

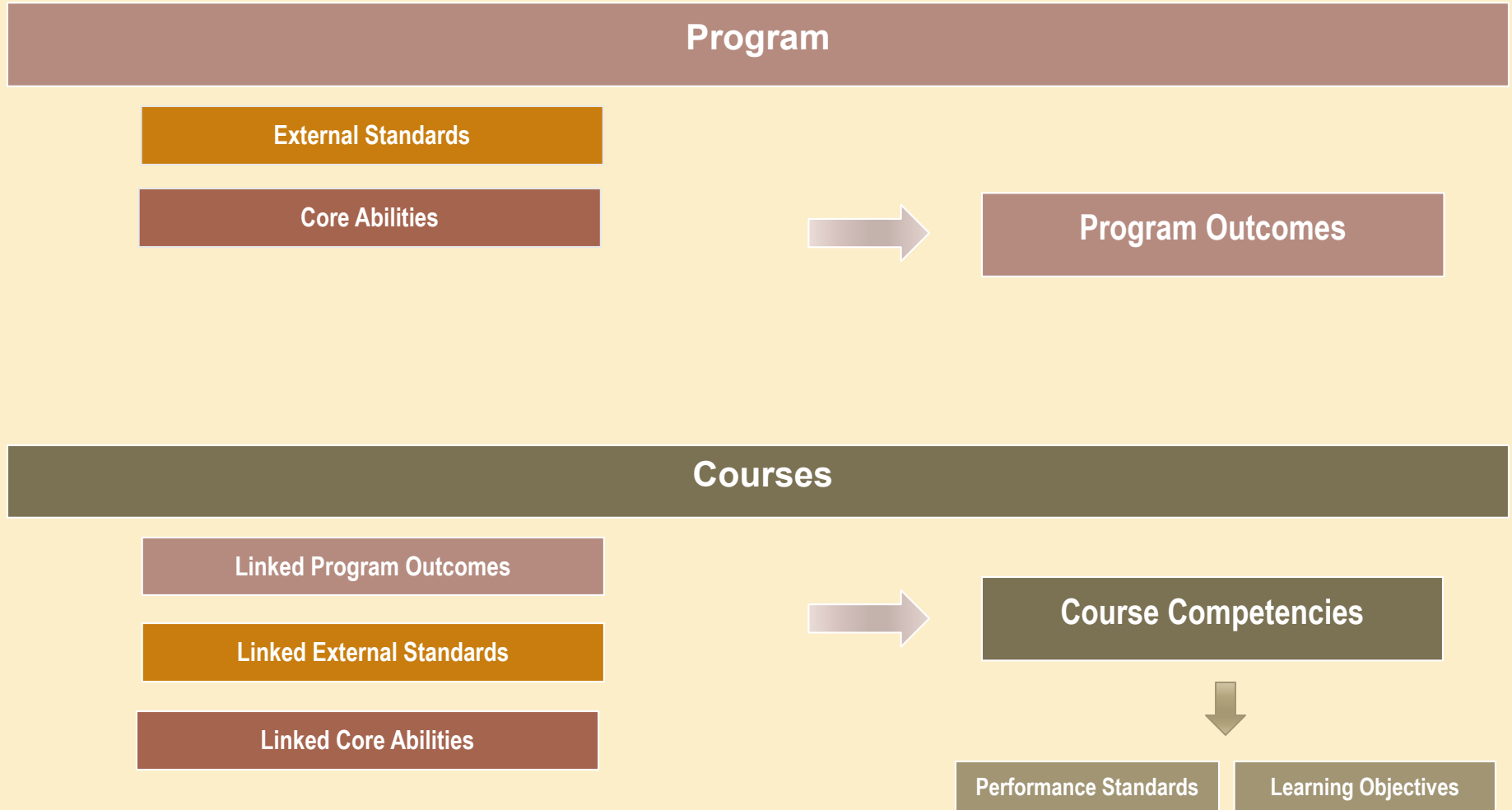
Academic Essentials

presents

COURSES,
PROGRAMS,
AND
CURRICULUM

BEFORE WE START...

