

4CD and FSCC Active Participatory Courses MOU

The Faculty Senates Coordinating Council (FSCC) of the Contra Costa Community College District has developed this memorandum of understanding to clarify the local process for approval of new active participatory courses and the development of course families, and to ensure each college curriculum chair understands their responsibility in following the district-wide process for equating and leveling activity courses to be in compliance with state regulations. This MOU outlines the process and timelines to ensure curriculum committee chairs align new active participatory courses developed and approved at each college as well as modifications to existing active participatory courses.

Initial Local College Process:

1. New or modified active participatory courses are submitted to the curriculum committee.
2. The college curriculum technical review process determines whether an active participatory course can be assigned to an existing “family” or if a new “family” needs to be developed. If a new “family” is proposed the curriculum chair will provide a brief written explanation of the rationale used in the determination of each new family and forward it to the District Office of Educational Services. Note: When assigning course levels, the focus is and will remain on ensuring clearly differentiated student learning outcomes between levels.
3. The college curriculum committee determines whether or not an active participatory course is repeatable and then approves the course per Title 5, Section 55041, there are three types of courses that a district policy may designate as repeatable:
 - Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, or
 - Intercollegiate Athletics, or
 - Intercollegiate academic or vocational competition

If an active participatory course is deemed repeatable, the discipline originator must submit justification of such per the state guidelines evidence of the need for students to repeat the course to meet requirement within the transfer major for a CSU campus and forward it to the District Office of Educational Services. Note: The repeatable active participatory courses are not exempt from being placed in a family and leveled

4. Once the college approves an active participatory course, the curriculum chairs (or designee) will send to District Office of Educational Services the course outline to the Insite Portal DW Repeatability site and email detailed course information, including the department/discipline, title, number, unit value, “family”– including rationale for new families- and level placement to the curriculum chairs at the other colleges in the district by a date determined by the FSCC Chair at the beginning of each academic year.

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5. The college curriculum chair and local discipline faculty will review the course outline of record and send an email acknowledging their agreement with the placement or providing feedback to the curriculum chair at the college in which the course was developed. College Curriculum Chair or designee will email notification to the college curriculum chairs for their curriculum committee reviews. Feedback responses from all curriculum chairs to the curriculum chair originator are due within 30 calendar days.

District-wide Process:

6. If there is consensus on new and/or revised courses/families, District Office of Educational Services will update spreadsheets and notify chairs and senate presidents. If there is not consensus the FSCC Chair will convene a January meeting to seek consensus. Once a decision has been reached, a comprehensive list of updates and approved updates made to active participatory courses will be emailed to the FSCC chair once per year February 15th or the nearest working date.

The District Office of Educational Services will update the family spreadsheets on the Insite Portal DW Repeatability site, at least once per year, to coincide with the college catalog publication timeline. The District Office of Educational Services will also make the changes to the district-wide technology infrastructure to ensure courses across the district that are within “families” are in compliance with the state regulations for limited enrollment of four “takes” within a family district-wide.

Final Local College Process (after District Process):

7. After approval from all parties (college curriculum chairs, discipline faculty and FSCC) the District Office of Educational Services will inform the college schedule of the course updates so s/he can identify the equivalent courses among the colleges and make the updates in the college database (Colleague) to the course file, with the course family it is being associated with.

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