

CHAPTER
12

CURRICULUM DEVELOPER GLOSSARY

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Glossary of Terms

When you see a '*' in the acronym column, this indicates the term is used in the Curriculum Software Program, usually as a data entry field.

Term	Definition	Acronym
A.A. or A.S. Degree.	An Associate of Arts or Associate of Science degree is granted to students who have completed 60 units, with a grade point average of 2.0, including the general education and major requirements.	A.A. or A.S.
Academic Year	The academic year begins with the summer term and ends with the spring term.	
Advisory Committees (Vocational)	Advisory committees consist of community experts who provide valuable information on current technology, job availability and work experience opportunities in each major vocational instructional area. These committees ensure relevance of the courses offered and assist in the evaluation of the programs.	
Apprenticeship Programs	Programs at community colleges that provide apprenticeship training. They have, by state law, the authority to offer classroom instruction and on-the-job training primarily in the crafts and trades and for other jobs represented by trade unions. These programs operate under a signed training agreement with joint apprenticeship training committees.	
Approval Dates	These dates show the various dates of the course approval process. Examples of approval dates are: department approved; version approved; prerequisite approved; and curriculum approved.	*
Area Department	The area or department that is responsible for the course.	*Area Dept
Articulated Instructional Programs	Community colleges formalize agreements with high schools and four-year institutions to provide continuity of programs across segments. An example of an articulated instructional program would be Tech-Prep, where students begin their program of study in a secondary institution and then transition into a post secondary institution to earn an advanced technical degree or certification.	
Articulation	The process of developing a formal, written agreement that identifies courses (or sequences of courses) on a sending campus that are comparable to, or accepted in lieu of, specific course requirements at a receiving campus.	
Articulation Agreements	There are several types of course articulation agreements developed and updated in conjunction with the California Community Colleges: Transferable Course Agreements, General Education/Breadth Agreements, Major Preparation Agreements, and Course-by-Course Agreements. An example of an articulation agreement in use would be CSU General Ed.	
Assessment	A program designed to evaluate skills, such as English, reading, writing and math.	

Term	Definition	Acronym
ASSIST	<p>ASSIST is a computerized student-transfer information system for California's colleges and universities that is accessed over the World Wide Web. ASSIST helps determine if credit can be received for courses already taken and how those courses will apply to specific academic goals.</p> <p>ASSIST is recognized by the state of California as the official repository of student transfer information for California's colleges and universities and provides the most accurate and up-to-date information available about student transfer in California.</p> <p>ASSIST is online at: http://www.assist.org.</p>	
Audit	A policy which allows students to enroll in a class without receiving academic credit.; no transcript of record is maintained for audited classes.	
Audit Flag	Indicates if a section is auditable.	*
Baccalaureate Degree	The B.A./B.S. degree is usually acquired after four years of undergraduate college study.	B.A. / B.S.
Basic Skills	<p>Precollegiate basic skills courses are those courses in reading, writing, computations, learning skills, study skills, and English as a Second Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(b) of Title 5.</p> <p>Basic skills also include foundation and core courses in occupational programs which do not require the rigor of the standards for degree-applicable courses.</p>	*Basic skill
Board of Admissions and Relations with Schools	A standing committee of the UC Academic Senate. It has primary responsibility for UC admissions and articulation policies.	BOARS
California Articulation Number System	<p>The California Articulation Number system is a cross-reference course numbering system designed to:</p> <ul style="list-style-type: none"> • identify courses of comparable content • maintain standards of academic rigor • insure the courses transfer between and among participating institutions. <p>The CAN database is available on the World Wide Web at http://www.cansystem.org.</p>	*CAN
California Supplier Improvement Program	This program is an example of the implementation of technology transfer from business and research entities to community college curriculum. The curriculum focuses on product quality improvement, improved procurement practices, teamwork, leadership and communication skills. The aerospace industry is involved in this program.	CaISIP
CAN Department	The abbreviated CAN department name.	*

