

SBVC CURRICULUM COMMITTEE MINUTES

DATE	TIME	LOCATION	MEMBERS
09-17-12	2-PM-3PM	HLS 231	Haragewen Kinde <input checked="" type="checkbox"/> Leticia Hector <input checked="" type="checkbox"/> Cindy Parish <input checked="" type="checkbox"/> Nicole Williams <input checked="" type="checkbox"/> Corrina Baber (<i>excused</i>) <input type="checkbox"/> Kathy Adams <input checked="" type="checkbox"/> Ed Millican <input checked="" type="checkbox"/> Glenn Drewes <input checked="" type="checkbox"/> J D Dulgeroff <input checked="" type="checkbox"/> Dennis Jackson <input checked="" type="checkbox"/> Lydia Barajas-Zapata <input checked="" type="checkbox"/> Virginia Evans-Perry <input checked="" type="checkbox"/> Janet Courts <input checked="" type="checkbox"/> Lorrie Burnham <input checked="" type="checkbox"/> John Banola <input checked="" type="checkbox"/> Achala Chatterjee <input checked="" type="checkbox"/> Mark Williams <input checked="" type="checkbox"/> Odette McGinnis <input checked="" type="checkbox"/> Vicente Alvarez <input checked="" type="checkbox"/> Patrick Buckley <input checked="" type="checkbox"/> Mary Copeland <input checked="" type="checkbox"/> John Stanskas <input checked="" type="checkbox"/> Victor Ho <input checked="" type="checkbox"/>

DISCUSSION TOPICS

Stand-Alone Training -- see attached Stand-Alone Training materials.

The Curriculum Chair, Leticia Hector, reviewed all training materials with the committee and responded to questions posed by members. All committee members (*Corrina Baber reviewed training materials online*) acknowledged their understanding of stand-alone policy (see attached.)

CURRICULUM COMMITTEE SIGN-IN
STAND-ALONE TRAINING
SEPTEMBER 17, 2011

Haragewen Kinde H. Kinde
Leticia Hector L. Hector
Cindy Parish Cindy Parish
Achala Chatterjee Achala Chatterjee
Virginia Evans-Perry Virginia Evans-Perry
Corrina Baber Corrina Baber
Nicole Williams Nicole Williams

Kathy Adams Kathy Adams
Vincente Alvarez Vincente Alvarez
John Banola John Banola
Lydia Barajas-Zapata Lydia Barajas-Zapata
Patrick Buckley Patrick Buckley
Lorrie Burnham Lorrie Burnham
Mary Copeland Mary Copeland
Janet Courts Janet Courts
Glenn Drewes Glenn Drewes
JD Dulgeroff JD Dulgeroff
~~Virginia Evans-Perry~~ Virginia Evans-Perry
Dennis Jackson Dennis Jackson
Odette McGinnis Odette McGinnis
Ed Millican Ed Millican
John Stankas John Stankas
Mark Williams Mark Williams
Victor Ho - student Victor Ho

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



July 25, 2012

TO: Chief Executive Officers,
Chief Instructional Officers

FROM: Barry A. Russell, Ph.D.
Vice Chancellor of Academic Affairs

SUBJECT: 2012-13 Certification for Local Approval of Stand-Alone Credit Courses

Title 5, section 55100, *Course Approval*, chaptered in August 2007, permits community college districts to approve, without prior approval by the Chancellor of the California Community Colleges, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program. These courses are commonly known as stand-alone courses.

In order to be certified to approve stand-alone credit courses locally, each college must annually certify that all individuals, who will be involved in the curriculum approval process at each college, have been trained in accordance with the regulations. Each district, by signing the attached form, certifies that each college in the district has met the following criteria:

- The college curriculum committee and all other individuals who will be involved in the curriculum approval process have completed training on stand-alone course approval.
- The district will annually certify that all faculty and staff involved in the curriculum approval process have completed training.

The training materials are attached and available at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/StandAloneCreditCourseApproval.aspx>

ACTION REQUESTED: Pursuant to title 5, section 55100, the certification must be received by September 30, 2012. The Chancellor's Office will accept certifications by mail postmarked on or before September 30th. Electronic submissions may be submitted to curriculum@cccoco.edu by 11:59 p.m. on September 30, 2012.

Please be aware that there are no provisions to extend the September 30, 2012, deadline.

CONTACT: Stephanie Ricks-Albert, Curriculum and Instruction, by phone at (916) 323-3093 or by email at sricksal@cccoco.edu.

cc: Sally Montemayor Lenz
AAD Staff
Julie Adams (Curriculum Chairs)

**Title 5, Chapter 6, Subchapter 2, Article 1. Approval of Credit Educational Programs
§ 55100. Course Approval.**

- (a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.
- (b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:
 - (1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;
 - (2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;
 - (3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;
 - (4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;
 - (5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major for completion of an associate degree; and
 - (6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.
- (c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).
- (d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, Education Code.

Effective: August 2007

Assembly Bill No. 1029**CHAPTER 112**

An act to amend Sections 70901 and 70902 of the Education Code, relating to community colleges.

