



San Bernardino
Valley College

Content Review

DRAFT

Content Review

Content review is defined in Title 5 as: "...a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course".

The primary purpose of content review from the California Community College Chancellor's Office viewpoint is to review prerequisites every six years so access to education is balanced with academic rigor. These processes shall provide that at least once **every six years** all prerequisites and corequisites established by the district shall be reviewed. Prerequisites and corequisites for CTE courses or programs shall be reviewed **every two years**.

Two important consequences for failing to conduct content review are as follows:

1. The California Community College Chancellor's Office may revoke our authority to approve our own curriculum
2. Course articulation may suffer, meaning that our students would waste time taking courses for which they cannot receive transfer credit.

The SBVC Senate passed a resolution to underscore faculty's obligation to conduct content review:

Whereas Title 5 requires all course outlines to be updated every six years, and this updating is vital to articulation agreements with transfer institutions, Whereas the writing and approval of curriculum is a faculty right and responsibility under AB 1725, and Whereas it is understood that courses whose outlines have not been updated may have to be pulled from the college's offerings. Be it hereby resolved that the SBVC Academic Senate requests that the Administration, working with the Curriculum Technical Committee, provide notice and support (i.e. clerical, funds for adjunct faculty to write curriculum in small departments, process and procedure advice) to the faculty in identifying and completing the content review of outdated outlines, and Be it further resolved that the SBVC Academic Senate requests any administrator who may be creating or substantially altering course outlines to cease and desist this usurping of faculty rights.

What do I need to complete content review?

- ❖ The first step to completing content review is to get the most recent copies of all course outlines, degrees, and certificates for your department. These can be found at our campus' CurricUNET website: www.curricUNET.com/sbvc.
- ❖ The course outlines need to be brought up to current standards, obsolete courses need to be deleted, and degrees and certificates may need to be modified. Whenever major changes are sought in vocational programs, appropriate advisory committee minutes, labor and/or job market data (CTE only), minutes of key meetings or notes to summarize with dates, and transfer documentation if applicable, are to be included to support the requested change. You should also schedule an appointment with the Articulation Officer prior to creating a proposal in CurricUNET to discuss transfer curriculum so that any potential issues can be addressed.

You have completed content review when:

1. New Course is needed or it is time for Content Review Cycle

- ❖ Discipline faculty should evaluate offerings at other community colleges, CSU or UC, and/or needs of the community/industry during this process.

2. Discipline or Department Faculty Create or Review

- ❖ Outcomes
- ❖ Objectives
- ❖ Content
- ❖ Entry and exit skills
- ❖ Appropriate texts
- ❖ Potential alignment with industry needs or CSU and UC
- ❖ Repeatability guidelines
- ❖ Assess course impact on current/future certificates and degrees

3. Requisite Skill Analysis

Discussion within the discipline/department and with curriculum representatives and faculty with entry skill knowledge

- ❖ Review syllabi, sample assignments, texts and overall rigor
- ❖ Determine entry skills required to pass the course
- ❖ Some questions/resources during this process
 - ❖ Is writing, reading, or computation skills required to pass this course with a satisfactory grade (C or better)? If so, what is the minimum level required to pass?
 - ❖ Has the department considered if prerequisites being applied will be reasonably available to students?
 - ❖ Use CB21 coding of basic skills cross-reference to SBVC curriculum (**Refer to SBVC Curriculum Guide to Determining Prerequisites**)
 - ❖ Use Appendix B of *Implementing Content Review for Communication and Computation Prerequisites* (ASCCC 2011)

4. Determine Appropriate Level of the Course

This part should directly reflect the level of rigor required in the course

- ❖ **100 or 200 level** – college level, requires demonstrated critical thinking through composition or computation
- ❖ **OXX level** – associate degree applicable and pre-college level
- ❖ **900 level** – basic skills level
- ❖ **600 level** – noncredit

5. Evaluate Linkages to External Groups

Some courses may be intended for both transfer and industry

- ❖ CTE courses should discuss findings thus far with Advisory Committees or review minutes of such meetings for alignment of course with industry requirements
- ❖ Meet with the Articulation Officer to discuss transfer potential for the proposed course

6. LAUNCH COURSE TO CURRICUNET

7. Follow CurricUNET review process as described in the SBVC Curriculum Handbook.

- ❖ Document the work that has already been done so that questions can be answered through the rest of the process.

8. Make recommendation to SBVC Curriculum Technical Review

- ❖ Tech. Review reviews package for completeness, formatting and evaluates the outcomes of the various steps and discussions listed above.

Be prepared to share and/or discuss the following:

- ❖ Course Outline of Record (COR)
 - ❖ Sample syllabi, assignments
 - ❖ Advisory minutes and/or articulation
 - ❖ Appropriate level
 - ❖ Appropriate discipline
 - ❖ Tech. Review forwards the proposal to the Curriculum Committee with a recommendation to approve, return to the originator, or hold for more information.
- 9. The Full Curriculum Committee**
- ❖ Reviews everything described above and
 - ❖ Engages the discipline/department faculty representative in a discussion regarding each aspect.
 - ❖ The committee may then
 - ❖ approve the course,
 - ❖ modify the course and approve it, or
 - ❖ deny approval of the course and return the course to the discipline/department.
 - ❖ Approved courses are forwarded to the Board of Trustees
- 10. Board of Trustees**
- ❖ Generally, the Board of Trustees relies primarily upon the advice of the Curriculum Committee, empowered by the Academic Senate, in matters of curriculum, student preparation, and student success.

What if content review isn't completed?

As explained above, there are potentially significant consequences at the state level if we fail to review our prerequisites on the six-year cycle. In addition, the **SBVC Administration and the Senate (Resolution passed in spring 2004) have agreed not to offer courses which are overdue for content review.** Therefore, please ensure that you complete content review within six years of the last content review as indicated in the Content Review Report. Additionally, courses that are tied to the same degree or certificate, as well as their prerequisite and corequisite courses, should undergo content review at the same time.

How to Access the Content Review Report in CurricUNET

Content Review Report Access: The *Content Review Report* allows you to research when courses are due for the six-year review cycle.

- ❖ Once you have logged in, you will look at the navigation menu on the left-hand side *and find the bold heading titled TRACK*. Under that heading you will see the link to the **Content Review Report**.

Track
Content Review Report
My Proposals
My Approvals
All Proposals
Completed Proposals

❖ Use the down-arrow to make your selection and click on **Retrieve** (make sure you have made a choice between “department” or “division” by clicking on the small circle next to it.)

Content Review Dates Report

Select Courses By

All Courses

All Courses in the Following Department

--Select Department--

All Courses in the Following Division

--Select Department--

Retrieve

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