

# COLLEGE OF THE CANYONS NONCREDIT CURRICULUM COMMITTEE OPERATING PROCEDURES

## I. Noncredit Curriculum Committee as a sub-Committee of the Curriculum Committee

1. The Noncredit Curriculum Committee is a sub-committee of the Curriculum Committee which shall handle new noncredit course/program proposals and revisions of existing noncredit courses
2. After the Noncredit Curriculum Committee has voted to approve new courses and programs and/or revisions to existing courses and the Noncredit Curriculum Committee Faculty Co-Chair (or designee) has notified the Curriculum Committee Co-Chairs of the action:
  - a. The Curriculum Committee Faculty Co-Chair shall place the endorsed items on the consent calendar of the next appropriate Curriculum Committee meeting
  - b. The Noncredit Curriculum Committee Faculty Co-Chair (or designee) shall summarize the Noncredit Curriculum Committee's recent decisions at that Curriculum Committee meeting and answer any questions which arise.

## II. Scope and Duties

1. Review and recommend action on existing noncredit curricula
2. Review and recommend action on proposed noncredit curricula
3. Encourage and foster the development of new noncredit curricula
4. Facilitate working with faculty to archive noncredit curricula no longer current or needed
5. Request, consider, and respond to reports from various college groups whose work bears directly on noncredit curriculum
6. Disseminate noncredit curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees
7. Implement state-mandated regulations or policies that affect noncredit curriculum
8. Review all noncredit curriculum proposals to ensure congruence with the college's mission, need, quality, feasibility, academic freedom, and compliance with Title V
9. Members of the Committee will review updates to noncredit Program Maps prior to approval as part of our Consent Calendar
10. Conduct training for all Noncredit Curriculum Committee members in accordance with local control requirements by the CCCC

## III. Membership

1. As an academic and professional matter, the composition of the Noncredit Curriculum Committee shall be mutually agreed upon by the Academic Senate and the District
2. The faculty members serving on the Noncredit Curriculum Committee shall be selected pursuant to procedures adopted by the Academic Senate

3. The following shall be the Co-Chairs of the Noncredit Curriculum Committee who agree on the agenda for the meetings and vote to break a tie (if needed):
  - a. Faculty Co-Chair or Co-chair's designee of another faculty member serving on the committee
  - b. Dean of Continuing Education or administrative designee from the Office of Instruction
4. The following shall be voting members of the committee:
  - a. One representative from each school or division
  - b. Up to four At-Large Faculty Representatives as decided by the Academic Senate
  - c. Up to four Adjunct Representatives as decided by the Academic Senate
5. If they are not already voting members, the following shall be appointed as non-voting members and contribute to discussions when warranted:
  - a. Curriculum Analyst/Articulation Officer
  - b. Representative from Associated Student Government
  - c. Administrative Representative of Noncredit Enrollment Services
6. The following committees shall provide a representative to serve as a resource to the Curriculum Committee. They shall be considered non-voting resource members and shall not be expected to attend meetings unless requested:
  - a. Minimum Qualifications
  - b. Student Learning Outcomes Coordinator(s)

#### IV. Member Responsibilities

1. Attend and fully participate in committee meetings.
2. Serve as a consultant to members of their school/division during noncredit curriculum development. Committee members may answer questions, provide information on curriculum policies and procedures, and prepare faculty to present their courses at Noncredit Curriculum Committee meetings.
3. Inform and update their school/division about noncredit curriculum issues such as (but not limited to):
  - a. Proper preparation of course outlines
  - b. Noncredit specific rules and regulations
  - c. Noncredit Curriculum Committee deadlines
4. All members of the committee shall make decisions based on a college-wide perspective, the college mission, labor market and employment data considerations (when relevant), and the principles of academic freedom.
5. It is expected that all members be prepared to make informed decisions. This includes:
  - a. Read the course and program outlines before the meeting
  - b. Participate in required training, which will include relevant, current Title V, Education Code, PCAH specifications, and legislative requirements
  - c. Participate in Technical Review process

- d. Be knowledgeable about current noncredit curriculum policies, procedures, writing standards, resources, forms, and submission deadlines.
6. Members are expected to find and orient a substitute or a proxy if they are unable to attend a meeting.
7. If a member misses more than 50% of the meetings in a single semester, they will be deemed to have resigned.