CURRICULUM BASICS – THE RECAP



ANATOMY OF A PROGRAM NUMBER

XX-XXX-X

- **Aid Code**

- 10 – Associate Degree
- 20 – College Transfer (A.A./A.S.)
- 30 – Short Term Technical Diploma
- 31 – “One-Year” Technical Diploma
- 32 – “Two-Year” Technical Diploma
- 50 – Apprenticeship
- 61 – Embedded Pathway Certificate

ANATOMY OF A PROGRAM NUMBER

XX-XXX-X

- **Department**
 - aka Instructional Area
 - Corresponds to 207 Different Subject Areas

ANATOMY OF A PROGRAM NUMBER

XX-XXX-X

- **Department**
 - aka Instructional Area
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- **Sequence Number**
 - Assigned by WTCS

PROGRAM CREDIT VALUES

Credential	Credit Values
Internal Certificate (Aid Code 00)	No Limits
Advanced Technical Certificate (ATC) (Aid Code 01)	9-12
Embedded Pathway Certificate (EPC) (Aid Code 61)	2-18
Short Term Technical Diploma (Aid Code 30)	2-25
“One-Year” Technical Diploma (Aid Code 31)	26-54
“Two-Year” Technical Diploma (Aid Code 32)	55-70
Associate Degree (Aid Code 10)	60-70
College Transfer Degree (A.A. and A.S.) (Aid Code 20)	No Limits
Apprenticeship (Aid Code 50)	No Limits

