals.)
- In the same browser window or tab, navigate to Approve Pages at <https://cleaf.vcccd.edu/courseleaf/approve/>. (Or, from the [CourseLeaf Console](#), click "Approve Pages" in the CourseLeaf navigation section in the left margin.)
- In the Your Role box, select the choice corresponding to the workflow step noted in step 3 (in this case, Banner) from the drop-down menu. Note: clicking on Administrator will not work. The Your Role menu is a little tricky to find; see the red box in Figure 10 for a hint.

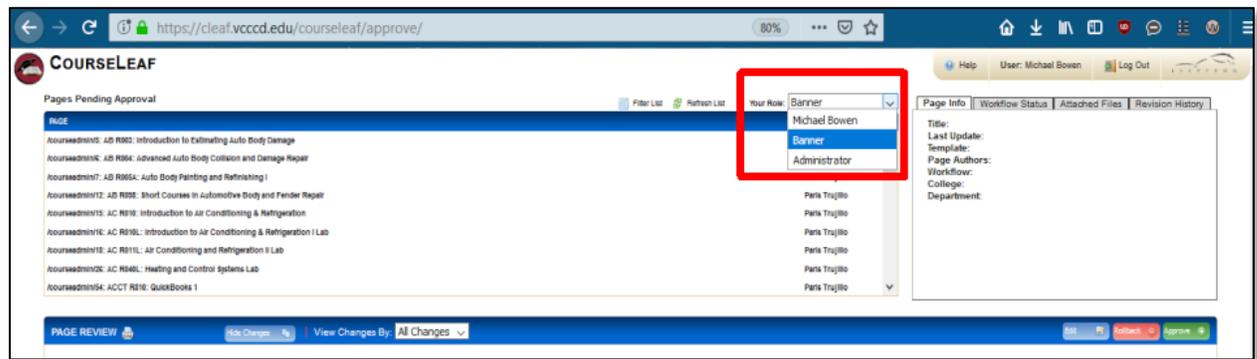


Figure 10. Locating the Your Role menu on the approval screen

- In the Pages Pending Approval box in the upper left portion of the screen, locate the course you would like to edit (you may need to scroll). The list is alphabetized by discipline to make it easier to find your course. Click **once** on the course you would like to select; the entire line will turn blue to confirm your selection. Count slowly to five while your computer retrieves the proposal. The upper red box in Figure 11 shows where to select the course, and the lower red box shows the beginning of the course information after it has loaded.

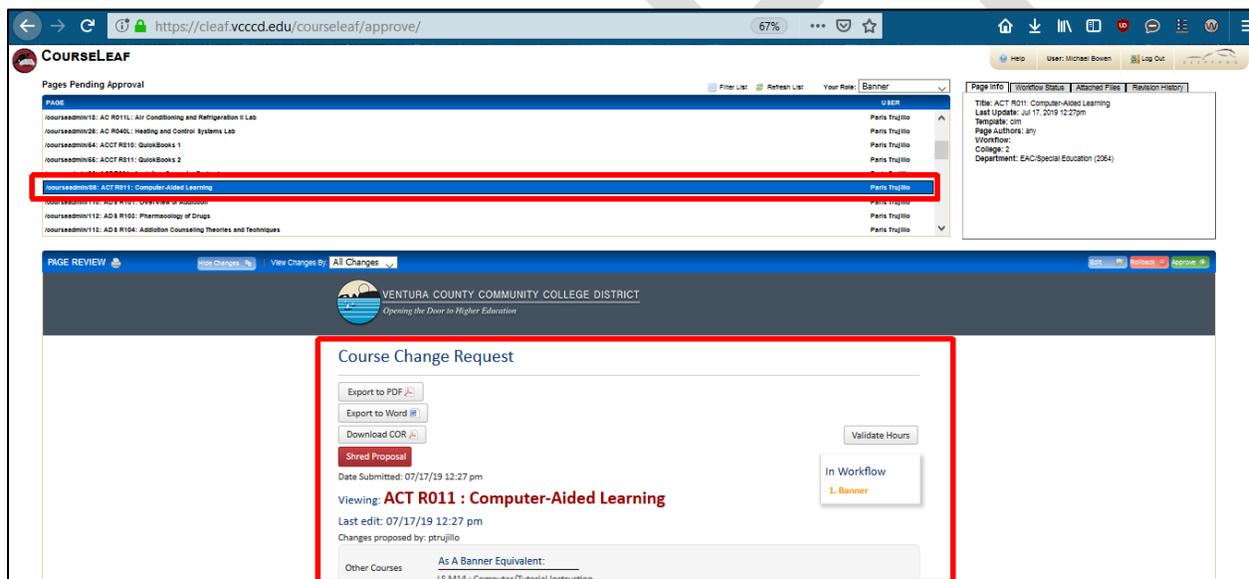


Figure 11. Selecting a course from the in-workflow list on the approval screen

- The course information in the lower half of the page is not yet editable. To open it in the course editor, click on the **Edit** button. As this button is also a bit tricky to find, the red box in Figure 12 below illustrates its location.
- Edit the proposal as needed. Be sure to click the **Save Changes** button when finished; otherwise your modifications will be lost.

COURSELEAF

Pages Pending Approval

PAGE	USER
/courseadmin/18: AC R011L: Air Conditioning and Refrigeration II Lab	Paris Trujillo
/courseadmin/26: AC R040L: Heating and Control Systems Lab	Paris Trujillo
/courseadmin/54: ACCT R810: QuickBooks 1	Paris Trujillo
/courseadmin/55: ACCT R811: QuickBooks 2	Paris Trujillo
/courseadmin/82: ACT R001: Assistive Computer Technology	Paris Trujillo
/courseadmin/86: ACT R011: Computer-Aided Learning	Paris Trujillo
/courseadmin/110: ADS R101: Overview of Addiction	Paris Trujillo
/courseadmin/112: ADS R103: Pharmacology of Drugs	Paris Trujillo
/courseadmin/113: ADS R104: Addiction Counseling Theories and Techniques	Paris Trujillo
/courseadmin/114: ADS R105R: Group Leadership II	Paris Trujillo

Page Info

Title: ACT R011: Computer-Aided Learning
Last Update: Jul 17, 2019 12:27pm
Template: cim
Page Authors: any
Workflow:
College: 2
Department: EAC/Special Education (2064)

EDIT Rollback Approve

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Opening the Door to Higher Education

Course Change Request

Figure 12. Locating the Edit button on the approval screen

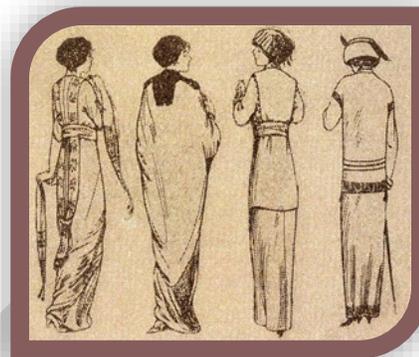
Editing Programs While They Are in Workflow

(This subsection is under construction)

Technical Review and Style Guide for Ventura College Course Outlines of Record

Introduction

This section discusses some technical aspects of writing and reviewing a course outline of record (COR). The comments (particularly those containing second-person pronouns such as “you” or “your”) are aimed primarily at course outline originators, but technical reviewers and Curriculum Committee members should be alert to deviations from these guidelines when examining a COR for consideration. Technical reviewers may either correct them during review or refer them back to the course originator for correction. Curriculum Committee members (including non-voting members and classified staff) may make comments in the curriculum management system, email the originator with questions, and/or bring up remaining concerns when the COR is forwarded to the Curriculum Committee for discussion and approval. The earlier in the approval process that a question or error is identified and reported, the easier it usually is to correct.



General Principles

Sequential and Corequisite Courses

Ideally, the CORs for courses in a sequence of closely related courses linked by prerequisite relationships should be reviewed and approved together and given a consistent course numbering scheme to make the sequential relationship clear to students and counselors. Examples of such sequences would be PHYS V04/V05/V06, CHEM V01A/V01B, or DANC V10A/V10B/V10C/V10D. The course outlines for the courses in such sequences, aside from satisfying the specific technical requirements for individual courses that are discussed later in this section, should relate to each other in a way that makes the progression from beginning to advanced skills clear.

The exit skills (course objectives) for earlier courses in the sequence must relate to the entry skills for subsequent courses. Many faculty members simply copy and paste course objectives from a sequential course into the entry skills for the follow-on course; however, verbatim agreement is not required, and may in fact be undesirable if not every skill acquired in the earlier course is needed to achieve success in the later course.

As students may interpret courses having ID number suffixes of A, B, C, *etc.*, as being sequential, it is best not to create these designations in the course ID number for courses that are not sequential (that is, for which the “A” course is not a prerequisite to the “B” course, *etc.*). An example of non-sequential yet related courses might include ancient (“A”) and modern (“B”) history or literature of a given geographical region.

Specific Instructions for Most CIM Course Data Entry Fields

Shannon Davis, curriculum co-chair and articulation officer at Oxnard College, has kindly furnished the following instructions for completing most of the information fields in the CIM Courses data entry form. Her original instructions are modified where necessary to adapt the information to the needs of Ventura

College faculty originators. Except for the fields marked “(Optional)” or “(Only required if applicable),” it is expected that all COR data fields should be completed. Topics (field instructions) are presented in the same order as they appear on the CIM course data entry form.

This is a long section not designed to be read in one sitting. It is recommended that you use it as a reference rather than as a tutorial.

Co-contributors

Use the drop-down menu to select any faculty member who is assisting you with the writing/editing of the course outline. To add an additional name, select the green “plus”  button. If no co-contributor is selected, only the faculty who is listed as the originator will be able to edit the course outline.

College

Select Ventura College from the drop-down menu. You must select a College before selecting a Division (next item); otherwise the Division drop-down menu will not function correctly.

Division

Select the appropriate division for the course from the drop-down menu. You must select a Division before selecting a Department (next item); otherwise the Department drop-down menu will not function correctly.

Department

Select the appropriate department for the course. The number that appears next to the department name is the code assigned in Banner for that department.

Need Statement (new courses only)

The Need Statement should tell the Curriculum Committee how this course fits into the course or program offerings at Ventura College, including which majors require this course at Ventura. If applicable, the following additional information regarding the course may be included:

- Typical or local institutions to which the course transfers
- The course’s role in helping students to meet graduation or transfer requirements (including satisfying a requirement for a transfer degree, local degree, or certificate still in development)
- The course’s expected GE applicability (local, CSU GE-Breadth, IGETC)
- The course’s expected alignment with a C-ID descriptor
- The course’s placement within a basic skills sequence
- The course’s function as a prerequisite or corequisite for programs or other courses
- Whether the course partially or fully satisfies requirements for an industry, state, or national certification or licensure
- Whether there is a request or demand for the course from the community, local businesses, or a CTE advisory committee, and/or whether there is a lack of a comparable alternative course offerings at nearby community colleges
- Whether the course was developed in response to a request from a nearby campus of one of the state university systems to alleviate demand for an impacted transferable course
- How the course aligns with the mission of the college
- Any other purpose supporting VC’s offering this course

The Need Statement is required by the state chancellor's office for a new course proposal, and we cannot submit the proposal without providing one. Keep the need statement as brief as possible while still addressing the applicable items in the above list.

Justification/Reason for Change (modified and inactivated courses only)

State the reasons for changing the COR (e.g., five-year review, evolution of discipline or program expectations, modernization, alignment with C-ID, etc.). Also summarize the areas of the COR (e.g., objectives, content, methods of instruction or evaluation, addition or removal of DE modalities, SLOs, textbooks, etc.) that have changed.

Attach Support Documentation (as needed)

(Optional) This allows faculty to attach documents such as articulation agreements, C-ID descriptors, labor market data, letters of support from industry partners, or anything that supports the need to introduce or revise the course.

Discipline (CB01A)

For CTE courses, the name of the course discipline should match typical industry standards, a comparable discipline already in use at another district college, a discipline taken from the state Minimum Qualifications handbook, and/or a C-ID discipline if available.

For non-CTE courses, the course discipline should match typical transfer disciplines or C-ID.