[Approved by Governor July 25, 2011. Filed with Secretary of State July 25, 2011.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1029, Lara. Community colleges: course approval.

Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law, until January 1, 2013, deletes a requirement that the board of governors review and approve courses of instruction that are not offered as part of an educational program approved by the board of governors.

This bill would extend the date of deletion of this requirement to January 1, 2014.

Existing law establishes community college districts, and requires each district to be under the control of a governing board. Existing law, until January 1, 2013, authorizes a community college district governing board to offer credit courses of instruction without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.

This bill would extend that authorization to January 1, 2018.

Existing law requires the Chancellor of the California Community Colleges, on or before January 1, 2012, to prepare and submit a report to the chairpersons of the appropriate policy and fiscal committees of the Legislature describing the results of the monitoring of these courses undertaken pursuant to regulations developed by the board of governors under the law and the extent to which community college districts have complied with those regulations.

This bill would, instead, require the chancellor to prepare and submit this report by January 1, 2013.

The people of the State of California do enact as follows:

SECTION 1. Section 70901 of the Education Code, as amended by Section 2 of Chapter 817 of the Statutes of 2006, is amended to read:

70901. (a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and

Ch. 112

— 2 —

effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance thereof, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts

requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) (A) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.

(B) In a manner that is consistent with the regulations adopted by the board of governors under this paragraph, the chancellor shall monitor courses approved pursuant to the act that adds this subparagraph. The chancellor shall prepare and submit a report to the chairpersons of the appropriate policy and fiscal committees of the Legislature on or before January 1, 2013. This report shall include, but not necessarily be limited to, a description of the results of the monitoring and the extent to which community college districts have complied with applicable regulations of the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

Ch. 112

— 4 —

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall remain in effect only until January 1, 2014, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2014, deletes or extends that date.

SEC. 2. Section 70901 of the Education Code, as added by Section 3 of Chapter 817 of the Statutes of 2006, is amended to read:

70901. (a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall

Ch. 112

— 6 —

establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall become operative on January 1, 2014.

SEC. 3. Section 70902 of the Education Code, as amended by Section 4 of Chapter 817 of the Statutes of 2006, is amended to read:

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.

(B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors, and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district’s operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students

Ch. 112

— 8 —

the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire, by eminent domain, any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall remain in effect only until January 1, 2014, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2014, deletes or extends that date.

SEC. 4. Section 70902 of the Education Code, as added by Section 5 of Chapter 817 of the Statutes of 2006, is amended to read:

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

Ch. 112

— 10 —

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

O

1. When will the change take effect?

After the certification form is received and validated at the Chancellor's Office, the college is certified to approve new stand-alone credit courses. The college will be notified and a unique user name and password will be sent to the college's CIO and CISO.

Training

2. Who specifically must be trained: Voting members or non-voting members of the curriculum committee? Staff who attend in order to take notes?

All voting members of the curriculum committee must be trained. Staff and administrators who attend curriculum meetings, but do not vote, should also be trained. The chief instructional officer of the college may determine whether or not administrators will be required to complete training.

3. Do people who serve on the curriculum committee for many years need to be trained annually?

The certification that curriculum committee members have been trained must be processed annually, but continuing members do not have to be trained every year, unless there are changes to the regulations and processes that require new training. The college curriculum committee chair is responsible to be aware of changes that require new training.

4. If curriculum committee members are replaced mid-year, does the college have to be re-certified after new members are trained?

No, the new members should be trained but certification is only required once during an academic year.

Certification

5. Does the local governing board need to certify the colleges for local approval of stand-alone credit courses?

The Chief Executive Officer of the district certifies the college. In multi-college districts, the college President and the district CEO both sign the form. Board approval is not required.

6. If one college in a multi-college district fails to comply with all requirements, will all colleges within the district be penalized?

No, each college is certified separately from other colleges in the district because curriculum is approved for each college, not for all colleges in the district.

7. What happens if a college is not certified by September 30th?

If a college is not certified, then new stand-alone credit courses must be submitted to the Chancellor's Office for approval, using the existing form and instructions as described in the Program and Course Approval Handbook, 4th Edition, March 2012, until it is revised.

Courses

8. When will noncredit courses get course control numbers?

All noncredit courses must be submitted to the Chancellor's Office for approval. When approved, the Chancellor's Office will notify the college that the course is approved and provide the course control number.

9. Can “restricted electives” be fairly open-ended, such as: “9 units of coursework selected from Agriculture courses #1-50,” or must specific courses be listed as in “9 units selected from AGR 1 or AGR 2 or AGR 4 etc.”?

Specific courses must be listed in order to be considered program-applicable. If they are not listed, then the courses are not applicable to this program. They may be applicable to another program, however.

10. Are groups of courses referred to as a block (e.g. “all Aviation courses numbered 100 to 150”) considered “restricted electives” when listed as a requirement to fulfill the degree or certificate?

No. See previous answer.

11. Are courses that meet GE – IGETC/CSU, but not local GE requirements, considered “program-applicable”?

Courses that have been approved to fulfill local GE requirements are program-applicable. Other courses that only fulfill GE requirements at other institutions, including CSU and UC, are not program-applicable.