PROGRAM TYPE TERMS

- Stand-Alone
- Parent
- Embedded/Pathway

PROGRAMS

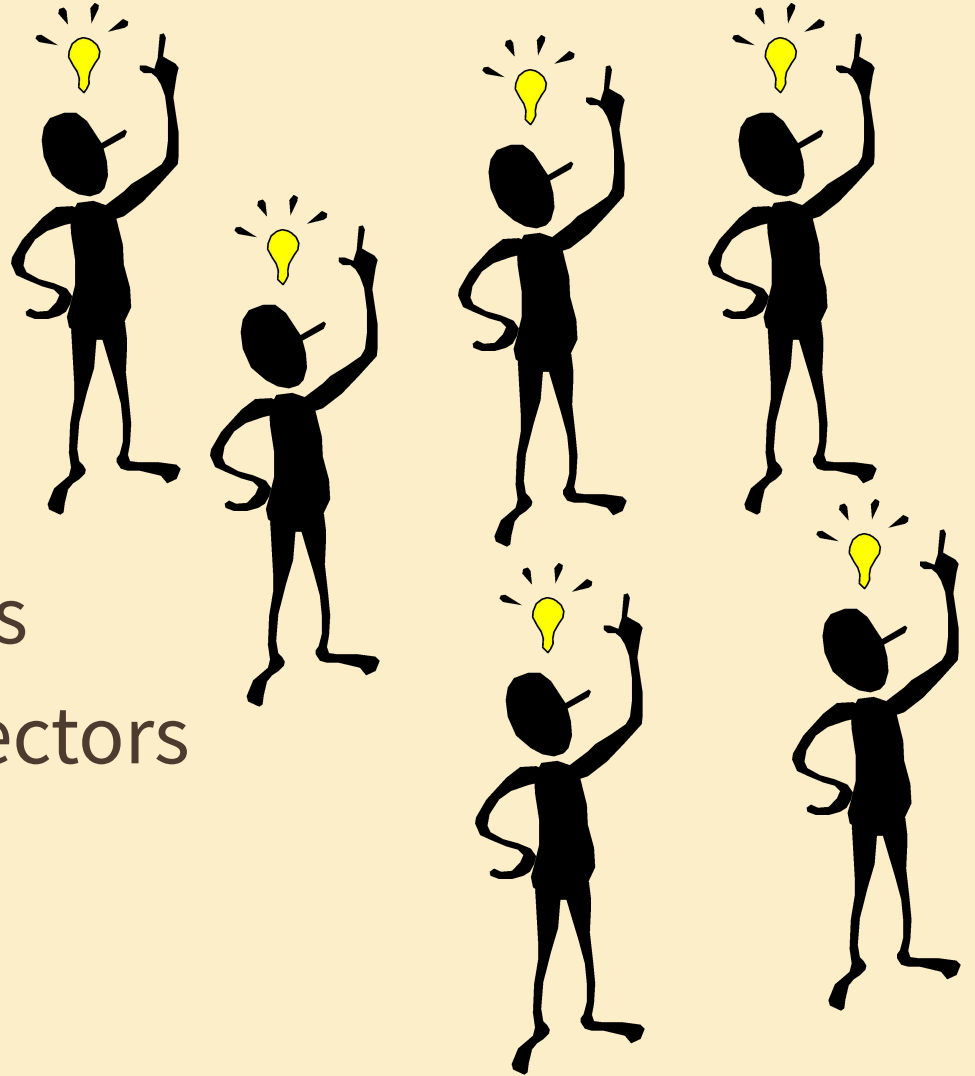


TURN PRO SOONER

MILWAUKEE AREA *Technical College*
2014-15 Catalog

PROGRAM IDEAS COME FROM...

- ❖ MATC
 - ❖ Faculty
 - ❖ Administration
- ❖ Industry
- ❖ Advisory Committees
- ❖ WTCS Education Directors
- ❖ Other Stakeholders



NEW PROGRAM CONSIDERATIONS

- ✓ Skills
- ✓ Job Outlook
- ✓ Salary
- ✓ Unique or Track in Existing Program
- ✓ Pathway Potential

CURRICULUM DEPARTMENT FORMS

- MATC Portal
 - Departments Tab
 - Teaching and Learning Community
 - Access TLC
 - Curriculum Tab
 - Curriculum Process
 - Programs & Forms

<http://tlc.matc.edu/index.php/curriculum/curriculum-process/programs/>

NEW PROGRAM FORM

RECURRING PROBLEMS – NEW PROGRAMS

- Identical forms are submitted repeatedly on different dates
- Forms are not completely filled out
- Program description is very general
- Supporting documentation is missing or inconsistent with information on WTCS form
- No industry support presented
- Plans for quantitative/qualitative assessment process is not attached or is not descriptive enough

