CT State Community College
Curriculum Alignment FAQs

1. I am interested in participating in curriculum alignment, but I am not really sure what is involved. What do I have to do?
   • Keep the phrase “one college, one catalog” in mind. This work is being done to create a single catalog for the single college. Currently, there are numerous similar degree programs and courses offered at our colleges. Even TAP degrees, which are fairly closely aligned already, are not exactly the same at each college. The single college cannot offer 12 different versions of the same degree, so those different versions need to be aligned into a single (if possible) program.
   • Each faculty discipline work group will develop one, single version of a program or, in the case of programs that have both career and transfer tracks, two versions with some common courses. The work groups also have the choice of creating program tracks with differentiated options or designated electives (see the Program Consolidation Guidelines for more detail). Discipline workgroups will review and design common learning outcomes for each common program which will be based on skills and knowledge desired by program advisory boards of industry experts and employers (for career programs) or bachelor level program outcomes (for transfer programs). These common learning outcomes should be measurable, assessable, and be directly linked to the course outcomes in the program.
   • Your alignment manager will provide you with a list of all degree programs in your discipline currently offered at the 12 colleges. You should complete program template(s) for all degrees and certificates that will move forward to the CSCC. Be sure that your program aligns with the BOR-approved CSCC General Education core as well as the Program Consolidation Guidelines and Guided Pathways Program Mapping Guidelines.
   • All common courses in any given discipline need to have common learning outcomes and prerequisites (and common number of credits, contact hours, course numbers, course titles, etc.). In cases where similar courses exist that have the same or similar outcomes, the courses should be considered for consolidation into one course or the outcomes should be revised to clearly demonstrate the differences between the courses.
   • Your alignment manager will provide you with a list of all discipline courses that have been offered at the 12 colleges during the last 5 years. You should complete course templates for all courses that will move forward to the CSCC and note any courses that will not be moving forward.

2. Can more than one person from my college participate on the same discipline alignment work group?
   • We have thus far been operating under the rule that each college may have no more than one representative on any single discipline group. We based this model on the process used for TAP, where each discipline was restricted to one representative per campus. This was to allow each campus to have an equal voice (and avoid the larger colleges with larger departments having a greater voice than the smaller colleges). This representational model assumes that representatives are bringing information back to their respective departments for review and feedback so that all relevant faculty have input in the process. That said, we have had a number of questions about this and don’t want to discourage participation in the process. Each work group may determine for themselves an equitable decision about representation.

3. Regarding summer funding for the alignment work, is the "proposed maximum payment" a maximum amount for each member of the work group or for the group as a whole?
   • This is the maximum for the group. Groups will decide how hours are distributed among members.
4. Can unique programs submit a funding proposal with more than one person listed?
   • Unique programs that exist at only one college may submit funding proposals with more than one person at that college listed as participating in the work.

5. What happens if there are multiple colleges that offer my program, but two or more faculty members at our college have different areas of expertise within our program and would both like to be involved?
   • See response to question 2 above.

6. I coordinate more than one program on my campus. Can I work on, and receive funding for, more than one curriculum alignment group?
   • Yes, but we will need to know which groups in order to provide you with the appropriate contract.

7. What if I am the only person who volunteers to complete alignment work, even though my program/discipline is offered at multiple campuses?
   • We are moving the alignment work, like all Students First work, forward with a coalition of the willing. We expect that as work progresses, those who are doing the work will continue to invite feedback and input from their colleagues so that perhaps more individuals will engage (or re-engage) in the work over time.

8. Will you appoint a chair for our group?
   • It is up to each group whether they would like to have a group chair. It is not required that the group have a chair; however, some groups may wish to identify one or two people to chair the group and help coordinate the work.
   • Each group will have an assigned manager from the alignment team to support their work.

9. Where do I find the BOR-approved CSCC General Education core?
   • The BOR-approved CSCC General Education core can be found in your Students First discipline Teams page - it is listed on each program template. It is also available at http://www.ct.edu.

10. Where do I find the blank program and course templates?
    • Blank program and course templates can be found in your Students First discipline Teams page. They are also available at https://www.ct.edu/consolidation/groups.

11. Are there examples of program and course templates?
    • You can request clarification from your alignment manager on how to complete the program and course templates. Your alignment manager may be able to also provide sample completed program and course templates.

12. What are the differences between the various program template options?
    • An explanation of the differences between the various program templates can be found in the Program Consolidation Guidelines document, uploaded into your Teams page. This document is also available at https://www.ct.edu/files/pdfs/PROGRAM%20CONSOLIDATION%20GUIDELINES%20FOR%20DISCIPLINE%20WORK%20GROUPS3_5_19.pdf

13. Are there any preferred program type options?
There are no preferred program types. Each work group can review the various options and decide which program types they would like to move forward to the consolidated college. A work group may decide to move forward a single program type or multiple program types. Your alignment manager can provide guidance if desired.

14. Are there any guidelines for the work groups if participants do not reach consensus?
- Each work group may determine for itself group norms and decision rules. Alignment managers will attempt to facilitate collaboration and consensus building. Groups who feel they cannot sufficiently agree to move the work forward may ask for a ruling from the Interim Chief Academic Officer, Provost Rooke or his designee.

15. Does each curriculum alignment group have to complete a template for all of the courses in their discipline?
- Any course that the group wishes to move forward into CT State Community College will need to be placed onto a template for inclusion in the college catalog.

