MEMORANDUM

November 5, 2012

TO: Chief Instructional Officers

FROM: Sally Montemayor Lenz, Dean of Curriculum and Instruction
Academic Affairs Division

SUBJECT: CCC Curriculum Inventory Update – Signature Page Requirements

This memo provides time-sensitive informational updates related to signature page requirements for curriculum proposals submitted to the Chancellor’s Office.

First, thank you for your thoughtful feedback and consideration during this CCC Curriculum Inventory (recently referred to as CIV2) transition. Second, as promised, revisions to the Program and Course Approval Handbook, 5th Edition DRAFT are posted biweekly on Wednesdays (next revision to post November 7, 2012) on the Chancellor’s Office Academic Affairs website www.cccco.edu/aad and in CIV2 under the Resources tab.

The intent of the 5th edition of this Handbook, which at this point remains in draft form, is to streamline requirements and ensure California Education Code and Title 5 compliance for Chancellor's Office review of curriculum proposals. To accomplish this, a historical analysis of signature page requirements was conducted by Chancellor's Office staff. Results were discussed with the System Advisory Committee on Curriculum (September and October 2012) as well as with college leadership at other statewide meetings. Effective November 7, 2012, the following streamlined, required college documentation will be used in Chancellor's Office curriculum review protocols.

Signature Page Requirements Revised – College Supporting Documentation

Documentation of college review and consensus practices for curriculum proposals submitted to the Chancellor’s Office is stipulated in Title 5, section 55002, which states that “the college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the colleges and/or district administration and the academic senate.” Additionally, Title 5, section 55130 cites “…recommendations of CTE regional consortium are also to be included, when applicable…”.

Colleges are required to maintain evidence documenting that district governing board approval and college consensus has been secured for each curriculum proposal (new, substantial change, nonsubstantial change, and active/inactive status). The CCC Curriculum Inventory proposal submission process (online form) requires college users to certify by responding to one approval-related question (two for CTE programs) when submitting a curriculum proposal. By selecting the “yes” radio button, colleges validate that the curriculum proposal action submitted has been approved by the district governing board. The date of board approval must be entered as well. Curriculum proposals should not be submitted until such time that the district governing board has approved the action.
Colleges are required to retain documentation (such as signatures and/or actions approved in meeting minutes) at the campus level for audit purposes. The CCC Curriculum Inventory documents the date, time, user, and computer records for the submission.

A college can locally decide upon the type of evidence it will retain to show that the district governing board approved the curriculum proposal. For auditing purposes, the following promising practices are shared for documenting district governing board approval and college consensus was achieved:

1. Signature pages – The Chancellor's Office will continue to provide templates for individual and bulk signatures secured for curriculum proposals. These signature pages would be retained at the college and are not required for submission of curriculum proposals in the CCC Curriculum Inventory.

2. Electronic signatures – Colleges have reported their local curriculum management software maintains electronic signature records of curriculum-related actions and approval that is then used as supporting documentation in the minutes of college and district governing meetings. These signature pages would be retained at the college and are not required for submission of curriculum proposals in the CCC Curriculum Inventory.

3. Meeting minutes – Colleges may elect to use the minutes of meetings from the college curriculum committee, academic senate, district governing board, and if applicable – regional consortia demonstrating the approval of the curriculum proposals. These meeting minutes would be retained at the college and are not required for submission of curriculum proposals in the CCC Curriculum Inventory (unless otherwise required for CTE proposals).

Program and Course Approval Handbook, 5th Edition - DRAFT
The Handbook 5th Edition draft will reflect this change on November 7, 2012 and Chancellor’s Office audit guidelines will be updated accordingly. The final draft of the 5th edition of the Handbook is projected to be presented to the Board of Governors in January 2013.

Thank you, again, for your support and expertise during this time of transition. This streamlined practice is yet another example of how collaboration has improved efficiency within our system and ultimately maximized the use of our finite resources to improve service for California Community College students.

CONTACT: Please submit in writing any inquiries regarding this memo to curriculum@cccco.edu.

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