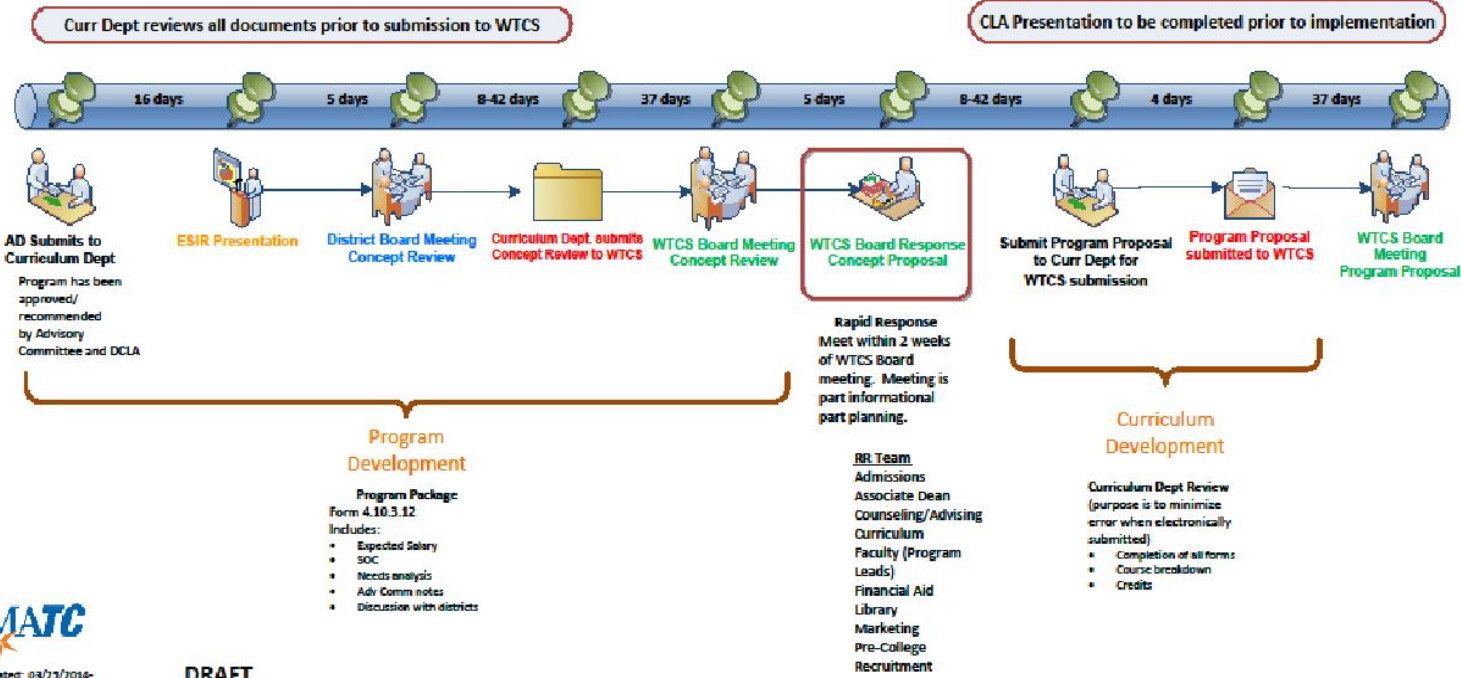
RECURRING PROBLEMS – NEW PROGRAMS

- Advisory Committee Minutes not specific/does not contain summary of discussion of program concept
- Course subjects are used rather than instructional area numbers (ex. ACCTG rather than 101)
- A combination of courses is used as an alternate for one course
- Credit totals are missing or incorrectly added
- Form attachments are not included
- Required signatures and/or signature dates are missing

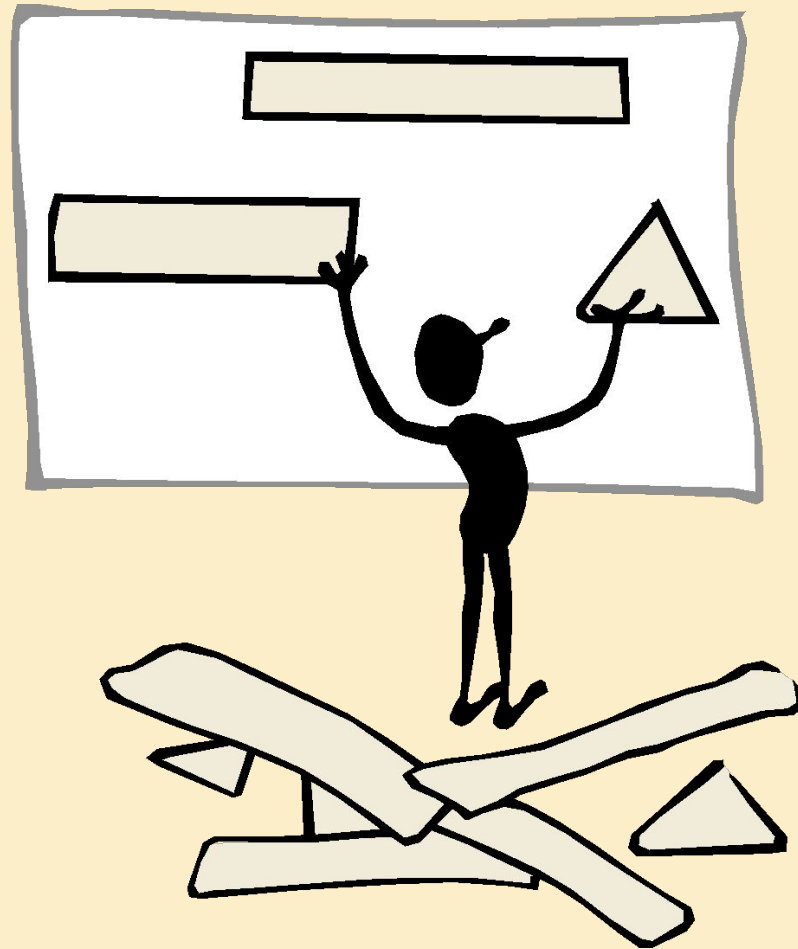
WTCS/MATC PROGRAM CREATION TIMELINE

New Program Planning (State Approval Process)

For 1st Academic Year-NOT Eligible for Print Catalog



PROGRAM MODIFICATIONS



PROGRAM MODIFICATION CONSIDERATIONS

- ✓ Is this program part of a pathway?
 - ✓ Do other programs in pathway need modification due to this change?
- ✓ Does the change mean a change in aid code?
- ✓ Is the curriculum configuration still in compliance?
- ✓ Does it have Advisory Committee support?
- ✓ Is the change more than 20% of total credits?