If the course is offered at other colleges within the district, does the discipline match and, if not, is there a good reason for assigning it to an alternate discipline? The assignment of an inappropriate discipline name can create MQ, longevity, and hiring issues.

Because discipline assignment is a critical issue that also affects non-curriculum functions of the college, such as budget reporting, Curriculum Committee requires the approval of a dean or higher-level manager before it will consider the first course introduced in a new discipline. If necessary, please obtain this approval before you start working on your course in CIM, as any new discipline name must be inserted into Banner, and assigned to a department, before CIM will make the discipline name available in this field's drop-down menu.

If you do not see your discipline name here, check that you have specified the correct department. If you still do not see it after checking the department, please inform your dean, as he/she may need to arrange to update the relationships between departments and disciplines that are stored in Banner. Any discrepancy must be corrected in Banner before we can fix it in CIM.

Course number (CB01B)

If you are introducing a new course or renumbering an existing one, the new number must be assigned in consultation with the Student Learning Office (articulation officer, curriculum technician, and/or academic data specialists) to avoid reusing numbers previously assigned to other courses, except as noted below.

For details of VC's course numbering conventions, please see the subsection titled *Reserved Course ID Prefixes, Numbers, and Suffixes* on page 18 of this document. A summary is provided below:

- Courses numbers should not contain a letter suffix (“A,” “B,” etc.) unless there is or will be a sequence of courses, or the course is an honors (“H”) or laboratory (“L”) course. Exceptions may be made for special-purpose courses with the agreement of the Curriculum Committee.
- V88 (non-transferable credit), V89 (transferable credit), and N188 (noncredit) are reserved for experimental courses.
- V90 (credit) and N190 (noncredit) are reserved for Directed Studies courses.
- V95 (unpaid) and V96 (paid) are reserved for internship/cooperative work experience courses.
- Mirrored credit/noncredit course pairs should be assigned parallel numbers differing by 100 (e.g., BUS V61 and BUS N161).
- For new courses, if a comparable course exists within the district, numbers should be aligned, if possible, and logical.
- If possible, co-listed courses should use the same sequence number in both linked disciplines. However, there are many existing exceptions to this guideline.
- Credit course numbers always begin with “V” and noncredit course numbers always begin with “N.”

A reactivated course (a course that was inactivated and is now being brought back to active status so it may be offered again) may be assigned either its former course ID or a new ID. The decision as to which to select hinges on repeatability. If a student who took the old course should not be allowed to enroll in the new one because the topics are substantially the same, then the former ID should be used. If the course has changed significantly enough during its deactivation that a student who took the previous version would learn substantially new material by enrolling in the new version, then a new ID should be assigned. Otherwise Banner may block the registration of students who took the older version.

A brand-new course should never be assigned the same course ID as an inactivated course which was substantially different. The criterion for whether to re-use a course ID number is the same as for reactivated courses described in the preceding paragraph.

Courses with the same number but different (or missing) letter suffixes are considered different. For example, MATH V50, MATH V50A, and MATH V50B are all considered distinct ID numbers. Therefore, a new course may be numbered MATH V50A even if there were a distinct active or retired course previously numbered as MATH V50. It is recommended that active courses with similar numbering, such as these examples, be related to each other in objectives and content.

Course Title (CB02)

The course title should be brief and match C-ID, transfer institutions, comparable district courses (or typical CCC comparable courses), and/or industry standards, as applicable. Banner, and the corresponding “CB field” in the Chancellor’s Office Curriculum Inventory (COCI), only have space for 68 characters. Therefore, please limit course titles to a maximum of 68 characters, notwithstanding the instructions in the curriculum management system. It is preferable to use unabbreviated words here; if the title initially proposed is longer than 68 characters, it is better to come up with a new title than to abbreviate the lengthier one.

If space permits, please use “and” rather than “&”, and “Laboratory” rather than “Lab.” For sequential courses, please use Roman numeral suffixes (“I”, “II”, “III”) rather than Arabic numeral suffixes (“1”, “2”, “3”). Try not to use numeric suffixes if the “I” course is not a prerequisite to the “II” course (otherwise you may experience insufficient enrollment in the “II” course because students will think they have to

enroll in the “I” course first as a prerequisite); use the wording of the course title to distinguish the courses instead. For example, a two-course U.S. History sequence could be titled as “United States History through 1865” and “United States History from 1865 to the Present.”

It should go without saying, but the course title is expected to be specified in [title case](#) (not sentence case).

Banner/Short Title

This needs to be as close to the course title (preceding item) as possible because the Banner title is all that students see in the course schedule online. It cannot be more than 30 characters, including spaces and punctuation. If the course title (preceding item) is 30 or fewer characters in length, then the course title and Banner title should be specified identically (just retype the course title without abbreviating it).

The short title is used in Banner to refer to the course; it is also how the course title is printed on students’ transcripts. Abbreviations may be used (“&” and “Lab” are acceptable here), but they should not be so short as to be cryptic.

For better readability, omit letters from long words in blocks rather than individually; for example, abbreviate “Vocabulary” as “Vocab” rather than as “Vcblry”. Exceptions to this rule of thumb would include widely understood abbreviations such as “Mgmt” for “Management” or “Bldg” for “Building.” Commonly used level abbreviations include “Intro”, “Intermed”, and “Adv”. The word “and” can often be abbreviated using a forward slash; “Reading and Writing” in the full title might become “Read/Write” in the short title (this saves two space characters compared to “Read & Write,” and is slightly easier to read than “Read&Write”).

Credit Type

Select from the drop-down menu. This must be “Credit” for all courses that award unit credit, which will include most courses. If “Noncredit” is selected, this will change the data fields that display in CIM (only the ones that apply to noncredit courses will be visible).

Honors

Select “Yes” if the course will be an honors course. CIM is programmed to expect the course number to end with “H” to indicate its honors designation; CIM may throw an error upon submission to workflow if there is a mismatch between the honors status and the course ID number.

Start Term

Specify the semester (usually fall) and year you intend for the course proposal to be implemented. For proposals submitted to the curriculum management system by May 1, 2020, the implementation date is usually Fall 2021; for proposals submitted by May 1, 2021, the implementation date is usually Fall 2022; and so on. This is the same as the catalog date.

Earlier implementations for a given submission date may be considered under emergency circumstances, but curriculum originators should not assume that this can be accomplished on a routine basis. The Technical Review and Prerequisites Workgroup will analyze each request on a case-by-case basis and make recommendations to the full Curriculum Committee which are commensurate with the severity of the emergency and the availability of enough time and Student Learning Office resources to handle the request. The curriculum originator will document the justification(s) for Spring implementation to the Technical Review and Prerequisites Workgroup, which will forward the

information to Curriculum Committee. Spring semester implementation dates also require a 2/3 vote of the Curriculum Committee. Rushing a course outline proposal's approval nearly always results in errors, delays in articulation, and other problems which typically must be corrected well before the course's next five-year review. Some issues may threaten students' ability to fully benefit from taking the course; resolving them often creates additional work for both the originator and the Curriculum Committee.

Note that DegreeWorks can only be programmed for fall implementation dates. Requesting spring course or program implementations may lead to discrepancies between Banner and DegreeWorks data, which could adversely affect graduating students and/or create headaches for counselors and the registrar. This is one of many reasons that Curriculum Committee discourages (and may not approve) spring or summer start term requests.

Co-listed (Same-as)

If the course will be co-listed with another course in a different discipline, that course will need to be added by selecting "Add..." which will open a box containing the areas (the only areas) that may vary for the co-listed course. Reason for co-listing should be logical. Courses do not necessarily have to be co-listed in order to offer them within degrees outside of the discipline (if the course is for an ADT, check with the AO) or to add other disciplines to the minimum qualifications.

For details of the Curriculum Committee's official procedure related to same-as courses, please see the subsection titled *Same-as Courses* on page 12 of this document.

Formerly

(Only required if applicable) If the course was offered previously under a different course ID/number, select the green "plus"  button to open the window where you will select that past course department & number. If the course was so old that it predated Banner, it will not appear on this picklist and it will need to be typed into the following textbox next to the second "Formerly" heading. Check the printed or online catalog's course description, as they often contain this information even if Banner and CIM don't.

To clarify the discussion in this subsection, the following terms will be used as defined below:

- **Current course ID:** The course ID of an existing course at the time the process of revising or reactivating it is initiated in the curriculum management system. For a reactivated course, the current course ID is the course ID listed in the most recent VC catalog listing the course as active (*i.e.*, the last catalog published before the course was inactivated), or the course ID specified in the curriculum management system proposal whose approval most recently caused the course to be inactivated (removed from the catalog).
- **Former course ID:** The former course ID (if any) specified in a course's catalog description in the most recent published version of the VC catalog. **Each course may have a maximum of one former course ID;** this is updated in the curriculum management system and in the VC catalog each time a course's ID number is modified. Any new course will not have a former course ID, so leave this field blank in the curriculum management system for a new course.
- **New course ID:** The course ID specified in any pending course revision or reactivation in the curriculum management system. If a course revision or reactivation does not entail an ID change, then the current course ID and the new course ID will generally be identical.

For this field, the information entered in the curriculum management system should usually match the former course ID printed in the course description in the most recent published VC catalog. However, if a revision includes an ID change, then this field should be set to the value of the current course ID (as this is defined above).

If a single course is being split into two or more sequential courses (e.g., “A” and “B” courses) whose content, when aggregated, is substantially similar to that of the original course, then in most cases the “A” course should be treated as a revision, and its former course ID will change to the value of the current course ID of the course that was split. The “B” course (and subsequent courses in the sequence) should be treated as new courses (for each of these the former course ID should be left blank).

If a new course is being introduced as a co-listing (same-as) of an existing course, its former course ID should be left blank, consistent with the treatment of other new courses. This may cause the former course ID field in the new course’s catalog information to differ from the corresponding information for the co-listed partner course(s).

The former course ID of a reactivated course should be set the same as was documented in the most recent catalog in which the course was published (or left blank if the most recent catalog does not indicate a former course ID). Exceptions: (1) if the course ID was changed to enable “family” repeatability or for other reasons, then the former course ID should be changed to the reactivated course’s current course ID (as this is defined above); (2) (very rare) if the last catalog in which the course was active predates the adoption of Banner, then the former course ID should be set to the course’s current ID (the one without the “V” prefix, although a course that old should probably be introduced as a new course with a different number rather than as a reactivation).

Catalog Course Description

This should include a summary of the course content and overview of topics covered that is thorough enough to establish comparability of the course to those at other colleges (for the purposes of advising and articulation) and brief enough to encourage a quick read. Ventura College uses complete sentences in its catalog descriptions and (to the extent feasible) the present tense. While not required, many of the descriptions begin “This course....” Usually advising information that is provided elsewhere or that can change is not included in the course description.

The exact wording entered here will be used to describe the course in the Ventura College catalog. Please single-space after periods (as the final version of the course outline will be published in a proportional font designed to look best with single-spacing), and use the Oxford comma in lists (“I love my parents, Lady Gaga, and Humpty Dumpty” rather than “I love my parents, Lady Gaga and Humpty Dumpty”).

The ASCCC makes the following recommendations regarding the purpose and content of the catalog description:

The purpose of the catalog description is to publicly convey the content of the course in a concise manner. Because the catalog description is the primary way by which course information is disseminated, it should contain all essential information about the course and be written to meet the needs of varied audiences. Students need information to create their educational plans, as do counseling faculty advising them. Outside reviewers, such as accreditors and compliance monitors, base their assessments on the information printed in the catalog.

The heart of the catalog description is the summary of course content, also referred to as the course description. The catalog description should be thorough enough to establish the comparability of the course to courses at other colleges, to distinguish it from other courses at the college, and to convey the role of the course in the curriculum of a program, where applicable, in regards to progression of rigor or other characteristics that distinguish a course in the program. A statement about the students for whom the course is intended can assist students in their educational planning. Examples of this type of information include “first course in the graphic arts major” or “intended for students in allied health majors.”¹

In addition, the course description should be consistent with the CSLOs, course objectives, and lecture/lab content provided in other parts of the course outline. The originator of the outline and technical reviewer are both advised to review these other sections of the course outline to ensure that the course description is appropriately integrated therewith. (For information on writing integrated course outlines of record, please refer to the 2016 ASCCC Curriculum Institute PowerPoint presentation titled [Writing New Courses—Effective Practices for a High Quality Integrated Course Outline](#) and the additional sources cited therein.)

