

Laney College Curriculum Committee
Curriculum Updating Process
Approved by CC 12/4/20 & Faculty Senate 12/15/20

Complying with Education Code, Title 5 Regulations, ACCJC & University of California standards, the Curriculum updating process aligns updating with Program Review Curriculum Content Review Cycle, accomplishing Curriculum Content Review during the curriculum update process.

Below are Current Ed Code, Title 5, ACCJC, and University regulations/requirements:

- Ed Code 78016: CTE Programs must be reviewed every 2 years to ensure:
 - Meets documented labor market demand
 - Doesn't represent unnecessary duplication of manpower training programs in the area
 - Is of demonstrated effectiveness as measured by the employment & completion success of its students.
 - Must include new Labor Market Data & to have met with Advisory Board
 - Must be posted
- Title 5 (55003): Must review requisites for relevance every 6 years for curriculum & every 2 years for CTE
 - Review requisites & advisories to assure that they remain necessary and appropriate
 - Does not require updating the Course Outline of Record
- ACCJC: Must review DE every 6 years
- UC: Transfer courses MUST have textbook that is NO MORE THAN 5 YEARS OLD.

PROCESS:

May 1	Curriculum Specialist generates report from META of curriculum (courses and programs) that have not been updated in over 4 years. Curriculum Chair(s) send report to VPI, Deans, and all faculty.
October 1	Deadline for curriculum update proposal to be launched in META
October 15	Deadline for Department Chair to approve curriculum update proposal in META

IF DEADLINES MET:

1. Curriculum goes through normal approval process with updates.
 - a. If updates are "catalog" changes, curriculum goes to CIPD (district Curriculum Committee), Board of Trustees, & state. Changes implemented according to the CIPD approved Effective Term Dates Guidelines.
 - b. If updates are "non-catalog" changes, curriculum implemented immediately following local Curriculum Committee approval.

IF DEADLINES NOT MET:

1. Curriculum will be removed from subsequent class schedules.
2. Curriculum will be deactivated.
3. Curriculum will be removed from the following year's catalog.

December	Curriculum approved for deactivation at local committee level
February	Curriculum approved for deactivation at CIPD
March	Curriculum approved for deactivation at Board of Trustees
April	Curriculum submitted for deactivation to State Chancellor's Office

OTHER TIDBITS

1. Curriculum updates may affect degrees and certificates. If so, programs must be updated to reflect the course update. The Curriculum Committee website includes resources identifying what triggers the program.
2. Reactivation of curriculum takes up to and maybe even longer than 1 year.
3. Deactivation of courses affects Programs, Financial Aid, and most of all, the student's success.

TRANSITION PERIOD FOR CURRICULUM UPDATES (AY 2021-2022)

There is a 1-year transition period to help faculty with updates.

2020-2021 Transition Year Process:

- 5/1/2021 Report generated and sent out
 - 10/1/2021 Deadline to launch update
 - If not launched, curriculum is removed from Spring 2022 class schedule
 - 1/31/2022 Second deadline to launch update
 - If not launched, curriculum is removed from Summer & Fall 2022 class schedule
- ONE YEAR TRANSITION PERIOD IS OVER. The Official Curriculum Updating Process is now implemented (as outlined in detail above & summarized below)
 - 5/1/2022 Report generated and sent out
 - 10/1/2022 Deadline to launch update
 - If not launched, curriculum is removed from Spring 2022 class schedule
 - Curriculum still not launched for update by the 10/1 deadline will:
 - Be deactivated
 - Be removed from subsequent class schedules
 - Be removed from the subsequent year's catalog