Zen and the art of Curriculum Maintenance

I. Curriculum Website: https://www.grossmont.edu/curriculum

II. Concerns and misconceptions
   a. Certificates of proficiency awarded through the department
   b. The “cleaner” proposals are from the beginning, the smoother the entire process will be (answer all sections of the proposal form, keep the outline in the official format as revisions are made, etc.)
   c. Even though more things can be locally approved now, they still need to be input into the state curriculum inventory, they still need to be assigned a “control number”, degrees and some certificates still need approval from ACCJC, etc…
   d. The purpose of the 299 course

III. Course Outlines
   The COR plays a particularly important role in the California community colleges because it clearly lays out the expected content and objectives for a course for use by any faculty member who teaches the course. Course outlines provide a type of quality control, since community college courses are commonly taught by several, and sometimes dozens of, full- and part-time faculty members. In order to ensure that core components are covered in all sections of a course, the integrity of the instruction relies on the COR to specify those elements that will be covered by all faculty members who teach the course.
   a. Five year review cycle! For outlines AND for prereqs/coreqs and distance education)
   b. At least one textbook listed on the COR needs to have been published within the last 6 years.
   c. If you are being asked to update your outline since it is too old, but someone else’s outline is even older, oh well! Try that argument when the cop stops you for speeding …

IV. Prerequisites/Corequisites
   a. If your department is creating a course that has a prerequisite or a corequisite, OR if your department is modifying an existing course’s prerequisite/corequisite, you need to consider the implications of those prereq/coreqs. You will want to run a few simulations to examine how different students will be affected by those prereq/coreqs. Once the curriculum committee approves a course, that course’s prereq/coreqs cannot be modified without the committee’s approval. This is a safeguard built into the system through Title 5 regulations that requires us to be more thoughtful as we create new curriculum. If your department isn’t sure how to go about simulating student experience considering changes to curriculum, please contact one of the curriculum co-chairs.
   b. Every course should have a list of exit skills and entrance skills. When you are adding a prereq onto a course, you will need to match up entrance skills for the course with exit skills from the prereq course. There is a similar process for coreq courses.
V. MOM – Modification of Major

The **MOM form** can be used to modify or change any major by either allowing for a *waiver* or *substitution*. Normally, students would initiate the MOM with the department chair of their major, but chairs can initiate it themselves, along with Counselors and Evaluators. One type of modification that does not need chair approval is due to reciprocity: If a student takes a course as part of an approved ADT at another college, we will use the course here the same way the state approved them there.

Whatever the type of MOM, please **indicate the exact major** the modification is being submitted for.

**ADT Course Substitution (Associate Degrees for Transfer, AA-T or AS-T)**

a. You might know these as TMC’s (Transfer Model Curricula) or SB1440 degrees.

b. Anyone not know what these are? [https://www.c-id.net/tmc](https://www.c-id.net/tmc) (unofficial, but has notes)

   a. CCC Chancellor’s Office degree templates (OFFICIAL)
   b. C-ID listservs! Please email support@c-id.net to be added to your discipline's listserv.

A course substitution replaces a required course in the ADT, provided it does not compromise its integrity.

Contact the Articulation Officer, Dee Aceves, with any questions: mariadenise.aceves@gcccd.edu.

a. Course substitutions can ONLY come from courses that meet requirements specified on the template for that ADT.

b. No course waivers will be considered.

c. If you want to actually change a template at the state level, you will need to become part of a Faculty Discipline Review Group (FDRG). Email support@c-id.net and ask for information.

**Blanket Modification of Majors**

These may be used to identify courses accepted as substitutions for all students. Blanket MOM’s are kept on file in the Evaluations office.

**MOM’s can NOT**

a. change General Education requirements

b. substitute a course that was taken at a non-accredited institution

c. substitute a course already used to meet requirements in the major (No double dipping of a course)

d. keep themselves from reminding you that cannot is one word