For each course, the published catalog is also expected to specify prerequisites, corequisites, advisories, enrollment limitations, repeatability status, weekly meeting hours (lecture, lab, or internship), credit limitations (when course content partially overlaps that of another course), whether field trips are required, whether the course is transferable, and whether the course is repeatable (or is part of a family of repeatable courses). However, the additional information listed in the preceding sentence will be obtained from other sources as the course outline is developed. Please do **not** include this supplemental information in the Catalog Course Description field in the curriculum management system.

Additional Catalog Notes

(Only required if applicable) This is reserved for notes that are not meant to restrict enrollment nor to describe the course content, but which instead act in an advisory capacity. If there is critical information that students need to know about the course that is not part of the catalog course description and does not appear elsewhere, this is the best option. Any information added here will be printed in the catalog below the course description.

Additional historical relevant notes on this course

(Only required if applicable) If there is pertinent information about previous iterations of this course or revisions to the course, this may be documented here. Information added here will NOT be printed in the catalog but may be helpful if it ever becomes necessary in the future to research the course’s history.

TOP Code (CB03)

From the drop-down menu, select the appropriate Taxonomy of Programs (TOP) code. You may wish to enlist the assistance of your division dean since TOP codes may be tied to funding. The TOP code should

¹ Academic Senate for California Community Colleges. Curriculum Committee. [The Course Outline of Record: A Curriculum Reference Guide Revisited](#). ASCCC, 2017.

reflect the main discipline or subject matter of the course including content and objectives. There is a * (asterisk) in front of all TOP codes designated as CTE.

Course Credit Status (CB04)

For most credit courses, select “D (Credit—Degree Applicable)” from the drop-down menu. This designation means that the course awards credit to students that counts towards their earning a proficiency award, certificate, or degree. Degree applicable courses are not limited only to courses in a major; they may also include GE courses and electives, including stand-alone courses, provided that their intensity is at college level. If a course will be designated as transferable to CSU and/or UC, then it **must** be marked as degree applicable. However, some degree applicable courses are not transferable; an example would be MATH V03. If a course is basic skills (see the subsection *Course Basic Skills Status (CB08)* below), it **cannot** be marked as degree applicable. Degree applicable courses cannot award zero units of credit

If a course provides unit credit but does not count toward an award, certificate, or degree because it is not of college-level intensity, then select “C (Credit—Not Degree Applicable).” Such a course could not be used as an elective for an award, certificate, or degree. Examples of these courses would be transitional studies courses in ESL, mathematics (e.g., MATH V10), and English, selected courses for students with learning disabilities such as ACT, LS, and SS, and discussion-section courses such as PSY V04S (even though the degree applicable course PSY V04 is a corequisite). A course with this selection **cannot** be designated as CSU and/or UC transferable. Nondegree applicable courses also cannot award zero units of credit.

Select “N (Noncredit)” if and only if it was also selected above in Credit Type. All noncredit courses must grant zero units of credit, and they can never be transferable.

The CCCCO recently (via coded memo AA 19-18) outlawed using noncredit for “degree-applicable courses that are re-classified from a credit to a noncredit course; advanced and highly specialized public safety courses, to include ‘in-service training’ courses; advanced and highly specialized courses for continued professional development or legally mandated on-going professional training...[and] public safety courses for which the pre-requisite skills are learned in a basic academy.” Therefore, courses such as EMS recertification courses cannot be offered

Course Transfer Status (CB05)

CSU transferable courses are baccalaureate degree applicable. Ventura College faculty may recommend a course for CSU transferability, and the course will achieve this status automatically if the Curriculum Committee approves this recommendation. A course is not permitted to claim that it is UC transferable without first being approved by the UC system office, so please **do not** select “A (Transferable to both CSU and UC)” for any new course. However, the COR originator should alert the articulation officer to apply for UC transferability during the local approval process. The UC transferable designation will be added to the COR and catalog after submission and approval.

For new course proposals, you should therefore select either “B (Transferable to CSU only)” or “C (Not transferable).” Choice “B” for CB05 requires that CB04 must be “D (Credit—Degree Applicable).” Otherwise select choice “C” for CB05.

For course revision proposals, consult the catalog or the articulation officer for help in making the proper selection.

Originators of new COR proposals should consider postponing their nominal implementation date by a year if their course is recommended for UC transfer or to satisfy CSU GE-Breadth or IGETC. This can reduce future headaches for transfer students who successfully complete the course during the first year it is offered and then move to a university campus. The Curriculum Committee may impose such a postponement on a COR proposal as a condition of course approval if it decides that premature implementation would be severely detrimental to the interests of transfer students.

A transferable course **must** be degree applicable and **cannot** be a basic skills course. Nondegree applicable credit courses and noncredit courses are **never** transferable. See the subsection *Course Credit Status (CB04)* above for details.

Course Basic Skills Status (CB08)

Choose the appropriate Basic Skills designation:

- “N—The Course is Not a Basic Skills Course.” (This is the correct choice for most courses.)
- “B—The Course is a Basic Skills Course.”

Basic skills courses are limited to ESL, English, reading, and mathematics courses. They may be either nondegree applicable or noncredit. A course is considered remedial if and only if it is both a basic skills course **and** a credit nondegree applicable course. Notwithstanding the passage of AB 705, the California Education Code ([section 66010.4\(a\)\(2\)\(A\)](#)) states

The provision of remedial instruction for those in need of it and, in conjunction with the school districts, instruction in English as a second language, adult noncredit instruction, and support services which help students succeed at the postsecondary level are reaffirmed and supported as essential and important functions of the community colleges.

Considering this Ed Code provision, the college should not interpret AB 705 as restricting its ability to offer basic skills courses, including, but not limited to, remedial courses.

SAM Priority Code (CB09)

The Student Accountability Model (SAM) priority code must correspond with the TOP code (see the subsection titled *TOP Code (CB03)* above for details). If the TOP code is non-CTE, then the SAM code must be “E.” A course with a CTE TOP code may have a SAM code of either “A,” “B,” “C,” or “D” (although Ventura College does not currently have any apprenticeship courses, so it is unlikely that you would use code “A.”

Select the appropriate SAM code from the drop-down menu:

- “A—Apprenticeship”
- “B—Advanced Occupational” (this is reserved for one or two capstone courses in a CTE program that a student would be likely to complete just before graduating)
- “C—Clearly Occupational” (this applies to most intermediate-level CTE skill courses)
- “D—Possibly Occupational” (these are introductory courses satisfying requirements for a CTE degree or certificate, but which may also be applicable to non-CTE majors)
- “E—Non-occupational” (use only for courses with non-CTE TOP codes)

Course Cooperative Work Experience Education Status (CB10)

For most courses (except those with ID numbers of V95 or V96), select “N—Is Not Part of a Cooperative Work Experience Education Program” from the drop-down menu.

If the course is a cooperative work experience course, designated as V95 or V96 (with a possible alphabetic suffix) at VC, then select “C—Is Part of a Cooperative Work Experience Education Program” instead.

Course Classification Status (CB11)

For any credit course (degree applicable or nondegree applicable), select “Y—Credit Course” from the drop-down menu.

For any noncredit course, you must select one of the following three choices. See the details provided below the list of choices, which should help determine the correct option to choose:

- “J—Workforce Preparation Enhanced Funding”
- “K—Other Noncredit Enhanced Funding”
- “L—Non-Enhanced Funding”

Select “J” for CB11 if the noncredit course is part of an approved noncredit program (e.g., a certificate of completion or certificate of competency) in the area of Workforce Preparation authorized by [Title 5 section 55151](#). If you select “J” then you should also select code “J” for CB22 (see the subsection titled *Course Noncredit Category (CB22)* below). These selections qualify a noncredit course for CDCP enhanced funding, provided it is part of a sequence of two or more courses that lead to the award of a noncredit certificate.

Select “K” for CB11 if the noncredit course qualifies for CDCP enhanced funding in an area other than Workforce Preparation. If you select “K” then you should select one of the codes “A,” “C,” or “I” for CB22 (see the subsection titled *Course Noncredit Category (CB22)* below). These selections qualify a noncredit course for CDCP enhanced funding, provided it is part of a sequence of two or more courses that lead to the award of a noncredit certificate.

Select “L” for CB11 if the noncredit course does not qualify for CDCP enhanced funding. If you select “L” then you should select one of the codes “B,” “D,” “E,” “F,” “G,” or “H” for CB22, depending on the purpose of the course. Note that if the course does not satisfy one of the CB22 classifications “A” through “J” then the course is not suitable for noncredit and should be developed as a credit course only. An example of a course not suitable for noncredit would be a public-safety recertification course, because students in such a course would have already completed advanced training elsewhere.

Educational Assistance Class Instruction (Approved Special Class) (CB13)

For most courses, select “N—The Course is Not an Approved Special Class” from the drop-down menu.

Only courses designated as “educational assistance class instruction” per [Title 5 section 56028](#) should use the designation “S—The Course is an Approved Special Class.”

Course Prior to Transfer Level (CB21)

For most courses, select “Y—Not Applicable” from the drop-down menu. The only exceptions would be for certain courses in English, ESL, reading, writing, and mathematics. You should only continue reading

this subsection if your course *is* in one of these areas; otherwise select choice “Y” and go on to the next CIM field (which is CB22).

Also select “Y—Not Applicable” from the drop-down menu, even for a course in one of the areas listed above, if that course is CSU or UC transferable (or both). You should only continue reading this subsection if your course *is not* transferable; otherwise select choice “Y” and go on to the next CIM field (which is CB22).

If the course *is* in English, ESL, reading, writing, or mathematics, *and* is not transferable, then the information in this field indicates how many levels below transfer level the course is. The determination of the levels is complex, because even in a clearly defined prerequisite sequence there may be more than one course at a given number of levels below transfer. See the [Basic Skills Initiative website](#) for a plethora of rubric and FAQ documents, most of which are devoted to one of these five areas of study.

Based on your review of the FAQ and rubric documents for your course’s area (and consultation with the curriculum leadership team, if necessary), select from the following choices:

- “A—One level below transfer.” VC course examples include
MATH NxxxJ, VxxJ, V03, V35
ENGL V02, V06A
ENGM V03
ESL V04xx ESL V05xx ESL V06xx
- “B—Two levels below transfer.” VC course examples include
MATH V01
ENGL V03, V03A
- “C—Three levels below transfer.” VC course examples include
MATH V10
ENGM V51AB, V52AB
ESL V52AB
- “D—Four levels below transfer.” VC course examples include
ENGM V32AB, V42AB, V51AB
ESL V32AB, V42AB
- “E—Five levels below transfer.” VC course examples include
ENGM V31AB, V41AB
ESL N100D, V31AB, V41AB
- “F—Six levels below transfer.” VC course examples include
ESL N100C
- “G—Seven levels below transfer.” VC course examples include
ESL N100B
- “H—Eight levels below transfer.” VC course examples include
ESL N100A

Course Noncredit Category (CB22)

For any *credit* course (degree applicable or nondegree applicable), select “Y—Credit Course” from the drop-down menu. You should only continue reading this subsection if your course is a noncredit course; otherwise select choice “Y” and go on to the next CIM field (which is CB23).

