

## College 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 curriculum committee and the office of instruction seek to “structurally” support the faculty in meeting 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 a 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 members, and other campuses (if applicable).
- List of courses offered by department.
- Verify that all CORs and SLOs are listed on CurriCUNET and TaskStream; and are up to date.
- 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 received 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.

## Curriculum Review Cycle

Starting in Fall 2015, 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 (2017-18)	Group A (2018-19)
<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	
		SOSC	
<b>Business, CIS, MATH, ECON</b>	<b>Transportation</b>	ANTH	
CIS	ATECH	GEOG	
BUS	DMECH	HIST	
ECON	ADAM	POSCI	
MATH	AMT	GEOL	
<b>LIS</b>	<b>COUN / Student SVCS</b>	<b>Language Arts</b>	
	COUN	ENGL	
	LS	ESL	
	HUSV	SPAN	
	LRNE	VIET	
		CHIN	
		GERM	



## 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?