

## Curriculum Data Dictionary

The Curriculum Data Dictionary is required to control and coordinate the definitions of each course offered at Glendale Community College. The Dictionary affects the Adjunct Faculty Contracts, Class Master, Hourly Pay, Schedule of Classes, State MIS Reports, Student Records, and other required reports. Valid dictionary entries are critical to the maintenance of consistent record keeping. The specific data required for each new or revised course are as follows:

Faculty Proposing: Name of faculty member who proposed or wrote the course. This person may be full-time or adjunct.

Division: Name of the division in which the course resides.

Term & Year Effective: Semester and year in which the course will be available to be scheduled.

Date: Month the course will come to C & I.

Division: A one character unique identifier for each division:

Division Name	Division Letter
Allied Health	V
Biology	B
Business	C
English	D
English as a Second Language	E
Health and Physical Education	H
International	I
Language Arts	L
Mathematics	M
Non-Credit	Z
Physical Science	P
Social Science	S
Student Development	G
Technical Education and Aviation	T
Visual and Performing Arts	F

Course Name: A three-to-five Character (5) discipline name Identifier; for example:

Child Development	CHLDLV
Humanities	HUMAN
Mathematics	MATH
Psychology	PSYCH
Theatre Arts	T ART

Course Number: A three-digit (3) course number identifier; for example:

Child Development	CHDLV	175
Humanities	HUMAN	115
Mathematics	MATH	108
Psychology	PSYCH	103
Theatre Arts	T ART	105

Sub Number: A two-digit (2) number used to uniquely identify the same course that may be offered for variable units, or an existing course that is revised but retains its original *Course Name* and *Course Number*. This number is not required in a new course unless the course is proposed as a variable unit offering. It must be included with certain types of revisions of an existing course. Revisions requiring the addition of a Sub Number include changes in: *Course Title (Long and Short Descriptions)*, *Units*, and *Hours*. This number does not appear in the Schedule of Classes or the Catalog, but it identifies course variations or revisions in the campus Management Information Systems (MIS) and it affects changes to campus documents, especially student records, created by that system; for example:

Course Name	Sub Number	Course Title or Units/Hours
DANCE 120	02	Jazz I – 1 Unit/2 Hours
DANCE 120	04	Jazz I – 2Units/4 Hours
IND S. 149	70	Welding
MUSIC 102	No Sub Number (Original Course)	Introduction to Music Harmony
MUSIC 102	01 (Title Change)	Fundamental for Music Majors

Weeks: A two-digit (2) number used to indicate the number of weeks a course is offered during a semester, for example:

05  
06  
08  
16

**Kind:** A two-digit (2) number used to describe instructional delivery methods.

10 --	Lecture Only
20 --	Lab Only
30 --	Lecture and Lab
40 --	Work Experience
51 --	Telecourse/Online
54 --	Independent Study

**Long Description:** A maximum 28-character version of the course title used to describe the content of the course. This determines the appearance of the course title in the *Schedule of Classes*. Characters and spaces must be included in the total 28-character count; for example:

<b>Course Name</b>	<b>Course Title</b>
CHDLV 174	Super/Admin Nurs School I (25 characters)
HUMAN 115	World Mythology (15 characters)
MATH 108	Differential Equations (22 characters)
PSYCH 103	Physiology Psychology (24 characters)
T ART 105	Theatre Arts Workshop (21 characters)

**Short Description:** A maximum 12-character version of the course title used to describe the content of the course. This determines the appearance of the course title on *Student Transcripts*. Characters and spaces must be included in the total 12-character count; for example:

<b>Course Name</b>	<b>Course Title</b>
CHDLV 174	Admin Nurs I (12 characters)
HUMAN 115	World Myth (10 characters)
MATH 108	Diff Equat (10 characters)
PSYCH 103	Phys Psych (10 characters)
T ART 105	Th Art Wkshp (12 characters)

Classification Code: A one-character (1) code that classifies the course into one of the following categories:

A	Liberal Arts and Sciences Education Course
B	Development Preparatory Course
C	Adult and Secondary Basic Education Course
D	Personal Development and Survival Course – Non-Handicapped Persons
E	Course for Substantially Handicapped Persons
F	Parenting and Family Support course
G	Community and Civic Development Course
H	General and Cultural Course
I	Occupational Educational Course

Transfer Code: A One-character (1) code that indicates the transferability status of the course as follows:

0	Non-transferable; Non-Degree Applicable
1	Non-transferable; AA/AS Degree Applicable
2	Transferable upon admission to a CSU Campus – Determined locally; does not require prior CSU approval.
3	Transferable upon admission to CSU, UC, or Private College – Must have received prior UC approval

Minimum Units: A four-digit (4) decimal number to denote the minimum units allowable in a variable unit class; for example:

00.50	One-half (1/2) unit of credit
01.00	One (1) unit of credit
01.50	One and one-half (1 ½) units of credit
02.00	Two (2) units of credit, etc.