All other categories listed in the drop-down menu apply to noncredit courses only. See the details provided below the list of choices, which should help determine the correct option to choose:

- “A—English as a Second Language (ESL).” (Course is eligible for CDCP enhanced funding.)
- “B—Citizenship for Immigrants.” (Course is **not eligible** for CDCP enhanced funding.)
- “C—Elementary and Secondary Basic Skills.” (Course is eligible for CDCP enhanced funding.)
- “D—Health and Safety.” (Course is **not eligible** for CDCP enhanced funding.)
- “E—Courses for Persons with Substantial Disabilities.” (Course is **not eligible** for CDCP enhanced funding.)
- “F—Parenting.” (Course is **not eligible** for CDCP enhanced funding.)
- “G—Home Economics.” (Course is **not eligible** for CDCP enhanced funding.)
- “H—Courses for Older Adults.” (Course is **not eligible** for CDCP enhanced funding.)
- “I—Short-term Vocational.” (Course is eligible for CDCP enhanced funding.)
- “J—Workforce Preparation.” (Course is eligible for CDCP enhanced funding.)

Please read the section Noncredit Categories, including [their detailed definitions in the PCAH](#), to choose the appropriate designation. Courses that do not fit within any of the noncredit categories listed in “A” through “J” above **cannot be offered** in a noncredit format. [Title 5 section 55151](#) addresses CDCP enhanced funding requirements.

Funding Agency Category (CB23)

For most non-CTE courses, select “Y—Not Applicable (Funding Not Used)” from the drop-down menu. For CTE courses (including revisions), the COR originator should ask his/her division dean for this information. The other possible choices from the drop-down menu are:

- “A—Primarily Developed Using Economic Development Funds”
- “B—Partially Developed Using Economic Development Funds”

Course Program Status (CB24)

Select from the dropdown menu one of the following choices, depending on whether the course will apply to a program according to the criteria provided below the list of choices. The choices are:

Select “1—Program applicable” from the drop-down menu if **any** of the following situations applies to the course:

- The course satisfies major requirements for any CCCC-approved program (ADT, UCTP, General Studies/AOE degree, traditional associate degree, certificate of achievement, or noncredit certificate), or is being created to add to the major requirements of a new or existing version of such a program. (Courses that only satisfy requirements for a proficiency award or locally approved noncredit award, but none of the other program types listed above, are not considered program applicable because the latter awards do not require CCCC approval.)
- The course satisfies any general education requirement (e.g., local AA/AS GE, CSU GE-Breadth, or IGETC) at a California public college or university.

Select “2—Not program applicable” from the drop-down menu for all other courses, including:

- Basic skills courses (whether credit or noncredit), including remedial courses
- Directed studies courses (V90)

- Assistive Computer Technology (ACT), Counseling (COUN), Learning Skills (LS), and Study Skills (SS) courses
- Experimental courses (N188/V88/V89), even though V89 courses are transferable
- Any course that satisfies requirements for one or more proficiency awards or locally approved noncredit awards, but not for any other type of program.
- Some advanced courses that, while transferable, are not required to satisfy requirements for an ADT, GE, or any major offered at a CSU or UC campus.

Courses that are not program applicable are also known as *stand-alone courses*.

General Education Status (CB25)

For most courses (including most general education courses), select “Y—Not Applicable” from the drop-down menu. The only exceptions would be for certain courses in English, communications, philosophy, mathematics, and mathematics-related courses such as computer science or PSY V04. You should only continue reading this subsection if your course *is* in one of these areas; otherwise select choice “Y” and go on to the next CIM field (which is CB26).

Select “A—Satisfies English Composition req (CSUGE-B A2/A3, IGETC 1A/1B, VCCCD D-1, or 4 yr)” from the drop-down menu if the course already satisfies, or is being created to satisfy, **any** of the following English Composition requirements:

- The course satisfies (or is expected to satisfy) CSU GE-Breadth Areas A2 (Written Communication) or A3 (Critical Thinking).
- The course satisfies (or is expected to satisfy) IGETC Areas 1A (English Composition) or 1B (Critical Thinking-English Composition).
- The course fulfills local AA/AS general education requirements for English Composition (area D1) as described in [Title 5 section 55063](#).
- The course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four-year institution.

(Examples of courses satisfying the conditions for choice “A” in CB25 include COMM V10, ENGL V01A, literature and creative writing courses, PHIL V04, or PHIL V05.)

Select “B—Satisfies Math/Quantitative Reasoning req (CSUGE-B B-4, IGETC 2, or 4 yr)” from the drop-down menu if the course already satisfies, or is being created to satisfy, **any** of the following Mathematics/Quantitative Reasoning requirements:

- The course satisfies (or is expected to satisfy) CSU GE-Breadth Area B4 (Mathematics/Quantitative Reasoning).
- The course satisfies (or is expected to satisfy) IGETC Area 2 (Mathematical Concepts and Quantitative Reasoning).
- The course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution.

(Examples of courses satisfying the conditions for choice “B” in CB25 include CS V17, MATH V04, MATH V05, MATH V40, MATH V44, higher-level mathematics courses such as calculus, or PSY V04.)

Select “C—Satisfies AA/AS Analytical Thinking/mathematics competency” from the drop-down menu if the course does not transfer to fulfill general education mathematics or quantitative reasoning at a four-year institution (or is not expected to do so), but does fulfill local AA/AS general education requirements for Analytical Thinking or Mathematics Competency (area D2) as described in [Title 5 section 55063](#).

(Examples of courses satisfying the conditions for choice “C” in CB25 include MATH V03 or MATH V35.)

Support Course Status (CB26)

This field identifies courses created per AB705 to support degree applicable courses in English, ESL, and mathematics courses.

For nearly all courses (including most English, ESL, and mathematics courses), select “N—Course is not a support course” from the drop-down menu.

Only support courses in English, ESL, or mathematics that are or were developed in response to AB 705 should use the designation “S—Course is a support course.” Examples include the mathematics department’s “J”-suffixed courses.

Field Trips

For most courses, the Curriculum Committee recommends that faculty select “May be required” from the drop-down menu to give individual faculty that option anytime the course is offered.

Field courses and others for which it is expected that at least some class activities will always occur off-campus in every section of the course may be better off selecting “Will be required.”

Selecting “Will not be required” prohibits every instructor in any section of the course from assigning students to visit an off-campus site (other than their usual residence or workplace) to complete a class assignment. For example, this would prohibit a theatre arts instructor from assigning students (either individually or as a group) to watch a community-based performance. Due to this option’s restrictiveness, it is not recommended for use.

[Title 5 section 55220](#) both authorizes and places limitations upon the use of excursions and field trips for instructional purposes. It is well worth reviewing if you plan to include field trips in your class assignments.

Grading Method

If every student in the course will be graded on a pass/no pass basis, then select “Pass/No Pass Grading.” Otherwise select “Letter Graded” (but read on for additional information).

For the choice “Letter-Graded,” the default result is letter grading only (students would not be able to petition for pass/no-pass grading). This may be suitable for major courses when faculty know that most universities expect students to complete the courses with a letter grade only. But if the course is GE or stand-alone and you would like to give students the option to petition for pass/no pass grading, then select “Student Option- Letter/Pass” from the next CIM field (*Alternate grading methods*).

Alternate grading methods

This field allows for the selection of zero, one, or more alternate grading methods.

If you selected “Letter Graded” in the preceding field (*Grading Method*), you may permit students to petition for pass/no pass grading by selecting “Student Option- Letter/Pass” from the *Alternate grading methods* choices.

If a course is articulated with a high school course, it must allow for credit by exam; under these circumstances, select “Credit by exam, license, etc.” Note that if credit by exam is allowed, it is open to everyone, regardless of whether they are high school students.

Please do not select “Pass/No Pass Grading” as an Alternate grading method. Use “Student Option-Letter/Pass” instead.

Does this course require an instructional materials fee?

For nearly all courses, you should answer “No” because an instructional materials fee is only permitted by Title 5 if it meets strict conditions, so most courses do not and should not have a materials fee.

For those very few courses that do require an instructional materials fee, when “Yes” is selected, the materials fee justification form opens up and the questions must be answered to indicate the fee amount charged, why it is being charged, what it covers, and how it meets the requirements in [Title 5 sections 59400](#) et seq.

Repeatable for credit

If repeatability is requested, is it allowable under Title 5? Districts may only designate the following types of courses as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
- Intercollegiate athletics
- Intercollegiate academic or vocational competition

Is this course part of a family? Courses that share a primary educational objective are limited and may be grouped in families to limit enrollments.

Course repeatability is addressed in Title 5 sections [55000\(j\)](#), [55040](#) et seq, [58161](#), and (for cooperative work experience courses only) [55253](#). Repeatability for noncredit courses is discussed briefly in section [55002\(c\)\(4\)](#).

If you designate a course as repeatable, you will be asked additional questions in this section that justify the course’s repeatability, allow you to indicate whether the repeatability is limited by a maximum number of attempts (most courses) or by a maximum number of earned units (cooperative work experience courses). If the course is a member of a repeatability family, you will also be asked to identify all the other courses in the family.

Units and Hours

New CCCCO reporting requirements call for specifying the total number of hours spent in lecture, laboratory, activity/clinical, internship, noncredit, and out-of-class, as well as total instructional hours (the sum of the foregoing categories). In addition, if VCCCD ever adopted a compressed calendar, the number of weekly hours would no longer relate to the unit value of a course. For example, a “standard” 3-unit lecture course would have to meet more than 3 hours per week in a shortened semester. For these reasons, CIM has transitioned to requesting per-semester values, rather than weekly values, for all hour fields. Details for these fields are provided below.

Carnegie Unit Override

Select this only if the course does not conform to Carnegie unit standards. There should be a good reason for selecting this option; consult with the curriculum leadership team before doing so. For most courses this box should **not** be checked.

Minimum and Maximum Contact/In-Class Lecture Hours

This field will not be visible for noncredit courses. For credit courses, complete both fields (left and right sides of the row) if the class has a lecture component. Unless the course awards variable units, type the same value into both boxes (do not complete just one box while leaving the other blank). Otherwise specify the lowest and highest possible hours a student will spend in lecture.

If the course does not have a lecture component (perhaps because it is laboratory-only or cooperative work experience), then leave these fields **blank** (do not specify “0” or “None”). Please also clear these boxes if you are converting a course from credit to noncredit.

Multiply your nominal weekly in-class lecture hours by 17.5 (the number of weeks in a regular-length semester) to obtain total hours for the semester. For example, a standard 3-unit lecture course will become 52.5 (= 3 × 17.5) total contact/in-class lecture hours. The outside study hours (two hours of outside study per one hour in class) will be documented elsewhere in CIM and should not be included here.

Minimum and Maximum Contact/In-Class Activity Hours

Ventura College does not currently offer any courses with activity hours; please leave these fields **blank**. Please consult with the curriculum leadership team if you are contemplating creating a course with activity hours. One unit of activity requires 35 hours in class plus 17.5 hours outside study per semester.

*****EDITED MATERIAL ENDS HERE. *****

*****REMAINDER IS SHANNON’S NOTES AS ORIGINALLY PROVIDED TO OC FACULTY. *****

- Total In-Class •
- Outside of Class •
- Total Outside-of-Class •
- Total Student Learning •
- Minimum Units (CB07)

For most courses the minimum and maximum units will be identical. Those courses where these numbers won’t match include those with variable units such as Directed Studies. In all cases the minimum units must be less or equal to the maximum units.

Maximum Units (CB06)

For most courses the minimum and maximum units will be identical. Those courses where these numbers won’t match include those with variable units such as Directed Studies. In all cases the maximum units must be greater than or equal to the minimum units.

Prerequisites Must document entry skills without which student success is highly unlikely by listing objectives from prerequisite course that are applicable. Must be “necessary and appropriate” (Title 5). May only be established for any of the following purposes:

- (1) the prerequisite expressly required authorized by statute or regulation;
- (2) the prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course for which the prerequisite is being established;
- (3) the prerequisite is necessary to protect the health or safety of a student or the health or safety of others.

The prerequisite does not require scrutiny using content review/statistical validation if:

- (1) it is required by statute or regulation; or
- (2) it is part of a closely-related lecture-laboratory course pairing within a discipline; or
- (3) it is required by four-year institutions; or
- (4) baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

Corequisites Corequisites must meet same standards as prerequisites. Does not require scrutiny using content review/statistical validation if it is part of a closely-related lecture-laboratory course pairing within a discipline.

Advisories on Recommended Preparation

Limitations on Enrollment Limitations on enrollment include statutory, regulatory, or contractual requirements or health and safety requirements. Admission to a particular program can also be a limitation (choose “Others” and specify the requirement).

