Effective Practices for Curriculum Development

The standards and excellence of the quality of instruction is a reflection of the curriculum. Curriculum and Instruction are the heart of lifelong educational experiences. Curriculum development is not tedious busy paperwork, but rather the documentation of the outstanding work done by faculty.

- When creating course of record outlines (COR), refer to Title 5, the Program Course Approval Handbook (PCAH), and the California Community College State Academic Senate guidelines.
- Maintain the integrity of the curriculum by teaching the approved COR.
- The class syllabus is not the COR. It is information related to the deadlines, homework, lectures, and student responsibilities to successfully complete the class.
- "The Curriculum Outline of Record: A Curriculum Reference Guide" on the State Academic Senate website reflects the necessary elements of the curriculum – i.e. contact hours, methods of instruction (Distance Education modalities, in-person), methods of evaluation. The Model Course Outline includes elements that comply with Title 5, PCAH, and ASSIST.
- Curriculum deadlines should be adhered. These include local curriculum deadlines, Board of Trustees deadlines, and State Chancellor deadlines.
- Program applications should be completed with all details attached – i.e. course outlines, Labor Market Information, transfer information.
- Career Technical Education programs offered for credit must be submitted to the Regional Consortium for approval.
- For articulation to California State University System and University of California System, the COR will include the necessary prerequisites and course content.
- Review of courses and programs will reflect current needs and requirements for students to transfer or to complete a CTE program, i.e. delete obsolete courses, add new courses, update programs/degrees, or delete obsolete programs/degrees.
- Program Review Cycles reflect adherence to external requirements, i.e. every two years for CTE programs and prerequisite validations. Articulation changes and the Accreditation cycle are considered when local curriculum committees develop Program Review Cycles.
- Curriculum training should include the software system, resources, responsibilities of members, stand alone training, and other pertinent information in the local curriculum committee handbook.
- Local curriculum committees should make decisions about curriculum in conjunction with the local senate, i.e. location of SLOs in the COR and/or the syllabus.