

**Welcome to the webinar: CCCCC 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



## CCCCO Curriculum Inventory (CI) and MIS Update

December 8, 2011



## Today's Topics

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



## Past, Present, Future



## 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



## 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



## Course Basic (CB)Data Elements



DOMAIN	RECORD	LENGTH
CB	COURSE DATA RECORD	
DED#	DATA ELEMENT NAME	FORMAT
CB00	COURSE-CONTROL-NUMBER	X(12)
CB01	COURSE-DEPARTMENT-NUMBER	X(12)
CB02	COURSE-TITLE	X(68)
CB03	COURSE-TOP-CODE	X(06)
CB04	COURSE-CREDIT-STATUS	X(01)
CB05	COURSE-TRANSFER-STATUS	X(01)
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99999
CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99999
CB08	COURSE-BASIC-SKILLS-STATUS	X(01)
CB09	COURSE-SAM-PRIORITY-CODE	X(01)
CB10	COURSE-COOP-WORK-EXP-STATUS	X(01)
CB11	COURSE-CLASSIFICATION-CODE	X(01)
CB12	COURSE-REPEATABILITY	DELETED
CB13	COURSE-SPECIAL-CLASS-STATUS	X(01)
CB14	COURSE-CAN-CODE	X(06)
CB15	COURSE-CAN-SEQ-CODE	X(08)
CB16	COURSE-SAME-AS-DEPARTMENT-NUMBER1	DELETED
CB17	COURSE-SAME-AS-DEPARTMENT-NUMBER2	DELETED
CB18	COURSE-SAME-AS-DEPARTMENT-NUMBER3	DELETED
CB19	COURSE-CROSSWALK-CRS-DEPT-NAME	X(07)
CB20	COURSE-CROSSWALK-CRS-NUMBER	X(09)
CB21	COURSE-PRIOR-TO-COLLEGE-LEVEL	X(01)
CB22	COURSE-NONCREDIT-CATEGORY	X(01)
CB23	FUNDING-AGENCY-CATEGORY	X(01)
CB24	COURSE-PROGRAM-STATUS	X(01)

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



DED#	DATA ELEMENT NAME	FORMAT
CB12	COURSE-REPEATABILITY	X(01)

This data element indicates whether the credit course has been designated by the district as one for which repetitions may be claimed for state apportionment according to the provisions of Title 5, Section 55941.

CODING	MEANING
0	Course is not repeatable when a student has previously earned a C or better.
1	Course is repeatable only once when a student has previously earned a C or better.
2	Course is repeatable only twice when a student has previously earned a C or better.
3	Course is repeatable only three times when a student has previously earned a C or better.
4	Course is repeatable only four times when a student has previously earned a C or better.
5	Course is repeatable only five times when a student has previously earned a C or better if the college is on the quarter system.



**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



### Gainful Employment(GE)

What the college can do to improve reporting?

Update the GE Status for the program(s) in the CCCC 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:

MIS College Code	Program Control Number (5 digit code)	Enter 1 = Yes
Ex. 222	05903	1
Ex. 222	07869	1

This Excel file must be submitted as an email attachment and directed to Joanne Vorhies at [jvorhies@cccco.edu](mailto: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