Entrance Skills If the course has any prerequisites and they have been indicated in the prerequisite area as they should be, when the green + button is selected, the course objectives for the prerequisite course will become visible in a new for the course,

Requisite Justification

Student Learning Outcomes (CSLOs)

Course Objectives

The objectives articulate the knowledge and skills a student should acquire by the end of the course, the intended result of instruction.

Objectives should:

- Highlight what any faculty member teaching the course must focus on.
- Be stated in terms of what the students will be able to do,

- Connect to achievement of the course goals
- Be concise but complete
- Use verbs showing active learning,
- Be broad in scope, not too detailed or specific, grouping individual items into sets which share commonalities.
- Typically courses have between 3 and 10 objectives.
- If the course is aligned with a C-ID descriptor, it must meet all of the same course objectives even if they are worded differently.
- Critical thinking involves using higher level cognitive processes such as analyzing, synthesizing, and evaluating information and these should be demonstrated in the objectives of all degree-applicable courses (but not all objectives need to reflect critical thinking). Check for appropriate verbs on Bloom's Taxonomy.

Course Content

Must be a complete list of all topics to be taught in the course.

- Should be written in outline format with topics and subtopics in great enough detail to facilitate articulation with comparable courses.
- Content should be subject based, not expressed in terms of student capabilities.
- If the course is aligned with a C-ID descriptor, it must cover all of the same content listed in the descriptor but may also list additional topics.

Laboratory Content Should be a complete list of the topics taught in the lab portion of the course. For those courses that combine lecture and lab into a single course, while the course content would list the topic, the lab content should list the demonstrations, activities, and experiments involving that topic in more detail.

Methods of Evaluation CCR Title 5 §55002 requires that, for credit courses designated as either degree-applicable or nondegree-applicable, the course grade must be "based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students."

Faculty must select which of these methods students will use to demonstrate proficiency in the subject matter of the course (and may check all that apply):

- Written expression
- Problem solving exercises
- Skills demonstrations

Students must demonstrate that they have acquired the skills specified in the student learning outcomes. Student grades shall be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, and list the assessment methods used in each class section in their syllabus.

There is a list provided of typical classroom assessment techniques/required assignments and faculty are to check as many as are deemed appropriate.

Instructional Methodology

Describe specific examples of the methods the instructor will use:

Must supply types or provide examples of methodologies used by the instructor to cause learning, and describe what the students will be doing and experiencing with respect to the instructor, each other, and their environment.

- “The instructor will...”
- Should be appropriate to the objectives. If an objective is to “physically perform,” then lecture as the sole method for learning is not enough.
- Methods should be presented in a manner that reflects integration with stated learning objectives and likelihood that they will lead to students achieving those objectives.
- The methods must effectively teach critical thinking.
- The environment in which the learning occurs often needs to be described
- This list does not have to be exhaustive.

Representative Course Assignments

- Assignments should reflect coverage of all objectives and content, reflect college-level effort (rigor), particularly in terms of critical thinking.
- The difficulty of assignments should be related to the level of the course (less difficult for developmental and non-degree applicable courses, more difficult for transferable courses).

Writing Assignments

- Critical Thinking Assignments •
- Reading Assignments •
- Skills Demonstrations •
- Other assignments (if applicable) •

Typical Graded Assignments • Can include both assignments done inside and outside of classroom time.

Outside Assignments

Representative Outside Assignments

Outside assignments refers to work done outside of scheduled class time (at home).

- Must be sufficient to show independent work and to meet the minimum study time hours of work per week beyond class time for each unit of credit which is 2 hours of outside work for every 1 lecture hour in class.
- Labs do not require outside assignments but may if they choose.

Articulation •

UC TCA •

Textbooks and Lab Manuals

Texts should be completely referenced (author, title, publisher, date) and be current.

- Texts should appropriate for the level of the course.
- Texts chosen should be clearly recognized by those in the discipline at other institutions as a major work which presents the fundamental theories and practices of the subject.
- Some courses may use reference manuals that are long standing icons in their fields but typically, there are also newer texts that can also be included.
- A course cannot be submitted for C-ID if the text is 5 years old or older.
- Courses being submitted to the CSU for CSU GE-Breadth or to the UC system for transferability or IGETC, require recent texts except when classic texts are the standard in the discipline.
- Writing courses require a style manual
- Lab courses require a lab manual.
- Should list any other learning materials the student must have to effectively participate in the course.

Library Resources This section is not mandatory but is to inform the Librarian if there are any specific new library resources required for this course.

Primary Minimum Qualification All courses must have a minimum qualification assigned that reflects the body of knowledge required to teach the course content. Since Banner allows for only one at a time, a primary MQ must be designated which should be the discipline that is planning to offer the course initially. If there are additional MQs, they can be listed under additional minimum qualifications.

Additional Minimum Qualifications

If more than one MQ is appropriate for the course, use the drop-down menu to select additional MQs and the green + button to add each additional MQ.

Additional local certifications required • If an additional license or certification is also required to teach the course beyond the MQ, it should be listed here.

DRAFT

***** INFORMATION THAT FOLLOWS IS SPECIFIC TO CURRICUNET AND MAY NO LONGER BE VALID *****

Cover Page

C-ID

Only users with administrative access may edit this field. If you are the originator and would like to submit the course for approval by C-ID, please email the technical review team and the Articulation Officer to notify them of your intentions, and include the C-ID descriptor ID(s) for which you are requesting approval. Alternatively, you may enter the C-ID information in the “UC/CSU Transfer” field or the “Modified Other” field located toward the bottom of the Cover page. The technical review team will then update this field in the curriculum management system on behalf of the originator.

As a blank entry in this field is ambiguous (*i.e.*, does it mean the course is not applicable for C-ID, or does it mean that nobody has asked the question?), technical reviewers should enter “(Not applicable)” in this field if the course is clearly not aligned with any C-ID descriptor. If a course is to be proposed for C-ID (or if the Articulation Officer has submitted the course to C-ID, but it has not yet been approved), then the C-ID descriptor ID(s) in this field should be prefaced with “Aligned with ...”. Upon notification of full approval from C-ID, the phrase “Aligned with” should be removed administratively from this field.

Proposed for GE

This is a Yes/No check box. Check “Yes” if you believe the course is a broad, introductory course with college-level rigor which is suitable for satisfying lower-division general education (GE) requirements for the AA/AS degree, for CSU GE-Breadth, or for IGETC. If you are proposing a course for AA/AS GE for the first time (for a new course or a change to an existing course), you must also complete the AA/AS GE Addendum Rubric form available through the Student Learning Office. Submission of this form eventually triggers a meeting of the Philosophy and General Education Workgroup, which considers all recent AA/AS GE requests and makes recommendations to the full Curriculum Committee. The Curriculum Committee then makes the final determination as to whether the course is suitable for inclusion on the AA/AS GE list, and documents the approval in the meeting minutes. After approval, the completed AA/AS GE Addendum Rubric is retained by the Articulation Officer for recordkeeping purposes.

If the course may also be suitable for CSU GE-Breadth or IGETC, the course originator should consult with the Articulation Officer to initiate the request to the university systems before submitting the course in the curriculum management system. It should be noted that CSU GE-Breadth and IGETC approvals are routinely delayed a year or more past the usual implementation date for a course, due to the universities’ submission calendar. The Articulation Officer can provide more details about the timelines for these approvals, and may recommend that the originator postpone implementation of a new course for an additional year so that students may be assured of being able to apply the course in satisfaction of university GE requirements. As faculty are often not aware of the above considerations, technical reviewers should also take note of GE requests on new courses, and work with the originator to determine a suitable implementation date for the course if it is being proposed for CSU GE-Breadth or IGETC.

Textbook Information

Every course, regardless of discipline or transferability, should have at least one textbook. By way of example, for a course in a discipline such as ICA or KIN, the text might be a rule book for the applicable sport. The textbook may also be instructor-provided, such as a bound or unbound version of lecture notes, or a study guide, or copies of the department's collection of fill-in-the-blank assignments. Online or electronic textbooks are acceptable.

Two additional suggestions may help here:

1. The textbook specified in the course outline need not actually be used in the course. However, it should be comparable in content and rigor to the one(s) in use.
2. If there is no available "dead-trees" version of a textbook which is comparable to any online resources in use, please state the website information, as suggested below, for one or more of the course's most commonly used online resources.

Special instructions for online/electronic textbooks. For the title of an electronic-only textbook resource, please specify the title (not URL) of the web page or site. (Examples: if you were using VC's website, you would state "Ventura College", not "www.venturacollege.edu"; if you were using "https://www.venturacollege.edu/college-information/student-learning-outcomes/service-unit-programs/educational-assistance-center", you would state "Educational Assistance Center (EAC)".) This is consistent with current MLA usage for documenting Web-based bibliographic resources.

For the author of an online resource, please state the name of the human author or sponsoring organization, as appropriate.

For edition, please state "Web" (without the quotes).

For publisher, you may re-state the name of the sponsoring organization (or the copyright holder, if different; for any Ventura College web pages, use "Ventura County Community College District" as the publisher).

For year, state (in order of preference, depending on what is available) the year of the resource's copyright, the year of the date of the most recent update to the page, or the year you last accessed the page. For courses approved with effective dates of fall 2021, the publication year should be 2016 or newer for at least one of your resources, in order that at least one source is no more than five years old when the course outline becomes effective. If the copyright year is a range, such as 2005–2016, use the most recent year in the range.

For ISBN number, state "Unassigned" (without the quotes) unless the page or site has its own ISBN number.

Curriculum Tracking Database

The curriculum tracking database is a tool that the Curriculum Technical Review and Prerequisites Workgroup uses to follow the status of curriculum proposals and prepare periodic reports. Among the most important of these reports is the Priority 1 (P1) list, which the Curriculum Technical Review and Prerequisites Workgroup publishes annually to assist faculty and management in identifying courses that are due or overdue for five-year review.

For this database to provide accurate reports, it is necessary to maintain the database with course and program changes as they occur. The database fields identified in the following subsections are particularly critical for proper functioning of the database.

Course inactivation or renumbering. For historical recordkeeping purposes, the database should retain information regarding Inactivated and renumbered courses for at least two years following their removal from the catalog, as faculty often have questions about historical courses, and course reactivation requests happen more frequently than one might expect. However, it is undesirable for these courses to continue appearing in the P1 reports. To ensure that this does not happen, it is necessary to adjust the following tracking database fields in the course record whenever a course is inactivated.

- CRS STATUS needs to be "Inactive."
- PRO TYPE needs to be "DEL" or (when applicable) "RENUMBER."
- CC STATUS needs to be "Approved."
- P1YR needs to be set to the four-digit calendar year in which the Curriculum Committee approved the inactivation.
- PROP EFFECT needs to be set to the semester (e.g., "Fall 2020") in which the inactivation becomes *implemented*.
- The third date field should document the meeting date at which the Curriculum Committee approved the inactivation.

(The remainder of this section is work-in-progress and does not (yet) form a part of this Handbook.)

Check the appropriate box(es) on each line. Some lines should be left blank, although others do have an "Inapplicable" block that should be checked if an item is inappropriate for the course. Use an "X" or check mark for checkoffs; letters in parentheses printed in front of some checkoff blanks are to assist the Student Learning Office in coding reports to the state chancellor's office. These parenthesized letters should not be copied into the adjoining checkoff blank.

Courses numbered R100 or higher are transferable. Filling out the articulation section helps the Articulation Officer to decide with which campuses we should negotiate articulation agreements. So it is important to list at least a few specific four-year schools in this section, so that your students may be reasonably assured of the course's transferability.

Check the current catalog for appropriate CSU-GE and IGETC categories. The alphanumeric codes change from year to year, and copying the codes from an old outline does not assure that they are correct.

Most courses (especially transferable, or 100-level, courses) are not basic skills courses. Basic skills courses are usually remedial or developmental.

Check that your division dean completes the line just above the signature block. We know how busy they are; they sign so many documents that they sometimes forget course outlines require a little extra work.