Term	Definition	Acronym
CAN Group Number	A number identifying one or more courses which, when taken together, equate to a CAN.	*
CAN Suffix	Either the CAN number, or the CAN sequence letter.	*
Career Certificate	Programs that lead to a career: generally 18 or more units. These programs have been approved by the Chancellors office. See "Mastery Certificate".	Cert
Carl Perkins Vocational and Applied Technology Education Act of 1990 (VATEA)	This Act provides secondary, post secondary, and adult vocational education programs with federal assistance and replaces the previous Vocational Education Act (VEA). Specific populations are targeted for this funding.	VATEA
Classification of Instructional Programs	This is a federal numbering system. If you use the CIP codes you may find an extensive list of them and how they compare to TOP codes at: http://www.cccco.edu/ .	CIP*
Class Limit	The maximum number of students allowed to enroll in a class.	*
Committee of Practitioners	Representative body appointed by the State Department of Education charged with developing the state's accountability system for vocational education. This includes the criteria to be used in the state assessment and the core standards and measures of performance required by the Carl Perkins Act. (VATEA)	COPs
Communication Prerequisite/ Corequisite	Any prerequisite or corequisite course that has communication in its content (i.e. English).	
Community Education Classes	Non-credit, fee-supported classes, workshops, and cultural activities which are different yet complementary to credit courses and which suit a wide range of community needs and interests. Some colleges use this format to provide seminars and workshops for the business community as part of their contract education program.	
Computational Prerequisite/ Corequisite	Any prerequisite or corequisite course that is computational in content (i.e. any kind of math course).	
Concurrent Course	When one class is connected to another, such that the student is required to enroll in both during the same term. An example of this would be a science class and a required lab.	
Contact Hours	The number of hours per week that the student is required to attend. Usually a combination of lecture hours and lab hours.	*
Content Review	A rigorous, systematic process, approved by the Chancellor as part of the matriculation plan. This is required 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 concurrent enrollment in the concurrent course.	

Term	Definition	Acronym
Contract Education	This is an agreement between an employer and a college to provide specific training or services (assessment, counseling, tutoring, etc.) for employees of a company or agency. The training may include regular college courses or customized courses, which may vary in length from an hour to a semester or more. The course content is jointly agreed upon by the employer and the college. The approval process is the same as any other traditional course being offered under the district's name. Courses may be for credit or non-credit.	
Cooperative Education/Work Experience	Cooperative education involves an instructional arrangement between the student, the college and the employer. The curriculum is tied to the on-the-job training that becomes a significant component in the student's education. Cooperative education, often called work experience, may occur while students are attending college full-time and working part-time or attending college part-time and working full-time.	Co-Op Ed
Corequisite	When two or more classes are connected, such that the student is required to enroll in all courses during the same term. Each course is a corequisite of the other.	
Cost Level	not used	*
Course Dept/Nbr	Course discipline and number.	*
Course Department	Course discipline abbreviation.	*
Course ID Number	A computer-assigned six digit number associated with all versions of a course.	*
Course-by-Course Articulation Agreements	Agreements between California Community Colleges to determine whether a particular course is comparable to, or acceptable in lieu of, a corresponding course at a particular campus.	
Credit Class Apportionment Generating	- A credit class is open to the public and is usually offered on-campus, although it may be offered at a company site, or community location. The requirements established for a credit course are that it be recommended by the college faculty and approved by the district board; that it be taught by a qualified instructor; that it has an official course outline which is included in the college's files; that it grants units of credit; that it has limitations on repeated enrollment; and, if it generates apportionment, that it be accessible to the public.	
Credit Class - Non-Apportionment Generating	This class is not open to the public and, as such, cannot receive apportionment. The company or agency pays the entire cost for this class. Faculty are hired and curriculum is developed and approved according to Title 5 regulations. This is also known as contract education.	

Term	Definition	Acronym
Credit Hour	According to Title 5, a credit hour involves approximately three hours of recitation, study or lab work per week throughout a term of 16 weeks. Where a term is more or less than 16 weeks, more or less than one credit hour will be allowed in the same ratio that the length of the term is to 16 weeks.	
Credit/ Non-Credit	“CR” means “C” work or better. “NC” means less than satisfactory, or failing.	CR/NC
CSU General Education Certification	Certification that a student has completed a body of transfer courses which meet the general education requirements of the California State University.	G.E. Cert
Days and Hours by Arrangement	DHR is used when hours of instruction required of the students are not scheduled at particular days and times.	DHR*
Degree Applicable	A course that meets the necessary requirements for the Associate degree as stated in Title 5.	*
Directed Study	Otherwise known as ‘Independent Study’. These sessions provide students experience in planning and outlining a course of study on their own initiative under instructor and departmental supervision.	
Division	The division responsible for the course.	*
Educational Program	A program should represent about 18 semester units in the discipline/sub-discipline, in a learning sequence, with a specific educational objective.	
Effective Date	The date at which the authorization commences. This date is normally at the time of the approval.	
Faculty Service Area	Faculty are assigned to one or more FSAs for which he/she meets district competency requirements and minimum qualifications.	*FSA
Field	The common denominator between the user and the computer. When you interactively query and update your database, you reference your data by field name. Examples of fields are COURSE DEPT/NBR, TERM EFFECTIVE, AND UNITS MAXIMUM.	
First Census	Used for determining state apportionment, this is the date when 20% of the class or semester has passed. (<i>see Second Census</i>)	*
Full-Time Equivalent Faculty	This is a formula used to determine faculty workload. One FTEF represents 15 equated lecture hours per week for a full semester. More than 15 lab hours per week are required to make one FTEF. FTEF is calculated from a combination of lab and lecture hours from one or more assignments.	FTEF
General Education / Breadth Articulation Agreements	Agreements specifying how courses on each campus will be used to satisfy the breadth or general education requirements of a particular school or college. Responsibility for developing and updating these agreements rests with the individual UC campuses.	G.E.

