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Welcome to the Online Curriculum Handbook

The Curriculum handbook is a resource approved by and maintained by the Cuesta College Curriculum Committee and Chair. The information included is presented from a faculty perspective.

If you can't find the information you are looking for, if there is a broken link, or if you find conflicting or dated information, we would be grateful if you would contact the Curriculum Committee Chair.



The Chancellor's Office Course and Program Handbook (PCAH) is a complete resource guide for state curriculum policies.



2019-2020 Curriculum Deadlines.pdf

Part 1: The Committee and **Related Board Policies**

A. Curriculum Committee

Committee Function Overview of Committee Curriculum Committee **Curriculum Committee Procedures** Schedule of Committee Meetings **Curriculum Deadlines** What gets submitted to the **Curriculum Committee** Tips for Using CurricUNET

B. Curriculum Development

Curriculum Process Flow Chart Approval of New Programs Approval of New and Modified Courses How to Sail Through the **Curriculum Process Flex** Presentation

C. Approval Process within Division

Course Documentation Within the Division Tracking Proposals in Curricunet

Part 2: Course Additions and Changes

A. New Course Development

General Information about New Course Development Some Questions To Ask When Reviewing A Curriculum **Proposal** Course Outline Checklist Sample of Approved Course Outline of Record Verbs for Writing Objectives and Critical Thinking **Assignments** Articulation - What You Need to Know Timetable Submission for Articulation **SLOs** Anti Bias Review **Textbook Guidelines** Learning Resources Review Caps <u>Repeatability</u> Similar Program/Course Consultation Form Pre-Approval for New Course or Degree

Part 3: Degree Additions and Changes

A. Degree/Certificate Approval **Process**

B. Associate Degree Requirements

C. New Degree or Certificate **Process**

> Steps for Developing and Submitting a New Transfer Program Application to the Chancellor's Office Sample of New Transfer **Program Application** Tips for Entering PLOs into **CurricUNET**

D. Liberal Arts Degrees and Courses

E. Associate Degrees of Transfer (ADTs)

> PowerPoint Describing ADTs Approval Process and flowchart **Progress Chart**

6/2/2020

D. Curricunet Proposals

Monthly Approval Calendar

E.Curriculum Portion of Program Review

Program Review
Review Cycle
Template
Instructional Program Review

B. <u>Prerequisite or Corequisites or Advisories</u>

<u>Prerequisite, Corequisite,</u> <u>Advisory Validation</u> F. Program Name Change

C-ID Process

Part 4: View Proposal Approval Status (From Launch to Catalog)

Template for Creating an ADT

Complete Tracking Spreadsheet

F. <u>Board Policies Relevant to Curriculum Process</u>

C. Course Modification

Major Course Modification
Minor Course Modification

- E. Special Topics Course
- F. Deactivation/Reactivation
- G. Distance Education

 Requesting a Course Be
 Offered in DE Mode
 Sample DE Submission in
 CurricUNET Form
 Approved DE Courses
- H. General Education

General Education Rubric
General Education Approval

I. Diversity Requirement

<u>Diversity Rubric</u> <u>Diversity Approval</u> <u>Diversity Sub-committee</u> Review

J. Health Requirement

Health Rubric
Health Approval
Health Sub-committee
Review

K. Liberal Arts Course Additions