Please ensure that signatures are handwritten, not pre-printed on the form. The author, department head, and division dean (or authorized representative) must sign before you submit the outline to the Student Learning Office. The curriculum committee has requested that technical review not sign off on documents not bearing these three signatures.

Bullet Catalog Information section:

Be sure that the number of units offered is consistent with the lecture/lab hour specification. For most courses, one unit is a minimum of one hour per week of lecture or three hours per week of lab. Internships, and some other courses have different formulas, however. When calculating "weekly" hours, assume that the course will be a full sixteen-week semester in length, even if it will never be offered that way. For example, a half-unit course that is always offered for eight hours on a single Saturday should still be listed as 0.5 hour per week of lecture.

You must list all prerequisites, corequisites, advisories, and limitations on enrollment. These must be justified on a standard form to be appended to the outline. The type of justification required depends on the reasons for establishing the prerequisite. Prerequisites need not be courses (for example, "Negative TB test" could be a prerequisite). Limitations on enrollment do not refer to the maximum number of students that may enroll in a class. Rather, such a limitation restricts enrollment to a certain category of student (e.g., those that have been admitted to the dental hygiene program). See your curriculum committee representative or a member of the technical review subcommittee for additional information.

The schedule description should be a subset of the catalog information. Information not already in the catalog description should not be introduced here. Limit to one sentence if possible; two sentences at most.

Fees may only be charged under limited circumstances. Check with your curriculum representative for additional information.

Course repetition: Lecture and lecture-lab courses ordinarily may not be repeated for credit, except for basic skills courses. Lab-only and P.E. courses may be repeated under limited circumstances.

Bullet Course Objectives and Course Content sections:

Objectives must be measurable. See the Bloom's Taxonomy page for a list of sample verbs that may be used to write the objectives. Keep the list concise; a rule of thumb is that one objective is too few, ten are too many. Letter each objective (A, B, C, etc.).

Course content should be closely tied to the objectives. There need not be a one-to-one correlation between objectives and content. However, it should be clear that the content of the course will allow students to meet each objective. Letter each major topic (A, B, C, etc.) and then number each subtopic (1, 2, 3, etc.) within each major topic.

Avoid using undefined discipline-specific acronyms (except commonly-used ones such as DOS or HMO). Define each acronym upon its first use. This is especially important if the author is not presenting the course to the committee; the department representative may not know what an acronym means!

Bullet Methods of Evaluation and Assignments section:

Check all appropriate boxes. These are easy to miss!

If the course does not include graded essays or graded written assignments, supply a brief reason. Usually the reason is obvious (e.g., "This is a physical education activity course"). Note: Although students often do lots of writing in math and math-like courses, this question should be answered "no" for such courses unless students are writing essays as well as solving problems.

Don't forget other methods of evaluation. These may include such things as attendance, class participation, work attitude, evaluations by employers (for internships), and so on. Also state how these relate to or help students achieve course objectives.

Typical outside of classroom assignments should not include quizzes or exams. (Unless, of course, the exams are designed to be take-home.) Reading and writing assignments should specify typical frequencies and amounts (pages read, words written, problems solved, etc.), plus a few additional words of description that clearly tie these assignments to the achievement of one or more course objectives.

Bullet Textbooks and Instructional Materials section:

Don't specify a particular edition of the text(s). Otherwise you are technically required to update the outline when a new edition comes out. You may append the phrase "or comparable college-level textbook" if the text changes frequently or if some instructors use different texts. Specify title, author, and publisher.

Other instructional materials may include specialized equipment as well as supplemental reading materials. "Professional journals and magazines" is a popular but unsuitable response; try to be specific (e.g., The Wall Street Journal). Don't list publications not found in the college library or on the Internet unless the instructor can always provide these directly to students.

Bullet Discipline Assignment section:

Is the course's discipline actually on the State Disciplines list? Check out the Links to Curriculum Information page and look under the heading "Minimum Qualifications". Alternatively, if you know the minimum qualifications and just need to verify the discipline names, you can visit the State Disciplines List page at this website.

Bullet Prerequisite/Corequisite/Advisory Justification appendix:

The type(s) of justification used are specified by regulation and must be appropriate. See the Links to Curriculum Information page for more information on prerequisites or contact your curriculum committee representative.

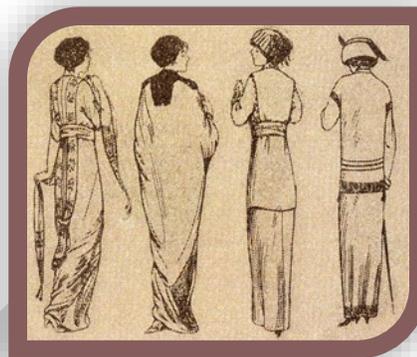
If the prerequisite is sequential or advisory, then the skills listed must be closely linked to the course objectives of the prerequisite or advisory course. Be sure to number the items in the list. Justifications for multiple prerequisites or advisories should be enumerated in separate lists. When submitting an outline for a course that has prerequisites or advisories, please also provide a copy of the course outline(s) of the prerequisite or advisory course(s), if any.

DRAFT

Programs: Procedures, Documentation, and Guide to Technical Review and Style

Introduction

This section discusses some technical aspects of writing and reviewing a program outline. The comments (particularly those containing second-person pronouns such as “you” or “your”) are aimed primarily at program outline originators, but technical reviewers and Curriculum Committee members should also be alert to deviations from these guidelines when examining a program outline for consideration. Technical reviewers may either correct them during review or refer them back to the program originator for correction. Curriculum Committee members (including non-voting members and classified staff) may make comments in the curriculum management system, email the originator with questions, and/or bring up remaining concerns when the program outline is forwarded to the Curriculum Committee for discussion and approval. The earlier in the approval process that a question or error is identified and reported, the easier it usually is to correct.



Required Documentation

Much of the information requested in the program narrative is also needed to complete the program outline in CIM. Depending on the program type and goal, completion of some of the information fields may be optional. Transfer degrees (AA-T, AS-T, and UCTP) generally require the least information. CTE degrees and certificates require additional information, typically including a Labor Market Information (LMI) report, and minutes of meetings of the regional consortium and local advisory group during which these bodies reviewed the proposed degree/certificate. Apprenticeship programs require an approval letter from the state Division of Apprenticeship Standards (DAS).

Electronic copies of program-related documents (including, but not limited to, those appearing in the following list) should be attached to the program proposal in the curriculum management system if the PCAH requires them for the type of program being prepared:

- Narrative (for all degrees, certificates, and proficiency awards, although some sections may be omitted depending on the type of award, as prescribed in the PCAH)
- Transfer Model Curriculum (TMC) form (only for AA-T, AS-T, UCTP-AA, and UCTP-AS degrees)
- AAM/BCT/GECC articulation documentation as appropriate (only for AA-T, AS-T, and UCTP degrees); typically furnished by the articulation officer
- New Program forms (for all **new** degrees, certificates, and proficiency awards); these are available on the Curriculum Committee website
- LMI analysis (for all CTE degrees, credit and noncredit certificates, and proficiency awards)
- Regional consortium minutes (for all CTE degrees, credit and noncredit certificates, and proficiency awards)
- Local advisory group minutes (for all CTE degrees, credit and noncredit certificates, and proficiency awards)
- DAS approval letter (only for apprenticeship programs)

- Transfer information (for new AA and AS degrees, other than transfer degrees, but including apprenticeships, that may nevertheless contain a transfer component)
- Letters of support (for local and, optionally, CTE degrees that support or address community needs; other forms of documentation may be more appropriate in some instances)

New Program Development and Approval Procedure

The Curriculum Committee adopted this procedure beginning Spring 2020.

1. **Host department** (discusses program concept and votes to approve its development)
2. **Originator** (Initiates new program proposal in CIM but, at this stage, only completes the data fields in the upper portion of the CIM program form, up to and including the Program Goals and Objectives field in the Program Narrative section, and does NOT submit to workflow yet)
3. **Originator** (completes New-Program forms [CP-3 and CP-4], TMC [for transfer degrees only], and draft Narrative, and attaches these files to CIM in the area immediately following the Program Goals and Objectives field)
4. **Extended technical review meeting** (the program originator and [if possible] the area dean will normally attend to answer questions and receive comments and recommendations)
5. **Originator** (meets with technical review team member[s] for consultation and training on how to complete the rest of the program form)
6. **Originator** (completes CIM, adjusts the Narrative, compiles other state-required documentation [LMI, advisory committee recommendation, regional consortium recommendation, etc.] and uploads to CIM as file attachments, submits completed package to workflow and [NEW!] submits copies of CIM program outline [PDF export] and program file attachments to the department chair and division office for safekeeping to back up the Student Learning Office's records)
7. **Technical review team** (works with originator behind the scenes to check and correct format and legal/articulation issues)
8. **Curriculum technical review meeting** (originator or designee and area dean are invited to discuss program and answer questions)
9. **Curriculum committee** (full review and final campus-level approval)
10. **DTRW-I** (initial district-level technical review and preparation for submission to BOT)
11. **Chancellor's Cabinet** (review) and **Policy, Planning, and Student Success Committee** (review)
12. **BOT** (final district-level approval)
13. **Curriculum technician** (submits program information to COCI at the state chancellor's office and forwards program proposal to the Banner step in CIM)
14. **CCCCO** (conducts state-level review, approval, and/or chaptering)
15. **Academic data specialists** (enter program data into Banner, DegreeWorks, etc.)
16. **CIO** (to ACCJC so students enrolling in program become eligible for federal financial aid)

Program Revision Development and Approval Procedure

As courses are added or removed, it may be necessary to revise program descriptions or requirements. The procedure is like that for new programs, except that the new program paperwork and extended technical review, district-level review and approval, and submission to ACCJC are not required if the focus and purpose of the program are not undergoing significant changes. Programs undergoing

significant change should be treated as new. Per [CCCCO Memorandum AA 18-56](#), it is no longer necessary to distinguish between substantial and nonsubstantial changes to programs.

In a memo dated 12/06/2019, David Garcia, Program Analyst in the CCCC's Educational Services and Support Division, stated that while narrative items 1 through 7 are required for new program submissions, only items 1 through 3 are required for program modification submissions. This is notwithstanding contradictory information published in the 7th edition of the PCAH.

Narrative

All program proposals intended to be approved and chaptered by the CCCC require a Narrative containing elements as described in the PCAH or as clarified (for modified programs only) in [CCCCO Memorandum AA 18-56](#) and subsequently published CCCC memoranda. Most of the free-form data fields in the CourseLeaf CIM program form correspond directly to elements required in the Narrative. The Narrative (**not** CIM!) is therefore often the best place to begin working on a program proposal (except that for new programs, the originator should start with the New Program forms instead, as described in the subsection titled *New Program Development and Approval Procedure* above). For transfer degrees, the TMC should be completed before documenting the program requirements in the Narrative and in CIM. Some elements of the general narrative are not required, depending on the program type and goals, and whether it is a new or revision proposal. To the extent that the PCAH does not require preparation of a Narrative element for a certain program, the program originator may simply enter "(Not required)" for the corresponding data field in the CIM program form.

Proficiency awards (PAs) do not require CCCC approval and chaptering; however, Curriculum Committee may, at its discretion, still require the host department to prepare a narrative-like document so that key information about the PA may be provided to DTRW-I and BOT; the latter must approve PAs and all other new programs (as well as all program inactivations).

If, as recommended, a program originator completes the narrative before beginning data entry activities in CIM, the originator may simply copy-and-paste the requested information from the narrative directly to the corresponding field in CIM. The only exception is that tables from the narrative (such as requirements lists, TMCs, study plans, enrollment projections, *etc.*), whether text-based or graphical, will not paste successfully into the CIM program form. It is therefore necessary to reconstruct these manually in CIM using CIM's built-in table construction and formatting tools. Also, the originator should paste an electronic copy of the complete Narrative document into the Program Goals and Objectives section of the CIM program outline. Copies of the new program forms (CP-3 and CP-4) should also be pasted here.