#### V. Faculty Co-Chair Responsibilities

1. Serve as a resource to assist faculty in the development of noncredit curriculum proposals
2. Develop a Noncredit Curriculum Committee schedule each year
3. Review all noncredit courses and programs prior to establishing agendas
4. Establish the agenda for Noncredit Curriculum Committee meetings
5. Schedule and conduct the Technical Review process
6. Conduct Noncredit Curriculum Committee meetings or select a faculty designee when needed
7. Conduct Noncredit Curriculum Committee training, at least annually or more often, as needed
8. Provide advice and guidance on noncredit curriculum issues, such as: Education Code regulations, Title V compliance, recent legislation, noncredit categories, attendance accounting methods, course numbering sequence, and prerequisite/corequisite regulations.
9. Facilitate technology training for all noncredit committee members and faculty authors
10. Update the Academic Senate regularly regarding committee activities
11. Review minutes of meetings prior to submitting to the Academic Senate
12. Consult with the Academic Senate Policy Review Committee, as requested, on new and revised District policies and procedures related to noncredit curricula

#### VI. Administrative Co-Chair Responsibilities

1. Work with Faculty Co-Chair to fulfill college Noncredit Curriculum Committee responsibilities
2. Collaborate with Faculty Co-Chair to decide priorities as far as noncredit courses and programs considered by the committee
3. Interface with the Curriculum Analyst/Articulation Officer to assure that Noncredit Curriculum files are submitted properly to the Curriculum Committee, Academic Senate, Board of Trustees, and state
4. Serve as a resource to Academic Deans in fulfilling their noncredit curriculum responsibilities
5. Draft policies for the Noncredit Curriculum Committee that fulfill expectations of state policies
6. Ensure the committee is in legal compliance with federal, state, and accreditation requirements

#### VII. Curriculum Analyst/Articulation Officer Responsibilities

1. Maintain all noncredit curriculum files

2. Submit noncredit curriculum materials for local and state approval
3. Maintain the noncredit curriculum database and forms in curriculum management system (CMS)
4. Prepare and submit noncredit curriculum materials for review and approval by the Curriculum Committee, Academic Senate and Board of Trustees

#### VIII. Audit Trail for Proposed/Revised Courses

1. Proposals will only be deemed complete after the Curriculum Audit Trail has concluded:
  - a. Proposals shall be submitted to the Noncredit Curriculum Committee by faculty meeting the minimum qualifications to teach the proposed/revised course
  - b. If no faculty member meets the minimum qualifications to teach a proposed/revised noncredit course, an out-of-discipline faculty member must serve as the “author” for the proposal:
    - i. This faculty champion will be responsible for any writing and revisions during the audit/technical review processes
    - ii. The faculty champion may consult with an external discipline expert if deemed necessary for determining the appropriateness and relevancy of the curriculum
  - c. Active noncredit courses shall be revised every 5 years (when possible) with the Curriculum Analyst/Articulation Officer creating a list to keep everyone informed, and Career Education programs shall be reviewed every 2 years.
2. Selection of Auditors
  - a. The Department Chair and Division/School Dean of the department where the proposed course/program would be placed shall serve as auditors
  - b. The Faculty Co-Chair, Articulation Officer, and a member of the Noncredit Curriculum Committee shall also serve as an auditor for each proposed course/program
  - c. The following auditors shall be appointed by mutual agreement of the Noncredit Curriculum Committee Co-Chairs and informed by input/recommendation from relevant campus committees which the Noncredit Curriculum Committee Faculty Co-Chair shall solicit:
    - i. Minimum Qualifications
    - ii. SLO
3. Auditor responsibilities
  - a. Department Chair
    - i. Check noncredit course outlines for accuracy in all sections
    - ii. Check to see that noncredit course is congruent with the program review
    - iii. Check for appropriateness to college mission and cultural competency
    - iv. Ensure that all aspects of the outline are consistent with each other, including that objectives are matched to content and SLOs are listed for both lecture and lab where applicable
    - v. Check that outline meets noncredit curriculum standards as well as represents the current standards for that discipline
    - vi. Verify that the SLO’s is consistent with the relevant program and institutional SLO’s
  - b. Academic Dean