Maximum Units: A four-digit (4) number to denote the maximum units allowable in a variable unit class, and units for all non-variable unit courses; for example:

01.00	One (1) unit of credit
01.50	One and one-half (1 ½) units of credit
02.00	Two(2) units of credit, etc.
03.00	Three (3) units of credit, etc.

Lecture Hours: A four-digit (4) decimal number to denote the number of weekly lecture hours that are part of the faculty load and required student attendance. These hours are indicated in order to correctly calculate FTE, WSCH, and FTE; for example:

01.00	One (1) hour of lecture weekly
01.50	One and one-half (1 ½) hours of lecture weekly

Total Lab/Studio Hours:

A four-digit (4) decimal number to denote the **total** number of weekly lab hours of required student attendance. This number may exceed the number of hours of faculty-supervised lab, and is used in calculation WSCH and FTE rather than faculty load (FTE); for example:

01.00	One (1) hour of lab weekly
01.50	One and one-half (1 ½) hours of lab weekly
02.00	Two (2) hours of lab weekly, etc.

Faculty Lab/Studio Hours:

A four-digit (4) decimal number to denote the number of weekly lab/studio hours that are supervised by a faculty member and, thus, are part of faculty load as well as WSCH and FTE. These hours are indicated in order to correctly calculate WSCH, FTE, and FTE; for example:

01.00	One (1) hour of lab weekly
01.50	One and one-half (1 ½) hours of lab weekly
02.00	Two (2) hours of lab weekly, etc.

Student Lab/Studio Hours:

A four-digit (4) decimal number to denote the number of non-faculty-supervised weekly lab hours of required student attendance. If non-faculty-supervised lab time is part of the course, these hours must exceed the number used in the calculation of Faculty Lab/Studio Hours. The hours are indicated in order to correctly calculate WSCH and FTE; for example:

00.00	Zero non-faculty-supervised weekly lab hours
01.00	One (1) hour non-faculty-supervised lab
01.50	One and one-half (1 ½) hours non-faculty-supervised lab
02.00	Two (2) hours non-faculty-supervised lab, etc.

**FTE:** **Full Time Equivalent.** A four-digit (4) decimal number that equates the required faculty lecture and/or lab hours to a percentage of a full-time faculty members load. This number is affected by the faculty load ranges agreed to by the District and Guild; for example:

0.200	Three (3) hours of lecture/fifteen (15) hour load factor
0.311	Two (2) hours of lecture and four (4) hours of lab/fifteen (15) hour load factor with LHE (Lab Hour Equivalent)
0.142	Three (3) hours of lab/twenty-one (21) hour load factor

*For a more complete listing of Dictionary FTE, see the charts in Appendix C. The first chart lists all of the disciplines alphabetically with the contract load range for that discipline. The second group of charts list the FTE by the various hourly load range factors.*

**Class Size:** A three-digit (3) number to denote the maximum seat-load for the course. This number determines when the class is closed during registration. In addition, it affect the Wait List size because the Wait List is a percentage of the maximum course seat-load; for example:

025	Twenty-five eat maximum
040	Forty seat maximum
120	One-hundred and twenty seat maximum

**Prerequisite:** A one-character (1) field to denote whether or not a course has a prerequisite.

**Yes or No**

**Baccalaureate Level:** A one-character (1) field to denote whether the course is recommended for a baccalaureate degree.

**B or Leave Blank**

**Credit/No Credit:** A one-character (1) field to denote whether the course is Credit or No Credit ONLY.

If **Y** then student **MAY NOT** earn a letter grade.

# of Repeats: A one-digit (1) number denoting the number of times a course may be *repeated*. For a complete description of the types of courses that meet repeatability criterion, as defined in Title V, see Section V. This number must not exceed three (3). Numbers in this field indicate the following:

1	Course may be taken twice
2	Course may be taken three times
3	Course may be taken four times

VEA: A one-character (1) field to denote whether or not the course is vocational education.

If **V** then the course is Vocational Education  
 If **N** then the course is **NOT** Vocational Education.

SAM Code: **S**tudent **A**ccountability **M**odel. A one-character code used to indicate the degree to which a course is occupational.