16. Do the program and course template proposals need to go through each college’s curriculum process prior to being submitted to the curriculum alignment leadership team?
- Curriculum changes that will take effect at the opening of CT State Community College will undergo a comprehensive review through the Aligned Program Review Committee, the Students First Academic and Student Affairs Committee, the College Consolidation Implementation Committee, and the Board of Regents. It is not necessary to bring any CSCC curriculum changes through the curriculum process at individual colleges; however, some colleges may wish to implement changes sooner than 2023. In this case, any proposed changes would need to go through the college’s established curriculum pathways.

17. How can curriculum alignment work groups complete this work virtually?
- All groups will have electronic work space available through MS Teams & Outlook/Sharepoint so that faculty can collaborate virtually.

18. I looked at my group’s Teams page and I don’t recognize some of the names. Also, some people who previously were in my group aren’t there now. How were people assigned to Teams’ groups?
- Creating the Teams pages was the first step to forming (or re-forming) the alignment work groups and we hope these pages will provide all participants a space to collaborate and communicate. Because this was a first step, we erred on the side of being over-inclusive.
- The Teams pages for each group were created based on the responses to the recent faculty survey asking faculty whether they would like to participate in the curriculum alignment process. Faculty who indicated teaching in a particular discipline were added to the Teams page for that discipline. We included anyone who indicated an interest in participating in the group for their discipline because we did not want to limit participation in any way. Broad participation is an asset to this work and groups are encouraged to include as many expert voices as possible. Group membership can change as groups meet, discuss interests, roles, and responsibilities, and collaborate on the remaining work.
- Prior group members who did not respond to the survey or who declined further participation were removed from the group.
- For administrative purposes, we have also included both alignment managers (Kim Sorrentino and Sue Barzottini) as well as the interim AVP of Academic Programs and Curriculum (Francine Rosselli) as owners for each Teams page.
19. For groups who are receiving summer funding, who will determine how the funds are distributed within the group?

- The groups will determine the distribution of allotted hours and funds. It is not necessary for all members of the group to receive funding. Some group members may not wish to seek funding as they may prefer to use AR time for the work. You cannot receive both AR time and summer funding for the same hours. Others may wish to have more of a consultant role and allow those completing all the paperwork to share funding.

20. What if we exhaust our allotted hours and funding, but have not completed all of the templates? Will there be additional funding available? Will we still get paid for the hours worked?

- At this time, we are unable to provide any additional funding. Continual oversight of curriculum is a fundamental faculty responsibility and completing curriculum alignment work is one of the AR priorities for this year. You may wish to speak with your supervisor about the possibility of allotting AR time to complete your work if you are unable to do so during the funding period.
- Faculty participants will have a special appointment educational assistant contract for the allotted hours. All contractual obligations will be met.

21. How were the hours and funding amounts for my discipline determined?

- The number of hours required to complete the program and course templates was estimated based on a careful consideration of the number of courses and degree programs within a discipline, as well as the extent to which those courses and programs are unique or offered at multiple colleges. For example, a degree program offered at a single college with a small number of unique courses was allotted fewer hours than a degree program offered at a single college with a large number of unique courses, which in turn was allotted fewer hours than a degree program taught at all 12 colleges, and so on. As a simple specific example, we can compare Astronomy and Anthropology. There is no astronomy degree program offered at any of the 12 colleges. In the last five years, only two astronomy courses have been taught across the system, each at only 6 of the 12 colleges. The astronomy group thus has to align just these two courses and submit only two course templates to complete their alignment work. This group was thus allotted fewer hours than Anthropology, which also has no current degree programs, but has 16 different courses (taught at anywhere from 1 to all 12 colleges) to align.
- The hourly rate is based on the FY 2021 contractual union miscellaneous pay rates for “Masters plus 4” of $47.62 per hour in accordance with Schedule E of the Congress Collective Bargaining Agreement and Schedule D of the Federation Collective Bargaining Agreement.

22. I’ve applied for funding. What happens next? How do I get paid?

- Your alignment manager will email each group who requested funding to schedule a meeting to review all the logistics, including completing a contract and work plan and submitting hours for payment.
- Faculty participants receive a special appointment educational assistant contract to complete the work. Your alignment manager will review the Notice of Appointment with you and help you complete it. Once signed by you and your Academic Dean, you submit the NOA back to your manager who will forward it to the CSCU HR department.
- The funding period will be 7/17/2020 to 8/24/2020. You will be paid by your college and your college will be reimbursed by the System Office. Paychecks will be disbursed bi-weekly on the existing pay schedule.
- A timesheet will be created in CORE-CT for your special appointment to submit your hours each week. If you do not currently use CORE-CT, submit your hours to your college HR/payroll department in whatever way you normally do. In order for your college to be reimbursed, you will also need to submit your hours to an MS forms document – the link will be available in your
Teams page. Because these are part-time appointments, the number of weekly hours may not exceed 17.

- Faculty will keep track of their own hours and their usual supervisor will approve the time sheets. Groups will have regularly scheduled check-ins with their alignment manager, who can in turn check-in with supervisors if needed.
- Groups decide for themselves, in advance of completing the work, the allotment of hours and corresponding funding to each group member. Managers will work under the assumption that beyond this group decision, any individual faculty members work hours and payments are confidential information.

23. I didn’t have time to apply for funding. Can I still do that?
- Connect with your alignment manager to talk about this possibility.

24. Is there any reason that I can’t apply for funding or that my request would be denied?
- Faculty may not receive payment for work for which they are already receiving AR time.

25. Who is funding this work?
- CSCU leadership is committed to supporting faculty in their alignment work and is providing the funding. No CARES act dollars are subsidizing this work.

DISCLAIMER: This is not an exhaustive list of questions and answers. As we gather more questions, we will add to this list.