

## College of Alameda - Curriculum Committee

### ~ Curriculum Review Process

The Curriculum Review Process is an integral part of Program Review and Annual Program Update (APU) processes and involves the faculty of record reviewing the accuracy of the curriculum in their departments once every three years. This is a means by which the faculty “structurally” supported in functioning to meet their obligations under 10+1 “ownership” of curriculum.

The purpose of the curriculum review process is to ensure the quality and institutional curricular “fit” (i.e. vision and mission and plan) of Programs. Within the programs, this process is to ensure the quality of Degrees & Certificates are relevant and in demand; and that Course Outlines of Record (COR) are up to date and reflect state of the discipline quality standards for content and delivery in the curricular offerings at the institution.

The Cluster Chairs are responsible for taking the lead for the departments in their areas facilitating the disciplinary faculty of record to develop, review and update curriculum. In this process, the Chairs Committee, the Institutional Effectiveness Committee (IEC) and Curriculum Committee, with full support of the Office of Instruction, will provide substantive administrative and material support to the Cluster Chairs Committee and disciplinary faculty of record.

In the process of updating curriculum, it is important to note that the Technical Review Committee assesses the degree to which CORs are “technically correct” in determining if a degree, certificate, or course is ready for Curriculum Committee action. These “technical issues” are not about the content per se, but rather about adherence to current State Academic Standards for a quality COR that enables other institutions to know clearly what it is we teach in ac given course (e.g. this is important in the articulation and transfer processes for students). **Here are some crucial links for faculty to utilize in this process:**

- Here is the link to the Program and Course Approval Handbook July 2012
- Here’s a link to the new PCAH faculty are able to search topics: [http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/PCAH\\_Final\\_July2012.pdf](http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/PCAH_Final_July2012.pdf)
- Here is a ASCCC Guide for CORs: Course Outline of Record Curriculum Guide

This technical process and the district and state time line are required to be successfully negotiated and completed before submission Curriculum Committee and then to the District CIPD committee and the Board for approval. After this is it is approved by the State before it is ready to be offered in the schedule.

The Curriculum Committee in partnership with the Office of Instruction invite the faculty to complete a curriculum review checklist and return it to the committee by the end of September in the year the department is up for curriculum review.

Once the curriculum review form (see below) has been submitted, the curriculum committee reviews the information provided and will schedule a time for the department faculty to meet with the committee to discuss courses and programs.

Program \_\_\_\_\_

## College of Alameda Curriculum Review Guidelines

This checklist serves as a guide to the items for review by the curriculum committee. Before the meeting, review the presentation checklist below and indicate any changes to your curriculum. Bring this completed checklist to Lynn Torres in the Office of Instruction at least three days prior to the meeting at which the department is scheduled to present their program review. Also, bring any paperwork indicating significant changes, and a degree sequence(s) (if applicable).

Presentations will last about fifteen to twenty minutes.

### Presentation Checklist:

- The curriculum review process should include collaboration with the division chair, all department faculty, and other campuses (if applicable).
- List of courses offered by department.**
- Verify that all CORs and SLOs are listed on CurriCUNET and TaskStream.
- When have the courses been offered at COA last and/or when do you anticipate these be offered again?
- When was the last time any student applied for and receive the degrees or certificates in your area?
- List what course(s) you intend to add to your program this cycle (the next three years).
- What courses do you intend to deactivate this cycle? Courses which have not been taught for four years and, are not likely to be taught in the future or meet a degree requirement, should probably be deactivated.



## College of Alameda -CURRICULUM REVIEW (COURSE VERIFICATION CHECKLIST)

Completed			<b>Course Verification Checklist</b> Please use CurriCUNET to review all courses taught in your department and any certificates/degrees offered.
	Yes	No	
	<i>Completed by</i>	<i>To be accomplished by</i>	
1			<b>COURSE USE</b> Has the course been offered in the last two years? If not, consider deactivating the course.
2			<b>DESCRIPTION/CATALOG INFORMATION</b> Does the course description accurately describe the course?
3			<b>COURSE ALIGNMENT</b> ✓ Do the course description, exit skills / objectives, content, assignments, assessments, and teaching methods all align following the CA State Academic Senate Standards for CORs?
4			<b>STUDENT LEARNING OUTCOMES</b> ✓ Does the course/program have up-to-date student learning outcomes and assessment methods? ✓ Do the course exit skills / objectives align with the course and program and COA overarching student learning outcomes?
5			<b>LECTURE/LAB CONTENT, METHODS</b> ✓ Are course content and teaching methods listed in the COR current, appropriate and effective? ✓ To what extent are writing skills and critical thinking reinforced?
6			<b>TEXTBOOK CURRENCY</b> Is the textbook current? (Transfer institutions require textbooks with a publication date within no more than 5 years)
7			<b>COLLEGE LEVEL MATERIALS</b> For degree-applicable courses, are the reading materials at college level?
8			<b>REQUISITES</b> ✓ Have you completed the Content Review part of the outline? ✓ Have you reviewed and revalidated the prerequisites, co-requisites, recommended preparations? (Must be done at least every 6 years)
9			<b>DISTANCE EDUCATION</b> ✓ Is there an online option for your courses? ✓ If so, is the distance education addendum current and accurate?
10			<b>STAND ALONE COURSES</b> Are any of your courses not degree applicable?
11			<b>TRANSFER COURSES</b> Do transfer level courses meet CSU/UC standards? <b>{Contact Articulation Officer Sheila Lau (<a href="mailto:sdlau@peralta.edu">sdlau@peralta.edu</a>),}</b>
12			<b>DEGREES AND CERTIFICATES</b> ✓ Are the courses appropriate? ✓ Are the units required appropriate? ✓ Are the descriptions of degrees/certificates current? ✓ How does the degree or certificate fit within the COA Vision & Mission?