<b>Coding</b>	<b>Meaning</b>
A	Apprenticeship (approved to be offered to apprentices only)
B	Advanced Occupational (but not limited to apprentices)
C	Clearly Occupational (but not advanced)
D	Possibly Occupational
E	Non-occupational but offered in an Occupational Department (exclusive of courses offered in F)
F	Consumer and Homemaker (whether or not the course is offered in an Occupational Department)
O	All Other
X	Unknown

TOPs Code: **T**axonomy **O**f **P**rograms. A six-digit (6) decimal number used by the State and the college to identify the course by discipline or sub-discipline. The Taxonomy of Programs is a common numeric coding system by which districts and colleges categorize courses on the basis of the similarities of their published goals and objectives. A TOPs Code is requested by a college when applying for the approval of a new degree or certificate program. The Chancellor's Office then determines the TOPs Code and enters it into the *Inventory of Approved Programs* when the new program is approved. A TOPs Code is reported with every course. For a complete list of approved TOPs Codes, see Appendix B1, B2 and B3.

Basic Skills: A one-character (1) field to denote whether the course is eligible for Basic Skill funding.

**Y** or Leave Blank

*Special Class Status:* A one-character (1) field to denote whether the course has special status. Special Class Status is awarded to credit courses designed specifically for disabled student.

Classes specially designed for disabled students may be a section of an existing course, taught in accordance with the Outline of Record for that course, but supplemented to define the specific conditions that obtain in that particular section in order to accommodate state disabilities.

Special classes may also refer to distinct courses with their own Outlines of Record designed either to meet educational objectives unique to a population with specific disabilities or to supplement the standard objectives in an otherwise similar course, with objectives unique to that population.

S or Leave Blank



**Curriculum Data Dictionary**  
**Course Information**

1. Credit/No Credit:            Only   No   Optional   N/A  
Refer to Section V.
2. Open Entry/Open Exit        Yes    No  
Refer to Section V.
3. Credit By Examination        Yes    No    N/A  
Refer to Section V.
4. Is this course for a Certificate of Completion?    Yes    No  
Required course                    Yes    No  
Recommended course                Yes    No  
If yes, which certificate(s)? \_\_\_\_\_  
  
Refer to Section V.
5. Is this course required for an Associate in Arts Major?    Yes    No  
If yes, which major(s)? \_\_\_\_\_  
  
Refer to Section V.
6. Is this course proposed for a local General Education Requirement for Graduation?  
  
Natural Science            Social Science            None  
  
Humanities:    1. Interdisciplinary Humanities  
                  2. Arts, Foreign Language, Literature, and Philosophy  
  
Language & Rationality:    1. English Composition  
    2. Communication and Analytical Thinking  
  
Refer to Section V.
7. Is this course proposed for a local AA/As requirement?    Yes    No  
If yes, which requirement (*List by # 2-8 & Name*): \_\_\_\_\_  
  
Refer to Section V.

8. Is this course proposed for CSU Breadth Requirements? Yes No  
If yes, which recommended area:  
a.) Communication in the English Language and Critical Thinking  
b.) Physical Universe and its Forms  
c.) Arts, Literature, Philosophy, and Foreign Language  
d.) Social, Political, and Economic Institutions  
e.) Lifelong Understanding and Self-Development

Refer to Section V.

9. Is this course proposed for the IGETC? Yes No  
If yes, indicate which area:  
a.) English Communication: Composition Critical Thinking Oral Communication  
b.) Mathematical Concepts/Quantitative Reasoning  
c.) Arts/Humanities  
d.) Social/Behavioral Sciences  
e.) Physical/Biological Sciences  
f.) Language other than English

Refer to Section V.

10. If this course is transferable, indicate Senate Criteria. 1. 2. 3.

Refer to Section V.

11. Course Discipline(s): \_\_\_\_\_

Refer to Appendix F

12. **Course Short Description:** (*four lines maximum length, using full sentences*)

This is the short description of the course and appears in the Schedule of Classes. This description should convey essential information about the course but may not exceed a total of *four lines*; for example:

MATH 108 includes the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, numerical methods, systems of linear differential equations, and an introduction to the Fourier Series.

PSYCH 103 explores the relationship between mind and body with emphasis on the central nervous system and physiological explanations for human behavior.

Required Signatures:

Division Chair: Signature is provided after the course passes the Second Division Reading.

Chair, Curriculum and Instruction Committee: Signature is provided after the course passes the First Reading at the Curriculum and Instruction Committee.

Chair, Academic Affairs Committee: Signature is provided after the course passes the Second Reading at the Academic Affairs Committee.

Approved By Board of Trustees: Date of Board of Trustees meeting where the course receives final approval and is available to be scheduled by the Division.