PROGRAM MODIFICATION FORM

RECURRING PROBLEMS – PROGRAM MODS

- Forms not complete
- Course subjects are used rather than instructional area numbers (ex. ACCTG rather than 101)
- Removed courses appear in right column
- Change not indicated in center column
- Credit totals missing or not added properly
- Alternate courses have different credit values than primary course

RECURRING PROBLEMS – PROGRAM MODS

- Multiple courses are alternate for one course
- Course contact hour breakdown not completed
- Changes made to course(s) without corresponding course update form(s)
- Forms are handwritten

PATHWAY PROGRAMS



EMBEDDED PROGRAM

- Every course is contained in the parent program.
- One WTCS form for both embedded technical diplomas and embedded pathway certificates.

PATHWAY PROGRAM CONSIDERATIONS

- ✓ What skill set does the embedded program teach?
- ✓ Can this skill set lead to a job?
- ✓ What does the pathway look like?
- ✓ What is the parent program?
- ✓ Does the parent program need to be modified?
 - ✓ What type of modification?

PATHWAY PROGRAM CONSIDERATIONS

- ✓ Is there adequate industry support for the pathway program(s)?
- ✓ Has the Advisory Committee discussed the embedded program(s) and are supportive of it?
- ✓ Has the Advisory Committee discussion and support been documented in the meeting minutes?
- ✓ Has the embedded program has been presented to Divisional CLA?

PARENT PROGRAM MODIFICATION

- Major/Minor Modification
 - Curriculum Modification Form
 - Advisory Committee Approval
- Aid Code Change (Technical Diploma Only)

EMBEDDED PROGRAM FORM

CHECK AND RE-CHECK

- ❑ Are all questions answered on the form?**
- ❑ Are all statements supported by either a summary of information and references, or has supporting documentation been sent with WTCS form?**
- ❑ Is all supporting information/data in alignment with statements made in the WTCS form?**
- ❑ Is the WTCS form sent to the Curriculum Department in Word format?**