Term	Definition	Acronym
General Education or Breadth Requirement	Requirements designed to give undergraduates a broad background in all major academic disciplines (natural sciences, physical sciences, social sciences, humanities and fine arts). Each school and college at every UC campus has its own GE requirements.	G.E.
Group ID	The Group ID identifies the group of courses whose repeatability is determined by the enrollment in any of the courses in the group.	*
Impacted Major	A major at a four-year college that receives many more applications for admission than it can possibly accept.	
Instruction Level	Instruction level for English, ESL, and math courses that are below transfer level. This term appears in the course outline under the heading 'Level Below Transfer'.	*
Intersegmental General Education Transfer Curriculum.	A comprehensive pattern of courses prospective transfer students from the California Community Colleges may complete to satisfy lower-division general education requirements for both the University of California and the California State University. (Not appropriate for all majors and may not be accepted by some colleges in UC campuses).	*IGETC
Lab Hours	Scheduled lab hours per week.	*
Lab Load	Load lab hours per week.	*
Lecture Equivalent Hour	Laboratory hours are counted as a fraction of a lecture hour at many community colleges. The LEH is a means of determining faculty teaching load by equating laboratory instruction hours to lecture instruction hours. For instance, if a district decides that a biology lab hour is rated as 0.67 lecture hours, then a biology lab that meets for six hours a week is the equivalent of four lecture hours of teaching load, or 4 LEH, according to the formula. Full-time faculty at community colleges teach an average of 15 LEH per term.	LEH/LHE
Lecture Hours	Scheduled lecture hours per week.	*Lec Hours
Lecture Load	Load lecture hours per week.	*
Level Below Transfer	Please see Instruction Level.	*
Level of Scrutiny	The level of scrutiny required when determining prerequisites.	*
Linked Section	Occasionally sections are set up with a curriculum that must be taken together. An example of this would be a 'Basic Reading Skills Class'. This class might be linked to 'College Preparation Skills', which means that the student will be required to concurrently enroll in both sections.	Link Key
Lower Division Courses	Courses that students typically take during their freshman and sophomore years at a four-year institution. Community colleges offer only lower-division courses.	
Major	The area or field of concentration a student emphasizes in a A.A./A.S. degree program.	

Term	Definition	Acronym
Major/Departmental Preparation Articulation Agreement	Agreements indicating how a California Community College lower division course satisfies specific requirements for various majors or academic programs in selected departments in a four-year college or university.	
Mastery Certificate	Programs that are designed to update skills for employment, generally less than 18 units. These programs do not require Chancellor's Office approval. <i>See "Career Certificate".</i>	
Matriculation	<p>The Matriculation program provides funding for services which help students achieve their educational and career goals. These include orientation, assessment, counseling, and admissions.</p> <p>Here is how the matriculation process works:</p> <p>Orientation: The new college student is provided with information on a variety of academic programs, policies and procedures. The student learns about support services, is introduced to the campus, and receives assistance in selecting and scheduling classes.</p> <p>Assessment: The student takes English or ESL, reading, and math placement tests. The student's test results, along with other criteria are used determine placement for English, ESL, reading and math.</p> <p>Counseling: The student is assisted with selecting courses and is provided with information regarding transfers, certificates and degree programs, majors and career planning. The student should continue meeting with a counselor to review completed classes and update the student's educational plan.</p> <p>Admissions: After new students or new transfer students have been to orientation, taken the assessment tests and have seen a counselor, they can register for classes.</p>	
Methods of Instruction	Indicates how classroom instruction is delivered. Some examples are lab, lecture, and independent study.	*Mol
Non-Credit Class-ADA Generating	A non-credit course must be approved by the local district governing board, must be taught by an instructor qualified to teach non-credit, and must be conducted according to a course outline and/or curriculum guide on file with the college.	
Non-Degree Applicable	A course that does not have the rigor to meet the AA requirement but is still a credit course. These courses are numbered over 300.	
Other DHR	Other (non-contact) days and hours by arrangement per week required of the student.	*
PACS Program	This is a budget or account code. The code indicates the source of the funds used to pay for the course.	*PACS prog
Pick List	Sometimes called a pop-up list. It is a list of items from which the user can select. After the user has made a choice from the list, the list vanishes and the chosen value is displayed on the screen.	