Details concerning the information required in each section of the Narrative and the specific Narrative sections required for each type of degree proposal will be addressed in the applicable subsections of the [Technical Review and Style Guide for CMS Data Fields](#) section. A table of recommended correlations between CIM data fields and the structure of the Narrative, ordered by the location of the CIM data field in the data entry form, is provided below.

CIM FIELD NAME	CORRESPONDING SECTION OF NARRATIVE
Net Annual Labor Demand (CTE only)	Item 1 Part C (CTE only)
Program Goals and Objectives	Item 1 Part A
Career Opportunities	Item 1 Part B
Catalog Description (this may include an additional copy of the PSLOs)	Item 2 Part A
Program Requirements	Item 3 Part A
Plan of Study* (can be combined with Program Requirements if a certificate or proficiency award can be completed in one semester)	Item 3 Part B*
Enrollment and Completer Projections*	Item 5*
Place of Program in Curriculum/Similar Programs*	Item 6*
Similar Programs at Other Colleges in Service Area*	Item 7 Part A*
Master Planning*	Item 4*
Advisory Committee Recommendation (CTE only; attachment is required and CIM/Narrative text is optional)*	Item 3 Part C (CTE only)*
Regional Consortia Meeting Minutes (CTE only; attachment is required and CIM/Narrative text is optional)*	Item 7 Part B (CTE only)*
Program Student Learning Outcomes	Item 1 Part D AND Item 2 Part B

* Not required for transfer (ADT and UCTP) degrees

Technical Review and Style Guide for CMS Data Fields

When completing the following, keep in mind that the purpose of the Narrative-related items listed in the preceding table is to document that the development criteria for credit and noncredit programs enumerated in the PCAH are satisfied. These are

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Unless stated otherwise, appropriate data must be selected or typed into each of the fields described below. When applicable, the text entered should address the preceding criteria.

Originator

This field is normally populated automatically; it indicates the user ID of the first person to click the silver "Save" button for a new or modified program proposal. Do not edit this field unless that person has also been added as a co-contributor; otherwise he/she will be blocked from making future edits to the proposal.

Co-Contributors

These are the names of other faculty members authorized to edit the proposal. In keeping with the philosophy of the 10+1, deans and classified staff should not be listed as Co-Contributors. Either the Originator or other Co-Contributors may edit this field. Click the green plus-sign button to add a Co-Contributor using the drop-down menu. Click the red “x” button to remove a Co-Contributor.

College

Select “Ventura College” from the drop-down menu. Otherwise you may be blocked from saving the proposal.

Division

Select the host division from the drop-down menu. If it does not appear there, then a user with administrative privileges must add it to the system. You must select a choice for the College field before the drop-down menu for this field will populate with appropriate division names.

Program Title

The Program Title should specify the discipline, GE pattern, or area of emphasis name, followed by a comma and a short identifying suffix stating the specific type of award. This should exactly match LOCAL TITLE in the curriculum tracking database. However, it will usually not match the catalog title, which is recorded in the Catalog Description field. The title should be fully descriptive and not contain any abbreviations except

- The identifying suffix stating the award type
- The “UC” in “UC Transfer” (for UCTP degrees only)

ADT program titles must include the phrase “for Transfer” placed just before the comma and award type identifying suffix. UCTP program titles must include the phrase “for UC Transfer” placed similarly. Specify the Program Title in title case; most words should be capitalized. However, the following words should **not** be capitalized unless they are the first word in the Program Title:

- Prepositions of four or fewer letters (*e.g.*, “in,” “for,” “with”)
- Conjunctions of four or fewer letters (*e.g.*, “and,” “or”)
- Articles containing any number of letters (*e.g.*, “a,” “an,” “the”)
- The word “to,” whether used as a preposition or as part of an infinitive (if used as part of an infinitive, the verb following “to” is capitalized)

Use “and” rather than “&.” Use the Oxford comma for lists containing three or more items (“red, white, and blue” rather than “red, white and blue”). Examples of properly stated Program Titles include

- Mathematics for Transfer, AS-T
- Film, Television, and Electronic Media for Transfer, AA-T
- Chemistry for UC Transfer, AS-UCTP
- Advanced Manufacturing, AS
- Pre-Allied Health Sciences, AA
- Technical Theatre Production, PA
- Technology and Workplace Competencies, COCN

ADTs should be classified as either AA-T or AS-T based on the designation provided in the degree title in the TMC. Local and CTE degrees should be classified as A.S. if the degree is in a STEM or CTE discipline. Local degrees in other disciplines should be classified as A.A.

The full **catalog** title (e.g., “Associate in Science in Mathematics for Transfer”) will appear in the Catalog Description section. It should also appear in the title of the Narrative. The slightly abbreviated format shown in the list above makes the awards easier to locate and identify via the CIM search function.

Banner Title

If the Program Title contains 30 or fewer characters (including spaces and punctuation), use the Program Title as the Banner Title without abbreviating it. Otherwise create an abbreviated (no more than 30 characters) but readable form of the program name. Slashes are acceptable here to save space; for example, you may abbreviate “Red, White, and Blue” as “Red/White/Blue.” The trailing comma and award type suffix should match what is used in the Program Title field exactly. The suffix is necessary because most credit certificates have a companion AA or AS degree with the same name; without the suffix, the programs are indistinguishable in Banner and in the CMS. For better readability, omit letters from long words in blocks rather than individually; for example, abbreviate “Vocabulary” as “Vocab” rather than as “Vcblry”. Exceptions to this rule of thumb would include widely understood abbreviations such as “Mgmt” for “Management” or “Bldg” for “Building.” Examples of properly stated Banner titles for programs include

- Mathematics for Transfer, AS-T
- Film/TV/Electron Media Tr, AA-T
- Chemistry/UC Transfer, UCTP
- Basic Law Enforcement, COCN

Type of Program

If the program is an Associate Degree (including ADTs and UCTPs), a Certificate of Achievement, or a Proficiency Award, then select “Credit” from the drop-down menu. If the program is a Certificate of Completion, Certificate of Competency, or another noncredit program (such as an Adult High School Diploma Program or a Noncredit Apprenticeship Program), then select “Noncredit.”

Program Award/Degree

This should describe the program type. It should also correspond to the suffix used in the Program Title and Banner Title fields, as defined in the table below. Note that COCI and Banner do not yet support UCTP degrees, so we will treat them as ADTs until these systems are updated with the new degree type.

PROGRAM AWARD/DEGREE FIELD ENTRY	SUFFIX IN PROGRAM TITLE & BANNER TITLE FIELD ENTRIES
A.A. Degree (A)	AA
A.S. Degree (S)	AS
AA-T Degree (Y)	AA-T
AS-T Degree (X)	AS-T

AA-UCTP Degree	AA-UCT ¹
AS-UCTP Degree	AS-UCT ¹
Certificate of Achievement (credit) requiring 8 to less than 16 semester units (M)	COA
Certificate of Achievement (credit) requiring 16 to less than 30 semester units (N)	COA
Certificate of Achievement (credit) requiring 30 to less than 60 semester units (T)	COA
Certificate of Achievement (credit) requiring 60 or more semester units (F)	COA
Proficiency Award (credit) (local award, does not require state approval but does require BOT approval)	PA
Certificate of Completion (noncredit) (NIL)	COCN
Certificate of Competency (noncredit) (NIL)	COCY
Other	(consult with the curriculum leadership team)

Program Goals

This should describe the program goals as defined in the PCAH. Select a goal according to the criteria in the table that follows:

PROGRAM GOAL FIELD ENTRY	APPLICABLE PROGRAM TYPES
C—CTE	A.A. and A.S. degrees (other than ADT or UCTP degrees) in a CTE TOP code and Certificates of Achievement in a CTE TOP code; includes degrees and certificates that may also prepare students for transfer
T—Transfer	All ADT and UCTP degrees (including those with a CTE TOP code), and Certificates of Achievement for IGETC or CSU GE-Breadth
O—Local	All other A.A. and A.S. degrees and certificates not in a CTE TOP code

The PCAH is not specific regarding the classification of noncredit programs. Our local convention is to use either CTE or Local depending on the noncredit program's TOP code, in accordance with the criteria set out in the above table for credit programs. Do not use "T—Transfer" as the goal for any noncredit program.

¹ The Banner field for this information allows a maximum of six characters; therefore the "P" is omitted.

Start Semester

This should ordinarily be Fall. Due to issues with scheduling and catalog preparation, Spring or Summer start semesters are accepted only in emergency situations as agreed to by both Curriculum Committee co-chairs and subsequently approved by the full Curriculum Committee.

Start Year

This should be determined in accordance with the Curriculum Committee's published deadlines for submission and approval. Ordinarily, programs submitted and approved during Fall semester are approved for the immediately following Fall semester, and programs submitted and approved during Spring semester are approved for the **second** Fall semester following submission.

Discipline/Department**Area of Emphasis**

Leave blank except for General Studies AOE degrees. For AOE degrees, enter the emphasis such as "Arts and Humanities."

Option

Leave blank unless the degree or certificate provides options that will have distinct control numbers in CCCC MIS. Each option should have its own program outline. These programs are unusual, but examples of such programs include Construction Technology: Building Inspection Option and Construction Technology: Construction Management Option.

Collaborative/Joint Program

Usually no. An exception would be the Biomedical Device Manufacturing COA or any other program developed in conjunction with another college.

Gainful Employment

Usually "yes" for certificates; always "yes" for degrees. Students selecting this major may not qualify for federal financial aid if this is checked no.

Program Goals and Objectives

(Required for all new and modified programs.) You may copy and paste the text for this field from the applicable paragraph(s) of Item 1 of the completed Narrative template provided on the Curriculum Committee forms web page. The information provided must be consistent with the description provided on the Narrative template.

In addition to completing the free-form text box for this field, please append a copy of the completed Narrative document to this field using the green "Attach File" button located immediately below the text box. (This information should no longer be sent as a separate attachment to the Student Learning Office; please incorporate into the CIM program proposal instead.) Please use a Microsoft Word (.doc or .docx) file rather than a PDF file for the Narrative in case it becomes necessary to make corrections during technical review. Also send a copy of the Narrative to your division office for their records. It is very helpful to have a date included in the title of the Narrative document, as several versions are typically created during the technical review process, and the dates make it easier to distinguish between these versions when they are stored in the technical review archives.

Proposals not having a Narrative document attached should be held until the originator provides one, or they should be sent back to the originator.

Program Requirements

For all ADTs (other than UCTP degrees), the following language must precede the table of program requirements:

To earn an Associate in <Arts/Science> in <subject or discipline> for Transfer degree, students must meet the following requirements:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education–Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

(3) Obtainment of a grade of “C” or better or “P” in all courses required in the major. Even though a “P” grade is allowed (Title 5 section 55063), it is recommended that students complete their major courses with a letter grade (“A,” “B,” or “C”) due to unit limitations on “P/NP” courses.

(4) Completion of a minimum of 12 units in residence at Ventura College.

The basis for items (1) and (2) above is SB 1440 ([Ed Code Section 66746](#)), and the basis for items (3) and (4) is [Title 5 Section 55063](#).

Resources for Faculty and Curriculum Committee Members

This section is incomplete.



DRAFT

Curriculum Committee and Student Learning Office Forms

This section is incomplete.