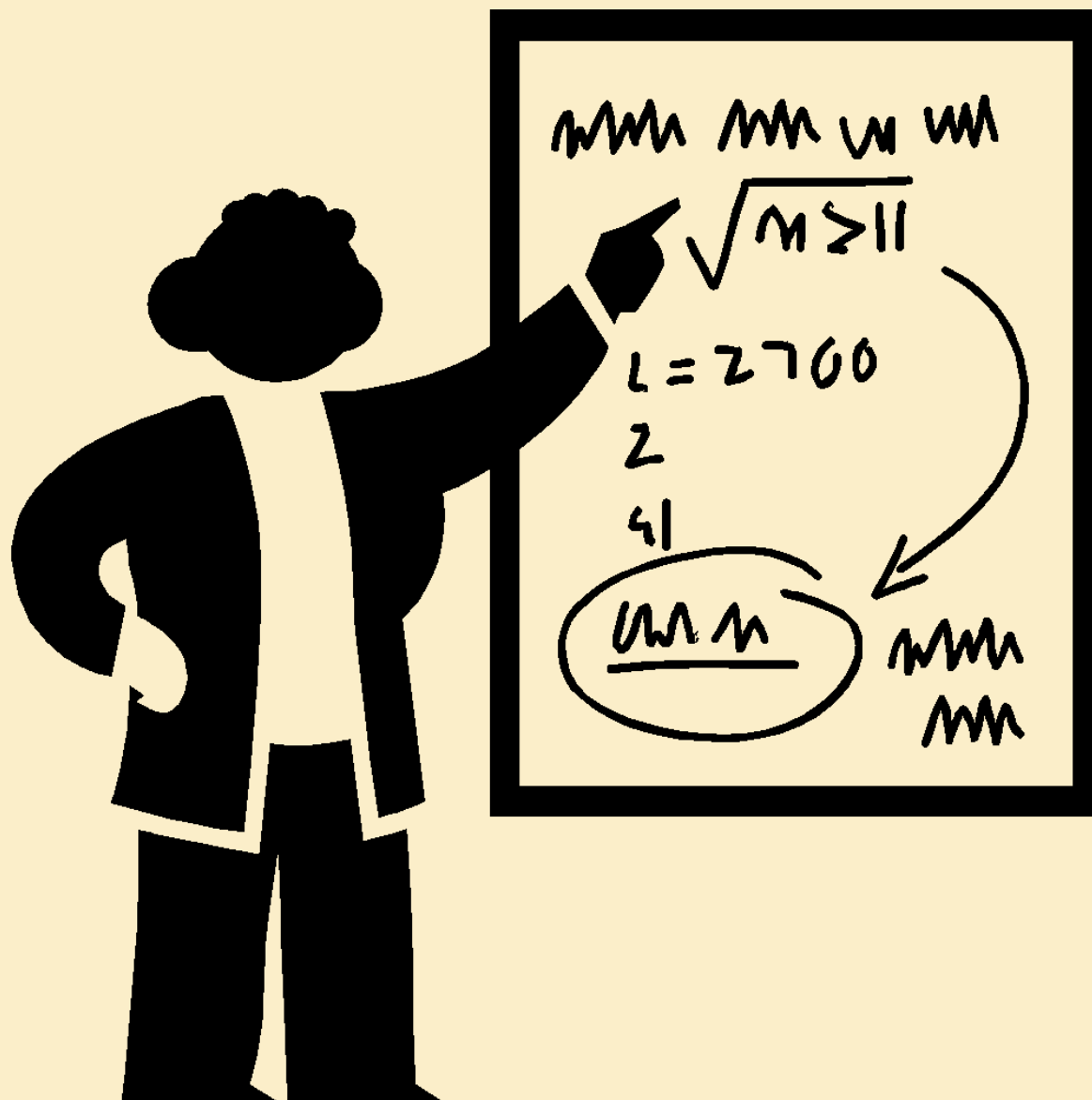
RECURRING PROBLEMS - PATHWAYS

- Forms are not complete
- WTCS form not in Word format
- Supporting documentation not sent
- Program description is very general
- Courses for embedded program include “Suggested Electives” of parent program
- Course subjects are used rather than instructional area numbers (ex. ACCTG rather than 101)
- Credit totals missing or added incorrectly
- Aid code change to “parent” program, if necessary, not completed

RECURRING PROBLEMS - PATHWAYS

- Program curriculum modifications to “parent” program not submitted
- Advisory Committee Minutes not specific/does not show discussion of proposed program
- Supporting documentation missing or inconsistent with information in WTCS form
- Plans for quantitative/qualitative assessment process not attached or not descriptive enough
- No industry support presented

COURSES



THINGS TO THINK ABOUT

- ✓ New course/course change effective semester
- ✓ Course title
- ✓ Course description
- ✓ Required in a program
- ✓ Course equate
- ✓ Number of credits
- ✓ Type of contact hours
- ✓ Course Outcome Summary
- ✓ Appropriate signatures

COURSE UPDATE FORM

CONTACT HOUR – CREDITS
SPREADSHEET

PROBLEMS

- Hours and credit calculations don't match
- Course titles too long (25 character maximum)
- Co-reqs have an "OR" in the them (not allowed in COSMO)
- "Changed" course description is exactly what currently exists
- Forms are not completely filled out
- Course equivalents not indicated on course update form
- Required signatures and dates are missing
- Identical forms are submitted repeatedly on different dates

RECURRING PROBLEMS - COURSES

- Submitting Curriculum catalog changes to Marketing without processing changes through Curriculum Department
- Submitting course update forms to program courses without program modification form
- Submitting course change affecting multiple programs without auto-equate form signed by associate deans for affected programs
- Program course credit change effective mid-academic year
- Equating courses of un-equal value
- Using a combination of courses as an alternate for one course

QUESTIONS?