Welcome to the webinar: CCCC0 Curriculum Inventory (CI) Update
Our session will begin promptly at 1:30PM.
• Please type questions into the Chat area.

Before we begin:
• Connect by phone to hear the presentation and question/answer
• Dial the telephone conference line: (888) 886-3951
• Enter your pass code, which is the same as the password you used to log into the session. Pass Code / PIN for the Session: 949855
• PARTICIPANT CONFERENCE FEATURES:
  *0 - Contact the operator for assistance.
  *6 - Mute/unmute your individual line.
• The presentation will be archived 90 days
• The PowerPoint will be available at TRIS/MIS/Presentations

Technical Difficulty with seeing the presentation:
• CCC Confer Client Services is available Monday through Friday between 8:00 am - 4:00 pm at 760-744-1150 ext 1537 or 1554

Today’s Topics

- Past, Present, Future
- Course Basic (CB) Data Elements
- When is a course new?
- Gainful Employment
- Questions

The Past

March 2010 | Chancellor’s Office Curriculum Inventory (CI) launched

Created a unified course and program application

The first year was a “process” – getting the legacy data into the new system – correcting the legacy data – identifying and correcting “bugs” in the application – creating an efficient flow for the review and approval process

Colleges were asked to generate local reports to reconcile course and program data – are the data in CI for your college correct?

The Present

Program and Course data collected and submitted using
11 different Proposal forms
CI edits not entirely aligned with MIS
CI and MIS college data rejections causing delays and affecting local and statewide reporting

Colleges must continue to generate reports to reconcile the data

Improving approval review process

CCCW College Success Network

December 8, 2011
The Future
Curriculum Inventory Version 2 (CI-V2)
Consolidate 11 Proposal Report Forms to
A Drop-Down Menu Action-Driven Application

Saving Time and Training
Improving Data Quality and Reliability
More accessible local and statewide reporting
Public Search Tools

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Course Repeatability (CB12) will now be collected in both the Curriculum Inventory (CI) and the State MIS Reporting System

All new courses submitted to CI will require the repeatability attribute beginning Spring 2012

For State MIS Reporting CB12 will be optional for Summer 2012 and mandatory for Fall 2012 term data

A new course attribute to be collected in the Curriculum Inventory (CI)

Common Identification Number (C-ID) Code

- 12 characters in length
- This element is the Common Identification Number (C-ID) code for which the course has been qualified. This element is the C-ID code number assigned to identify similar courses throughout the various systems of higher education in California; including University of California, California State University, California Community Colleges, and independent colleges and universities.
- For a complete discussion of the C-ID code, refer to the C-ID program web site at [www.c-id.net](http://www.c-id.net)
- Code this element with the C-ID discipline id code for which this course has been specifically qualified.
When is a course new?

The following are guidelines

**CB03 TOP Code**

The TOP Code indicates the course content. If all you are doing is correcting a TOP Code or you’ve decided a different TOP Code is more accurate, you only need to submit a correction.

However, if the course content changes and a different TOP Code is required it is a new course and requires a new control number.

**CB04 Credit Status**

If a course goes from credit to noncredit or vice versa, it is a new course and needs a new control number.

**CB06 Units Maximum and CB07 Units Minimum**

Carole Bogue-Feinour, Vice Chancellor of Academic Affairs, dealt with this issue in an e-mail dated 11/8/2007:

> “... Typically, the curriculum committees at the colleges establish ground rules for new courses versus course revisions. Often data elements such as departmental designation, minor content revisions etc., are signals for their course revision processes. Unit changes, on the other hand, often signal the requirement for a new course procedure, but this is handled locally. If units change, the course is obviously not the same course—unless some kind of error was made perhaps. If the course is established as a fixed (vs. variable) unit course, colleges do abide by the number of fixed units on the outline. They may, in some cases, create separate outlines (and courses) for different parts of a course. Or they may offer such a course as a variable unit course. ...

If the unit values for a course have changed, it needs a new control number.

Be reminded that the information in CI must reconcile with MIS data file.

**CB08 Basic Skills Status**

In most instances, a course is either basic skills or it isn’t.

However, we are aware of the fact that through legislative or regulatory changes, courses can go from being degree applicable to being basic skills with no change in their course content. That being the case, we need the colleges to get a new control number for those courses that change so we do not lose the information that was “correct” at one time and is now “wrong”.

For example, if a student was enrolled in a course in Fall 1995 that was degree applicable, we do not want to lose that information even though that same course is a basic skills course in Fall 2007.

This would require a new control number for the course.

**CB09 SAM Code**

SAM Code reflects course content. If the course content changes, a new control number is required.

**CB21 Prior to College Level**

The only way this element could change is if the course covers material at a higher or lower level. If that is the case, the content has changed and it is a different course which would require a new control number.

**CB22 Noncredit Category**

This element not only reflects the course content, it can also be used to indicate the intended audience. If the course content changes or if it is restructured to be taught to a different audience with different needs, it is a different course and would require a new control number.
Gainful Employment

What the college can do to improve reporting?

Update the GE Status for the program(s) in the CCCC0 Curriculum Inventory

Gainful Employment(GE)

CURRICULUM INVENTORY UPDATE PROCESS
Prepare and submit an Excel spreadsheet and include three data fields for every program that meets the gainful employment criteria. The table must be comprised of only three fields, or three columns; MIS College Code, 5-digit Program Control Number, and enter the number 1 in the last column to denote a “yes” response. For example, the table may look like this:

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<tr>
<th>MIS College Code</th>
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<td>122</td>
<td>07668</td>
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</table>

This Excel file must be submitted as an email attachment and directed to Joanne Vorhies at jvorhies@cccco.edu. Upon receipt, the file will be uploaded to the Curriculum Inventory and shared with the Chancellor’s Office MIS staff.

Curriculum Email: curriculum@cccco.edu

Questions