TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Academic Senate for Community Colleges
Curriculum Specialists

FROM: Raul Arambula,
Dean, Educational Services & Support

RE: Periodic Curriculum Review

Background

In 2016, title 5 changes were made giving authority to colleges to locally approve courses and local programs once an Annual Certification form was signed and returned to the Chancellor's Office. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. In the annual certification form it is detailed that the Chancellor's Office will provide periodic review of those courses and programs in order to support colleges' efforts in following title 5.

This memorandum is to inform colleges that the Chancellor's Office will begin the periodic review process of all courses and programs as of January 2, 2020. In accordance with the annual certification form, colleges have agreed to the following:

- course hours and units are correct in accordance with CCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- cooperative work experience plan has local board approval and is on file;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCO PCAH; and

- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance (CCR, §55002(a) (1)).

In the event, courses and programs do not fulfill the requirements, they will be returned to the college for revisions. Colleges will be asked to respond to the revision request within 60 days. Once the college responds that the revision request has been received, the college will have an additional 6 months from the date of their response to make the necessary revisions for approval.

If during the revision process, significant unresolved flags or process discrepancies are found; with discussion and collaboration between the college and the Chancellor's Office, a Review Team will be assembled for the purpose to support the college through a closer examination before any self-certification is rescinded.

Review Team Composition
Each year 5C will establish a Review Team composed of the following:

- CCCCO Representative
- ASCCC Representative
- CIO Representative
- Curriculum Specialist

However a representative may not be employed at the college or district under review.

Associate Degrees for Transfer
With regards to Associate Degrees for Transfer (ADT's). The Chancellor's Office would like to remind the colleges that the program is a partnership with the California State University system and as such, need to ensure that all ADT's are compliant with the guidelines detailed in the legislation, title 5 and the PCAH. ADT's will be reviewed for the following:

1. Most current TMC is used
2. All COR's are attached and the COR's were reviewed to make sure they meet the current standards.
3. All courses included on TMC meet the requirement listed on the TMC – C-ID articulation, AAM, BCT or GECC
4. Unit count and double count totals
5. Review the Narratives including the Catalog Descriptions with random checks against the current school catalog to confirm they are the same.

Specifically for ADT's, colleges will be asked to respond to the revision request within 60 days. Once the college responds that the revision request has been received, the college will have an additional 6 months from the date of their response to make the necessary revisions for approval. If a college does not meet the set forth parameters, the program will be deactivated in COCI.

If you have questions, please contact Dean Raul Arambula via email at raramubula@cccco.edu.

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Marty Alvarado, Executive Vice Chancellor