OVERVIEW OF NON CREDIT CURRICULUM DEVELOPMENT AND RELATED PROCESSES

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I. EXTERNAL SOURCES OF NON CREDIT CURRICULUM DEVELOPMENT
   a. Sources of Curriculum Development
      • Community Based Organizations (Non-profit organizations)
      • Business Community/Labor Market Demand (e.g. Small Business Center)
      • Organized Labor
      • Public Sector (e.g. correctional facilities)
      • Student Demand
      • Instructional Department (assessment of curriculum)
   b. Authorized Non Credit Eligibility Categories
      • English as a Second Language (ESL, VESL)
      • Immigrant Education (citizenship, ESL, work force preparation, basic skills and other classes required for preparation in job-specific technical training)
      • Supervised Tutoring
      • Health & Safety Education
      • Persons with Substantial Disabilities
      • Parenting
      • Family & Consumer Science
      • Older Adults – Each of the nine eligible categories has specific domains of instruction. For example, this category includes: Family Community and Global Involvement (understand and appreciate cultural differences and world events), Creative Expression and Communication (the arts and literature), Health (e.g. aging process, life transitions, diet and exercise), Consumer Resources, Self-Management and Entitlements (safety and security, training for employment, banking, SSI, pre-retirement planning)
      • Short-term Vocational Programs with High Employment Potential

II. INTERNAL CURRICULUM DEVELOPMENT PROCESS
   a. Development of the Course Outline
      • Department course outline preparer
      • Technical review (Curriculum Committee Chair)
        i. Integration of proposed course into existing curriculum architecture (Stand alone coursework)
        ii. Development of sequenced coursework leading to certificate of completion/competency (SB 361)
        iii. Review of basic elements of course outline (Major Learning Outcomes, Content & Methodology)
      b. Submission of course outline(s) to College Curriculum Committee
         • Submission forms (individual courses or programs)
         • Pre-agenda review
         • Curriculum Committee meeting (review & approval)
         • Board of Trustees (review & approval)
         • State Chancellor’s Office (review & approval and possible resubmission if course outline is substantially modified)
      c. Offer course
         • Publish in college catalog and class schedule