Term	Definition	Acronym
Prerequisite	Course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course generally means that a grade of CR, or C, was earned; D, F, or NC grades are not acceptable	
Provisional Prerequisites	Allows a department to test the validity of prerequisites by permitting a percentage of students to take the class without meeting the prerequisites. This applies only to new courses.	Provisional Prereqs
Repeat Code	The repeat code for the course. Most courses limit the number of times a student may enroll in a course. The repeat code indicates this limit.	*
Same Course Key	Some course offerings share equivalent course content but are taught by two or more departments. A key to identify these courses is the 'same course key'. These courses generally share a course number, but each course is tied to a specific subject area and department. Also referred to as a cross-listed course.	*Same crs key
Second Census	Formerly used to determine state apportionment, this is the date when 60% of the class or semester has passed. (See <i>First Census</i>)	
Section	This is a particular offering of a course. There can be many sections for the same course. The sections are differentiated by time of day, days of the week, and the start/end dates.	Sect
Selected Topics	These are temporary courses, and are approved for a limited time period. These courses are to be offered for a maximum of one year, then must be in the process of conversion to a permanent status or deleted.	*
Semester	Fall and spring terms are also called semesters. Each lasts approximately 17 to 18 weeks.	*
Short Course	Any course less than a semester in length.	
Special Class	This identifies DSPS courses (Disabled Students Programs and Services). An example of a DSPS course is Adaptive PE. An example of a DSPS service would be Braille transcription services.	*
Special Topic	A special topic is a permanent course. It appears in the Catalog Description as the "umbrella" or general framework for the specific topic titles. The actual topic titles will appear in the Schedule of Classes as they change from semester to semester; i.e., a Special Topic in Media Studies called "Film Directors" would be the framework or "umbrella" course and appear in the College Catalog; the actual topics might be "Film Directors ~ Scorese" and "Film Directors ~ Kurasawa" which would appear in the Schedule of Classes.	*
Speedware	The computer language used to create the CCCSC Curriculum Management application.	

Term	Definition	Acronym
Signature Status	Indicates if the signature process for a course proposal or review has been completed. If completed, the course can be approved for scheduling.	* Sig Stat
Student Accountability Model	This model is used by the state to identify vocational education courses.	*SAM
Taxonomy of Programs	A code established by the State of California to identify approved programs. For a complete listing of TOP codes visit the Chancellor's Office Website at: http://www.cccco.edu/cccco/esed/curric/topmain.doc	*TOP
Tech/Prep Education Act	This act is intended to encourage the development of articulated programs that lead to an associate's degree or certificate in a specific field. The programs must consist of two years of secondary school preceding graduation and two years of instruction, with a common core of proficiency in mathematics, communications and technologies. This program is part of the Carl Perkins Act and receives federal funds.	
Term	The academic year is divided into three terms: fall, spring and summer.	*
Term Effective	The semester and year in which the course version, variation, or articulation takes effect.	*
Term Inactive	The semester and year in which the course version, variation, or articulation is no longer effective.	
Terms Valid	The number of terms for which the completion of a prerequisite is valid.	*
Title 5	The education section of the California Code of Regulations, Standards, and Criteria, for courses and classes.	
Transfer Admission Programs	A variety of campus efforts to support transfer admission, particularly from community colleges. Some offer academic support and admissions counseling, others guarantee admissions to a specific program at UC upon successful completion of requirements.	
Transferable Course Agreements	An articulation agreement between UC and California Community Colleges about the general transferability of courses for advanced standing credit toward a UC degree.	
Unit	A measure of the amount of study required to complete a course.	*
Units Maximum	Maximum units for which the course may be offered.	*Units Max
Units Minimum	Minimum units for which the course may be offered.	*Units Min
Variation	An alternative way to schedule a course. For example, a course outline may be set up for 3 units, with 3 hours of lecture per week for 17 weeks. The department wants to offer the course in the summer, still for 3 units, but with 6 hours of lecture per week for 8 weeks. This scheduling option becomes variation 01. The unit value of a variation must match the min and max established on the course outline.	*

Term	Definition	Acronym
Variation Number	A computer assigned two digit number to identify a scheduling variation of course. Variation numbers begin with '01'. Variations are not tied to versions.	*Var Nbr
Version Number	A computer assigned two digit number to identify course versions.	*Vrs Nbr
Vertical Group	A hierarchy of course prerequisites. A student can complete a course in the group, or any course ranked higher in the group, to fulfill a prerequisite requirement.	*VGroup
Vocational Education	As defined by the Carl Perkins Act, involves organized educational programs which are directly related to the preparation of individuals in paid or unpaid employment in such fields as agriculture, business occupations, home economics, health occupations, marketing, and distributive occupations, technical and emerging occupations, modern industrial and agriculture arts, trades and industrial occupations or for additional preparation for a career in such fields, requiring other than a baccalaureate or advanced degree and vocational student organization activities as an integral part of the program.	
Wait Limit	The maximum wait list size for a class.	*
Workload	The percentage of an instructor's workload represented by a course.	*