DRAFT



Glossary of Abbreviations and Terms

- 10 + 1: The list of specific policy development and implementation matters enumerated in [Title 5 section 53200\(c\)](#), with respect to which local academic senates are to make recommendations to the administration of a college and to the governing board of a district
- 4CS: California Community Colleges Classified Senate
- 5C: (another abbreviation for CCCCC)
- AA: Associate in Arts degree
- AAM: Articulation Agreement by Major
- AA-T: Associate in Arts for Transfer
- AB: Assembly Bill
- ABE: Adult Basic Education
- ACE: American Council on Education
- ACCE: Association of Community and Continuing Education
- ACCJC: Accrediting Commission for Community and Junior Colleges
- ADA: Americans with Disabilities Act
- ADT: Associate Degree for Transfer (also known as a “transfer degree”; includes both AA-T and AS-T degrees)
- AEBG: Adult Education Block Grant (now renamed CAEP)
- AEP: Alternative Education Program
- AHSD: Adult High School Diploma
- AP: Administrative Procedure or Advanced Placement
- AS: Associate in Science degree
- ASCCC: Academic Senate for the California Community Colleges (also known as the “Statewide Academic Senate”)
- ASSIST: Articulation System Stimulating Interinstitutional Student Transfer, a website (<https://www.assist.org>) that serves as the official articulation (student transfer) repository for California’s colleges and universities
- AS-T: Associate in Science for Transfer
- BCT: CSU Baccalaureate Level Course List by Department
- BoT or BOT: Board of Trustees (also known as the “Governing Board” or the Ventura County Community College District (VCCCD) Board of Trustees), the group of five elected officials (plus a nonvoting student trustee) that is authorized by section [70902\(a\)\(1\)](#) of the California Education Code to control the operations of the VCCCD
- BP: Board Policy
- BRN: California Board of Registered Nursing
- BSTEM: Business, Science, Technology, and Engineering Mathematics
- BSI: Basic Skills Initiative



- C-ID: Course Identification Numbering System (standardized templates or “descriptors” for high-demand lower-division courses offered throughout the state; courses with the same C-ID designation are considered equivalent statewide and at some out-of-state institutions)
- CAC: [California Apprenticeship Council](#), an agency of the State of California Department of Industrial Relations
- CAEP: California Adult Education Program (formerly AEBG)
- CB: Course Basic (one of about two dozen data elements used in COCI/MIS to record descriptive information about a course)
- CBA: Collective Bargaining Agreement
- CC: Curriculum Committee
- CCC: California Community College(s)
- CCCCC: California Community Colleges Curriculum Committee (the statewide Curriculum Committee that advises CCCCCO, not to be confused with the ASCCC Curriculum Committee); formerly SACC (System Advisory Committee on Curriculum) and also known as “5C.”
- CCCCIO: California Community Colleges Chief Instructional Officers
- CCCCCO: California Community Colleges Chancellor’s Office (also known as the “State Chancellor’s Office)
- CCAP: College and Career Access Pathways (authorized by [A.B. 288 \(Holden, 2015\)](#)), a partnership between a community college governing board and the governing board of a school district, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness; the centerpiece of the partnership involves high school students enrolling in up to 15 units per semester of community college coursework while also completing high school graduation requirements, so this is also known as “dual enrollment”
- CCCMC: California Community Colleges Model Curriculum (an analog to the TMC for selected CE majors that typically lead to certificates or terminal two-year degrees)
- CDCP: Career Development and College Preparation (the categories of noncredit courses that are eligible for noncredit enhanced funding)
- CDE: California Department of Education
- CE: Career Education (*see also* CTE or WED)
- [Centers of Excellence](#): A statewide network of seven grant-funded technical assistance providers that furnish labor market research for community college in California, including customized data on high growth, emerging, and economically-critical industries and occupations and their related workforce needs; the source of LMI reports for CTE degrees and certificates
- CEO: Chief Executive Officer
- CGP: California Guided Pathways, a project modeled from the American Association of Community Colleges (AACC) Pathways Project and designed to substantially increase the number of students who earn a certificate or degree at a California Community College by helping California community colleges to implement an integrated, institution-wide approach to student success through the creation of structured educational experiences that support each student from point of entry to attainment of high-quality postsecondary credentials and careers
- CIO: Chief Instructional Officer

- CIP: Classification of Instructional Programs, a numerical classification scheme used to categorize the nature of specific programs; used in 49 states (California, the exception, uses TOP codes [see TOP] for this purpose)
- CLEP: College Level Examination Program
- CO: Chancellor’s Office
- COA: Certificate of Achievement
- COCI (pronounced “ko-kee”): Chancellor’s Office Curriculum Inventory (the new, as of 2017, curriculum inventory system at the state chancellor’s office)
- COR: Course Outline of Record (also known as the “course outline” or the official documentation of a course)
- CPL: Credit for Prior Learning
- CSLO: Course Student Learning Outcome
- CSU: California State University
- CSU GE-Breadth: Lower-division general education pattern required by all CSU campuses (also known as “CSU GE” or “CSUGE-B”)
- CSUCO: California State University Chancellor’s Office (CSU’s chancellor, not ours)
- CTE: Career (and) Technical Education (a course or program which is vocational education that enhances knowledge and skills in a way that is focused on a particular career path; such courses and programs are assigned a CTE TOP code, and since 1983, CTE TOP codes have been designated with an asterisk; *see also* CE or WED)
- CVC-OEI: California Virtual Campus-Online Education Initiative, a collaborative effort among California community colleges to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses
- CWE: Cooperative Work Experience (internship or internship-like courses such as VC’s V95 and V96 courses)
- DAS: Degree Audit System or [Division of Apprenticeship Standards](#), an agency of the State of California Department of Industrial Relations
- DE: Distance Education (synonymous with Distance Learning)
- DED: [Data Element Dictionary](#) (describes the CB and other codes used by COCI/MIS)
- DIG: Discipline Input Group (a group of faculty from multiple colleges that meets to identify core competencies and program learning outcomes for a discipline, and draft C-ID course descriptors and model curricula)
- DL: Distance Learning (synonymous with Distance Education)
- DSN: Deputy Sector Navigators
- DSPS: Disabled Students Programs and Services
- DTRW-I: District Technical Review Workgroup—Instruction (the district-level standing committee which reviews courses and programs from all three VCCCD campuses for possible corrections or improvements before they are sent to the BoT, and which recommends curriculum-related AP and BP language to the BoT)
- DTRW-SS: District Technical Review Workgroup—Student Services
- DWM: Doing What Matters (for Jobs and the Economy) (a statewide framework designed to allow community colleges to become catalysts for California’s economic recovery)
- Dual enrollment: *See* CCAP

- EDD: Employment Development Department
- EFL: Educational Functioning Levels (may become a replacement for CB21 levels-below-transfer designations)
- EO: Executive Order (CSU)
- EPI: Education Planning Initiative
- EPT: Educational Planning Tool
- ESL: English as a Second Language
- ETAC: Educational Technologies Advancement Committee
- FDRG: Faculty Discipline Review Group (faculty who are appointed by their local academic senates to serve on the statewide faculty review group that will complete the work on the C-ID model curricula (MC) and descriptors drafted during the Discipline Input Group (DIG) meetings)
- FII: Fund for Instructional Improvement
- FSA: Faculty Service Area (the term that VCCCD uses to describe a discipline in which a faculty member is qualified to teach; the list of disciplines is taken from the CCCC's statewide disciplines list; faculty may qualify for an FSA either on the basis of having acquired the appropriate degree and/or required experience, or as the result of a positive determination of equivalency in the discipline)
- FTES: Full-time Equivalent Students
- GE: General Education (may refer to either the local general education pattern for the AA/AS degree or the CSU GE-Breadth and IGETC transfer patterns, but most commonly the former)
- GECC: CSU GE Certification Course List by Area
- GED: General Education Diploma
- GELO (pronounced "jello"): General Education Learning Outcome
- Golden Four: For CSU transfer purposes, the four most important lower-division GE courses which students are generally expected to complete before being considered for admission; they fall in the areas of Oral Communication (CSU GE-Breadth area A1 or IGETC area 1C), Written Communication (CSU GE-B A2/IGETC 1A), Critical Thinking (CSU GE-B A3/IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE-B B4/IGETC 2)
- GP: Guided Pathways
- GPA: Grade Point Average
- HBA: Hours by Arrangement
- HiSET: High School Equivalency Test (GED alternative)
- IB: International Baccalaureate
- ICAS: Intersegmental Committee of Academic Senates
- ICC: Intersegmental Coordinating Committee
- IE: Institutional Effectiveness
- IEPI: Institutional Effectiveness Partnership Initiative
- IGETC: Intersegmental General Education Transfer Curriculum (the UC GE transfer pattern, although this is sometimes also accepted by CSU campuses for certain majors)
- IMC: (see ISMC)
- ISLO: Institutional Student Learning Outcome
- ISMC: Intersegmental Model Curriculum, a type of Model Curriculum that prepares students for transfer in selected Career Education majors for which a four-year degree is generally available

- JAC: Joint Apprenticeship Committee
- JST: Joint Services Transcript (official record of a veteran’s service and educational experience)
- LEA: Local Educational Agency (includes community colleges, school districts, Regional Occupational Programs (ROPs), or adult schools)
- LMI: Labor Market Information, a report that authors of new degree and certificate programs that have a CTE TOP code must obtain and submit to the CCCCO as a component of the program documentation package; whenever an LMI is needed, program authors should submit a request to the [Centers of Excellence](#)
- LMID: Labor Market Information Division
- MC: Model Curriculum (*see also* CCCMC) or Moorpark College
- MIS: Management Information System
- MQ(s): Minimum Qualifications
- NPA: Nursing Practice Act
- OC: Oxnard College
- OEI: Online Education Initiative
- OER: Open Educational Resources
- OES: Occupational Employment Statistic
- PA: Proficiency Award
- PCAH: [Program and Course Approval Handbook](#) (interprets Title 5 and CCCCO requirements for curriculum submissions, and is incorporated by reference into Title 5)
- PDC: Professional Development College or (*referring to the statewide Academic Senate*) Professional Development Committee
- PSLO: Program Student Learning Outcome
- QFE: Quality Focus Essay, a comprehensive plan for improvement that constitutes a portion of a college’s self-evaluation conducted in preparation for an accreditation visit
- Regional Consortium: One of seven such organizations serving the state of California; composed of CTE faculty and administrators from community colleges in each region, the regional consortium recommends new CTE certificates and degrees
- Requisite: A term encompassing all possible forms of preparation a student may be expected to have before enrolling in a course; it encompasses prerequisites, corequisites, advisories on recommended preparation, and enrollment limitations, or any combination thereof
- RFP: Request for Proposal
- RN: Registered Nurse
- RSI: Related and Supplemental Instruction (off-the-job formal education [at least 144 hours per year, as recommended by [Standards of Apprenticeship, 29 CFR §29.5\(b\)\(4\), \(2019\)](#)] that is provided by a community college, adult school, or regional occupation program center) or Regular and Substantive Interaction
- SACC: System Advisory Committee on Curriculum (former name of CCCCC or 5C)
- SAM: Student Accountability Model
- SB: Senate Bill
- SCANS: Secretary of Labor’s Commission on Achieving Necessary Skills

- SCFF: Student Centered Funding Formula (the new state funding formula that takes student success measures into account for determining apportionment to the California Community Colleges)
- SEAP: Student Equity and Achievement Program (successor, as of September 2018, to SSSP)
- SLAM: Statistics and Liberal Arts Mathematics
- SLO: Student Learning Outcome
- SOC: Standard Occupational Classification, a statistical standard used by federal agencies to classify workers into occupational categories for collecting, calculating, or disseminating data (*see also* CIP and TOP)
- SSSP: Student Success and Support Program (defunded September 2018 by an amendment to [section 78222](#) of the California Education Code, and replaced with the Student Equity and Achievement Program [SEAP])
- STEM: Science, Technology, Engineering, and Mathematics
- TAG: Transfer Admission Guarantee (only available at UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz)
- TASC: Test Assessing Secondary Completion (GED alternative)
- TBA: To Be Arranged
- TCSU: Transfer California State University
- TMC: Transfer Model Curriculum (generic course pattern template for an ADT)
- TOP: Taxonomy of Programs (A numerical coding system which the CCCCO uses to categorize programs and courses, used to identify programs and courses, and to justify facilities, budgets, faculty, financial aid, and funding; *see also* CIP and SOC)
- TTAC: Telecommunications and Technology ??? at CCCCO
- UC: University of California
- UC TCA: University of California Transfer Course Agreement; also, a list of the courses at a CCC that are generally accepted for transfer by the University of California system
- UCOP: University of California Office of the President
- VC: Ventura College
- VCCCD: Ventura County Community College District
- WASC: Western Association of Schools and Colleges (regional accrediting body, of which ACCJC is an affiliate)
- WED: Workforce and Economic Development (*see also* CE or CTE)
- ZTC: Zero Textbook Cost (degrees)