

The Curriculum Planning Process

Basic Motivation

The curriculum proposals that a department puts forward should be the result of a careful planning process that includes a thorough review of existing curriculum.

The policies set forth below are meant to put this principle into practice.

Plan Will be for Next Two Years

Starting Fall 23, each semester there will be some departments/programs whose turn it is to do curriculum planning, according to this rotation:

1. Modern Languages, ASL, English, Library, Counseling
2. Science, Math, CIS
3. Social Science, BUS/ECON
4. Multimedia, Arts and Cultural Studies

Their goal will be to plan out all the curriculum proposals that they would like to **go into effect** before it is their turn to plan again in two-years time.

With limited exceptions, explained later, departments will not be allowed to put forward curriculum proposals unless they are planned for in this way.

The To-Do List

The concrete result of the planning process will be a curriculum to-do list for the department consisting of:

- A list of all curriculum proposals that the department plans to go into effect before they are up for planning again.
- For each proposal on the list, a specific semester by which the department plans for the proposal to go into effect. This effective date shall be sometime before the department is up for planning again.
- For each proposal on the list, the deadline (to the best approximation) by which that proposal must be approved by the BCC Curriculum Committee in order to go into effect by the selected date.

The To-Do List: Deactivations

The department will review its own curriculum and add a deactivation proposal to its to-do list for each course and program that it wants to deactivate.

The curriculum committee will also provide the department with a list of all courses within that department that have not been offered **in at least the last two years** ([PCAH 27](#); [ACCJC II.A.6](#)).

- If the department wishes not to deactivate a course on this list, then by the end of the semester it shall provide the committee with a reason why.
- If the committee does not receive a rationale by the deadline, or does not judge the provided rationale adequate, then it shall carry out the deactivation itself (including making any necessary changes to impacted courses and programs).

The To-Do List: Updates

The department will review its own curriculum and add an update proposal to its to-do list for each course and program that it wants to update.

The curriculum committee will also provide the department with a list of all courses and programs within that department that **require updating** during the department's upcoming round of curriculum work.

The department must add an update proposal to its to-do list for each course and program that requires updating.

The department need not make changes to each such course and program. But it must at least put an update proposal through the approval process.

The To-Do List: Required Updates

- CTE programs should be updated at least once every **two years** ([Ed Code § 78016](#)).
- Non-CTE programs should be updated at least once every **three years** ([PCAH 25](#); [ACCJC II.A.2, II.A.3., II.A.16](#); [Peralta BP 4020](#); [Peralta AP 4020 I.F.](#)).
- CTE courses with a pre or co-requisite should be updated at least once every **two years** ([Title 5 55003\(b\)](#); [Peralta AP 4260 II.C.4](#)).
- All other courses should be updated at least once every **three years** ([PCAH 25](#); [ACCJC II.A.2, II.A.3., II.A.16](#); [Peralta BP 4020](#); [Peralta AP 4020 I.F.](#)).

To-Do List: New Courses and Programs

The department will add a new course or program proposal to its to-do list for each new course and program it wants to create.

Before adding such a proposal to its to-do list, the department must get approval from their Dean.

Curricunet Clean Up

The department shall review all proposals within the department that:

- Have In Review status in Curricunet, and are at the originator or department chair level; or
- Have Draft status in Curricunet.

For each such proposal, if completing it is not on the department's to-do list, then the curriculum committee will delete the proposal from Curricunet.

Next Steps

Each department up for planning in a given semester shall present its proposed to-do list to the curriculum committee by the end of that semester.

The committee shall vote to either:

- approve the proposed to-do list as is;
- approve it with certain specific changes; or
- reject it.

If the To-Do List is Approved

If the proposed to-do list is approved, then the department may proceed to completing it.

When completing it, the department **must prioritize any required updates**. The curriculum committee will not approve any new courses or new programs that the department has planned until all required updates have been approved.

The curriculum committee representative for the department shall be responsible for reporting back to the committee on the department's progress with regard to completing its to-do list.

The department rep shall report back to the committee at the first committee meeting of each semester, and then as desired by the committee.

If the To-Do List is Approved

A department may still put forward a curriculum proposal not on its approved to-do list.

However, the curriculum committee will only approve such a proposal if:

- The proposed action is just a minor course update; or
- The proposed action must be completed urgently in order to prevent substantial harm to students or the college. For example,
 - A course must be updated immediately or else it will lose an important articulation status.
 - A course must be updated immediately or else students will be incorrectly barred from enrolling in the course.
 - A course must be updated immediately or else it will be out of compliance with state law.
- The fact that a course or program is past due for an update (no matter how past due it is) does not mean that an update for it, “must be completed urgently in order to prevent substantial harm to students or the college.” If a course or program is past due for an update, that is a reason to plan for an update for it as part of the next round of curriculum planning.

If the To-Do List is Not Approved

If a department up for planning in a given semester does not have a to-do list approved by the end of that semester, then it's next opportunity to have a to-do list approved by the committee will be during the next semester that it is scheduled for curriculum planning.

The department may still put forward curriculum proposals while it waits for its next opportunity to carry out curriculum planning.

However, the curriculum committee will only approve such a proposal under the conditions listed on the previous slide.

References

Education Code

78016. “(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council ... which review and comments shall occur prior to any decision by the appropriate governing body.”

Title 5

55003(b). “A district governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall...adopt policies for the following...the process...for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years.”

PCAH 8th Edition

Page 25: “Colleges are required to periodically review curriculum as part of the program review process. Both new and revised curriculum should reflect the fulfillment of this planning.”

Page 27: The section describing the five criteria that the chancellor’s office uses to decide whether to approve a program states, “The college must commit to offering all required courses for the program at least once every two years, unless the program goals and rationale for the particular program justify or support a longer time frame as being in the best interests of students.”

ACCJC Standards

II.A.2. “Faculty, including full time, part time, and adjunct faculty, regularly engage in ensuring that the content and methods of instruction meet generally accepted academic and professional standards and expectations. In exercising collective ownership over the design and improvement of the learning experience, faculty conduct systematic and inclusive program review, using student achievement data, in order to continuously improve instructional courses and programs, thereby ensuring program currency, improving teaching and learning strategies, and promoting student success.”

II.A.3. “The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section, students receive a course syllabus that includes learning outcomes from the institution’s officially approved course outline.”

II.A.6 states that courses are supposed to be scheduled such that the student can complete all coursework required for a program “within a period of time consistent with the expectations of higher education.”

II.A.16. “The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.”

Peralta Board Policies

BP 4020. “The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, reflective of the District's and Colleges' Mission, Vision and Values, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.”

Peralta Administrative Procedures

AP 4020 I.F. “All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.”

AP 4260 II.C.4. “As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.”