

## CALIFORNIA COMMUNITY COLLEGES

## CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4400

SACRAMENTO, CA 95811-6549

(916) 322-4005

<http://www.cccco.edu>

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AA 17-01  
VIA E-MAIL

**TO:** Chief Instructional Officers

**FROM:** Pamela D. Walker, Ed.D.  
Vice Chancellor, Educational Services

**SUBJECT:** STREAMLINING THE CURRICULUM PROCESSES

I wanted to bring you “up to speed” on the collective work and significant progress that has been made streamlining the curriculum approval process. At the Board of Governor’s (BOG) meeting on January 17, 2017, your colleague, Virginia Guleff, was joined by her 5C Co-Chair Dolores Davison (ASCCC Executive Board member), along with CEO Doug Houston (Yuba CCD), CCCCCO Vice Chancellor Van Ton-Quinlivan, and myself to inform the BOG of the changes made to the curriculum approval processes thus far, so that our colleges can be more responsive to curricular needs without sacrificing quality in those courses and programs.

In addition, Dean Jackie Escajeda and I updated Consultation Council regarding the participatory group’s curriculum streamlining efforts along with Mary Kay Rudolf, CIO Representative, and Julie Bruno, ASCCC President. The collective streamlining efforts to move forward were endorsed with much appreciation.

An important step in these efforts is the Credit Course Certification Form you have signed verifying that your college supports and has completed all requirements for the CCCCCO to process credit courses from your college automatically. However, implementing this new process is not without challenges. This will not become automatic until the new Chancellor’s Office Curriculum Inventory (COCI) system is in place (late spring 2017). All curriculum proposals must still be manually processed to receive a control number until then. In addition, several credit courses are in the infamous queue that were submitted prior to the development, distribution, and collection of the Credit Course Certification forms. Also, public safety courses and cooperative work experience have unique requirements—some of which need to be clarified in regulations or through communication to the field—which warrants the need for continued review for now.

To address these challenges, the Chancellor's Office will proceed as follows:

- All credit course proposals submitted on or after January 1, 2017, will be moved to the control number stage without review by the Chancellor's Office, provided your college has submitted the certification form.
- For credit courses in the queue before January 1, 2017, the Chancellor's Office will conduct a cursory review and approve the proposal or send it back if there are errors.
- The Chancellor's Office will continue to review and approve credit course proposals for cooperative work experience.
- The Chancellor's Office will continue to review and approve credit course proposals for public safety courses, which include the following TOP codes: 2105.50, 2133.10, and 2133.50. Additional laws pertain to courses under these TOP codes; therefore, review is still appropriate in order to insure these laws are properly applied.

The Chancellor's Office is working on a focused approval process for credit program approvals. Please note that we must research and change, with BOG endorsement, all title 5 related issues with credit courses and programs before we take on changing noncredit programs and courses, cooperative work experience, and public safety related courses. For ADTs, we need to dialogue with CSU before making changes to the ADT process.

The current timeline that will allow us to complete this work is:

- Title 5 changes to BOG for March for first reading and May for final approval for credit course/credit program by college/districts with the Chancellor's Office chaptering and submitting control numbers
- White Paper written and endorsed by 5C to inform the field of specific changes
- Additions to the Program and Course Approval Handbook (PCAH) reflecting the local approval process for credit courses and credit programs
- Schedule for all trainings, convening's, and conference sessions to explain the new processes
- COCI unveiling
- Kick-off the new processes after the 2017 Curriculum Institute in July

There is still much to do as we continue to streamline the curriculum processes. Having you (the CIOs) along on this "wild ride" of change will only help us all. I appreciate your continued support as we collectively collaborate on this great work.