# Code Alignment Pilot Process Outline

#### Commitment

#### Kick-Off Call

#### Code Map

#### **Code Binders**

- · College signs commitment form, gained approval from participating parties
- Code Alignment Team works with college to schedule kick-off call
- Est. time: 1-3 weeks

- · Code Alignment Team describes process and answers questions
- College determines which programs to review
- Est. time: 1 hour

- College fills out Code Map for highlighted programs with current codes (this can be done with the help of a CTE Data Unlocked Expert)
- Est. time: 1-3 weeks
- Code Alignment Team compiles Code Binder, which lists possible codes for each program and document commonalities across similar programs
- Est. time: 1-3 weeks (depending on # of programs)

## Short Verification

#### • Code Alignment Team sends a list of courses webinar associated with each program

- College faculty gives feedback via email
- Est. time: 1 week

for review

## Webinar

- College coordinates date and attendance for the
- WestEd hosts webinar to go over process with the college representatives that will participate in the face-to-face meeting
- Est. time: 1 hour

## Face-to-Face Meeting

- College coordinates logistics for meeting and recruits discipline faculty, curriculum chairs, and others for a face-to-face workshop
- Faculty only attend the portion of the day focused on their discipline
- Code Alignment Team facilitate meeting and document decisions
- Est. time: 1 day (format up to college)

### Verification

- · College vets changes and implements changes
- College provides list of final changes to Code Alignment Team
- College nominates a local curriculum expert to support the review process at another college
- Est. time: 1-3 weeks