## College of Alameda Curriculum Committee Technical Review Checklist

**1<sup>st</sup>** – check comments on course with C! Icon to see what others have said

**2<sup>nd</sup>** – work your way through the outline with the checklist

- Cover
  - Description in Peralta way format (help button has explanation)
  - If course is the second semester, should start with “Continuation of...”
  - If course is cross-listed, should end with “Not open to students who have completed or are currently enrolled in...”
  - Effective date needs to comply with deadlines
  - Check correct box for Credit by Exam
  
- List of Changes
  - Note all changes made, reason and date
  
- Units/Hours – do they match?
  - 1 lecture hour = 1 unit; 3 or 4 lab hours = 1 unit
  
- Degree/Transfer – Articulation Officer reviews this page
  - If C-ID course, verify the descriptor is attached
  
- Objectives
  - Should relate to the lecture content and be detailed (These represent the indices of **what it is a student should learn within the course and upon which a grade – for the degree of mastery of the course subject - is assigned.**)

- Lecture/Lab Content
  - Needs to equal 100%, shouldn't read like chapter titles, and needs details; as appropriate: name theories and theorists explicitly; as appropriate: name principles covered and core concepts.
  - **Should clearly relate to Objectives**
  - Lecture/Lab outlines should clearly distinguish lecture content from lab activity; content should not be identical.
  
- Learning Outcomes
  - Each of these is essentially an index which may be comprised of the objectives as indices (each objective being an indicator) and represents what a student should be able to do after the course with what they learned in the course (objectives).
  - Consult with the SLO Coordinator in this process and for review
  
- Methods of Instruction
  - Need to check all that apply
  - In "Other" section: **describe how each will be used in relation to Objectives** (use the same language)
  - If DE (distance education) is checked, review addendum to make sure the content is the same as a in person section of course
  
- Assignments
  - Hours are based on lecture, lab is optional and calculated automatically if lecture hours are accurate. So if this is wrong, check the lecture hours
  - **Describe how they relate to the Objectives** (use the same language)
  
- Assessment
  - Click all that apply
  - In "Other" section: **describe how each will be used in relation to Objectives** (use the same language)

- Requisites
  - If there are requisites, make sure next page is complete
  
- Content Review
  - Make sure list on requisites matches exit skills on pre-requisite course(s)
  - Need to have objectives of requisite match objectives of course
  
- Texts, Reading and Materials
  - Textbooks need to be within 5yrs or have a rationale (easier to see in WR or PDF)
  - If a rationale is needed; a suggestion: *“Our faculty continually examines new texts as they become available. It is our collective opinion that “name” is the most appropriate for our class. Its pedagogy is up to date.”*
  
- Library – Librarian reviews this page
  - Provide a list of useful resources for course content to the library for acquisition.
  
- Attach Files
  - Encourage attaching syllabus, grading rubrics, C-ID descriptor if required

## Curriculum Review Cycle

Starting in Fall 2014, the College of Alameda Curriculum Committee and the Office of Instruction shall be discussing curriculum updates with each program in the three groups (one each year):

Group A (2015-16)	Group B (2016-2017)	Group C (2014-15)
<b>Natural Sciences</b>	<b>Arts &amp; Humanities</b>	<b>Social &amp; Behavioral Sciences</b>
BIOL	COMM	PSYCH
CHEM	HUMAN	SOC
PHYSC	PHIL	AFRAM
ASTRO	ART	ASAME
ATHL/KINS	DANCE	MLAT
	MUSIC	SOSC
<b>Business, CIS, MATH</b>	<b>Language Arts</b>	ANTH
CIS	ENGL	GEOG
BUS / ECON	ESL	HIST
MATH	World Languages	POSCI
ATECH		GEOL
DMECH	<b>LIS</b>	
ADAM		
AMT	<b>COUN / Student SVCS</b>	
DNTL	COUN	
HLTC	LIS	
WELD	HUSV	
	LRNE	