- i. Review entire noncredit proposal for congruence with department program review
  - c. SLO Auditor
    - i. Ensure that SLO's are properly written and that the objectives are distinct from, but related to, the SLO's
    - ii. Compare SLO's with Objectives and Content to ensure consistency
    - iii. Ensure an assignment is listed, often called a Signature Assignment, by which the SLO's may be measured
    - iv. Check that Methods of Evaluation are consistent with SLO's
    - v. Check CSLO's with PSLO for congruence
  - d. Minimum Qualifications Auditor
    - i. Ensure correct discipline assignment
    - ii. Verify composition of group of disciplines for those courses deemed "Interdisciplinary"
  - e. Articulation Officer
    - i. Review program information for accuracy
  - f. School/Division Representative/Technical Review process
    - i. Ensure all fields of the outline are complete
    - ii. Check that the outline meets current noncredit curriculum standards, following a guide such as the current version of the Noncredit Technical Review Checklist
    - iii. While it is expected that School/Division Representatives will review new courses associated with their School/Division at this stage, other Curriculum Committee members may help this School Representative with revised courses as this stage represents the Technical Review process as well.
- 4. If a noncredit proposal does not progress from stage one within 6 months, the Curriculum Analyst/Articulation Officer may contact the author to determine if the author anticipates completing the course. If a proposal is inactive for 12 months, it will likely be removed from the curriculum management system (CMS).
- 5. Noncredit proposals do not require approval to be forwarded to the next stage in the audit trail. However, auditors may opt to return a course to the author if it does not meet current curriculum standards.
- 6. After a noncredit course completes the audit trail, the Curriculum Analyst/Articulation Officer shall:
  - a. Verify that the audit trail for the proposal has been completed. This shall include:
    - i. All required supplements (e.g., the DLA template) have been completed, if appropriate
    - ii. Appropriate changes to a relevant noncredit program have been made. New, deleted, and/or modified noncredit courses shall not be reviewed if relevant program changes have not been simultaneously submitted

- b. Return all noncredit proposals that have been identified as incomplete to the author. The author shall be notified regarding which areas need to be completed
7. After the Curriculum Analyst/Articulation Officer has verified that a noncredit proposal is complete, they and/or the Faculty Co-Chair shall make one of the following determinations for every proposal reviewed:
  - a. Return to author for further refinement
  - b. Place on consent calendar (for revised courses)
  - c. Schedule on agenda for a Discussion of Need and Final Read (for new courses)

#### IX. Program Viability

1. Program Viability is a committee which shall handle any noncredit course/program proposals which meet any of the following criteria:
  - a. 4 or more new noncredit courses are being proposed at one time that involve a new program (e.g. a certificate) as well
  - b. A proposal being made will require additional resources beyond what the Noncredit Curriculum Committee often considers, such as staffing, physical space, expensive equipment, and similar
2. If the Program Viability Committee approves a given noncredit proposal, then the Noncredit Curriculum Committee shall determine if the related curriculum matches our current standards with a Final Read process.

#### X. Noncredit Curriculum Meeting Agenda

1. The Faculty Co-Chair shall develop the meeting agendas with input from the Administrative Co-Chair. Only those proposals that have been certified as complete by the Curriculum Analyst/Articulation Officer shall be placed on the agenda for approval.
2. The agenda shall consist of:
  - a. Technical changes
  - b. Consent items
  - c. Modified noncredit courses
  - d. New noncredit courses: discussion of need and/or final read
  - e. Modified noncredit programs
  - f. New noncredit programs
  - g. Distance Learning Addenda and Correspondence Education Addenda
  - h. Pre-requisites/co-requisites
  - i. Noncredit program/course approvals
  - j. Stand-Alone noncredit courses
  - k. Noncredit reports/discussion items
3. Noncredit courses shall be reviewed in the order in which they are received unless the Noncredit Curriculum Committee Co-Chairs determine that good cause exists for atypical prioritization. Atypical prioritization shall be based on the following criteria:
  - a. Title V and other changes mandated by legislation
  - b. New courses in new programs
  - c. Courses in existing programs
  - d. New Distance Learning Addenda (DLAs)

- e. Stand-Alone courses
- f. Instructional Service Agreement (ISA) courses

## XI. Meetings

1. Meetings shall be held during the Fall and Spring semesters, typically on the first and third Tuesday of each month
2. When relevant throughout the year, topics addressed shall include:
  - a. The calendar for the next academic year (typically the last meeting of the year)
  - b. Any updates from CSU/UC & Chancellor's Office regarding noncredit course/program approvals.
3. To conduct business, the Noncredit Curriculum Committee will require a quorum of the voting members. A quorum shall be 50% + one (1) of the voting membership. A proxy vote shall not count toward a quorum. Faculty acting as substitutes for a regular member shall count toward quorum.
4. Unscheduled meetings may be called to address urgent matters that must be addressed without delay only if both Noncredit Curriculum Committee Co-Chairs agree:
  - a. Once an unscheduled meeting has been called, the members will be polled to establish the quorum necessary to proceed.
  - b. If this unscheduled meeting falls during a non-service day, the faculty members required to be present shall be compensated according to the appropriate contractual procedures
5. Authors, or designee, must be present for the committee to discuss a noncredit proposal. If the author of the proposal is an adjunct, the department chair (or designee) must be present for the committee to consider the proposal:
  - a. Proposals may only be authored by faculty
  - b. If a noncredit course is authored by a part-time faculty member, the chair of the part-time faculty member's department must accompany him or her to the Curriculum Committee for the presentation of the new course proposal
  - c. Only faculty may present proposals to the Noncredit Curriculum Committee
6. Discussions of Need Presentations to the committee shall include sufficient information to allow the committee to review all aspects of the proposal, such as:
  - a. Basic information requirements:
    - i. Relevance to the mission
    - ii. Evidence of need
    - iii. Program(s) information
    - iv. SLO mapping
  - b. Short-term Vocational curriculum:
    - i. Labor market data
    - ii. Other quantitative/qualitative as needed
  - c. New Noncredit Programs comprised of 4 or more courses and/or substantial resources:
    - i. Must have completed the Program Viability Proposal
    - ii. Must have Program Viability Committee recommendations

- iii. Can be scheduled at the Noncredit Curriculum Committee for a Final Read(s)

## XII. Certification of Decisions

1. At the conclusion of the meeting, a written summary shall be submitted to the Curriculum Committee for approval on the consent calendar. The summary will then be submitted to the Academic Senate.

## XIII. General Provisions

1. At the end of the academic year, the Academic Senate will present the Noncredit Curriculum Committee with a meeting calendar for the upcoming academic year.
2. When revisions are completed or otherwise requested, the Noncredit Curriculum Committee shall present the Academic Senate with a copy of the operating procedures for the Academic Senate's approval according to its processes.
3. The Noncredit Curriculum Committee may create ad hoc subcommittees to review and report back on specific curricular items. Examples:
  - a. Reviewing Teams to specialize in feedback on Final Reads for new noncredit course/program proposals
  - b. Other topics as deemed appropriate by the Noncredit Curriculum Committee

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