12. What if a course is approved as a stand-alone and then is added to a program later? Will the course need to be approved again?

The course does not need to be reported again. At the end of the semester when it is approved as program-applicable, you will need to work with MIS to change the data element CB24 from 2 to 1 and identify the program by unique code. Ask the MIS staff on the campus or at the district office for information about the Master Course File Maintenance process.

13. When revising a previously approved stand-alone course, what data elements can change without the need to submit the course as “new” for the purpose of reporting it to the Chancellor’s Office?

The discussion about which data elements can change from term to term is still ongoing. Currently, the following list of course basic (CB) elements cannot change without generating a new course control number, for purposes of reporting enrollments to the Chancellor’s Office. CB03 – TOP Code; CB04 – Credit Status (D to C or C to D allowed); CB06 – Maximum Units; CB07 – Minimum Units; CB08 – Basic Skills Status; CB09 – SAM Code; CB21 – Prior to College Level; CB22 – Noncredit Category; CB23 – Funding Agency Category. This list is subject to change.

14. Courses already approved as stand-alone don’t need to be submitted when they are revised. When the course is substantively changed, does it need to be re-submitted in order to get a new control number?

A previously approved course that is substantively changed will require a new control number. See the response for question 13 above.

15. Does the local governing board have to approve a new credit course before it can be offered?

Yes, the new course may be offered in **the next term that starts after** the board approval date. District policy on scheduling courses may impose additional requirements.

FAQ

16. What if the board approves all curricula only once every year, for example in June? If a course is approved by the curriculum committee in the previous fall, can the course be offered before the board approves it in June?

No, the board must approve the course **prior to** the beginning of the first term in which it is offered. In this example where the board approves all curriculum in June, then new courses may not be offered until July or later, depending on the beginning date of the next term.

17. Can a college offer a course prior to obtaining a control number from the Chancellor's Office?

Yes, if the local governing board has approved the course. The control number will be obtained at the end of the first term in which the course is offered.

18. Could a certificate (less than 18 semester units) be composed of stand-alone courses?

Certificates of less than 18 semester units that are not approved by the Chancellor's Office include courses that are considered stand-alone. When the certificate of 12 to less than 18 units is approved by the Chancellor's Office, then all required courses and restricted electives for the approved certificate become program-applicable courses.

19. If a new course is added to a certificate under 18 semester units, is the new course stand-alone, and is it necessary to report it to the Chancellor's Office?

Courses required in certificates under 18 semester units that are not approved by the Chancellor's Office are stand-alone, including any courses that are added to the certificate requirements. Courses required in any certificate that is approved by the Chancellor's Office are program-applicable, including new courses that are added to the certificate requirements. However, colleges need to report approval of all new courses in order to obtain course control numbers.

20. Suppose a 17-unit certificate with 11 units is developed from existing, approved credit courses and 6 units from 2 new courses designed solely for this certificate. Can the local process for stand-alone courses be used to approve the 2 new courses?

Yes, the new courses are stand-alone courses that do not require Chancellor's Office approval, which becomes necessary only if the requirements are changed to 18 or more semester units or if the 17-unit certificate is approved by the Chancellor's Office.

21. Can 18 units of stand-alone courses be a major or an area of emphasis?

No, because when the group or sequence of courses is 18 or more units, then the program must be approved by the Chancellor's Office. The status of such courses is changed to program-applicable.

22. CCR, title 5, §55100 part (b)(4) is confusing. Provide an example that will illustrate how stand-alone courses may be "linked together" and considered to be a program that requires Chancellor's Office approval?

This part of the regulation is intended to guard against creating a group of stand-alone courses that are linked into a sequence of courses. For example, the college could approve three stand-alone courses that are prerequisite to each other, such as ACCT 100 Introduction to Accounting, ACCT 110 Principles of Accounting and ACCT 120 Computer Applications for Accounting. ACCT 100 is prerequisite to ACCT 110, which is prerequisite to ACCT 120. These three stand-alone courses are required for a 10-unit Skills Certificate in Accounting. At this point, the college is in compliance and can offer these courses and the certificate without Chancellor's Office approval.

Two years later, however, the college approves some new stand-alone courses in Tax Studies, including ACCT 200 Introduction to Tax Law (3 units), ACCT 201 Tax Preparation (3 units) and ACCT 202 Tax Planning (3 units). The course ACCT 120 is a prerequisite to ACCT 200, which is prerequisite to ACCT 201 and corequisite to ACCT 202. Now there is a sequence of 19 units of stand-alone courses that are linked together by prerequisites and corequisites. Approval of all the listed Accounting courses as a program is now required, after which the status of these courses changes to “program-applicable.”

23. Will MIS submission and course reporting be done at separate times? How often is the college expected to report to the Chancellor’s Office: every time there is an approval?

MIS submission of enrollment data will only occur after the end of the term when the course has been offered. Course reporting may occur separately, at any time after the board approval date. The district and college may develop their own schedule for reporting new credit courses in order to obtain course control numbers. Refer to the instructions for the Master Course File Maintenance process.

Examples of denied credit stand-alone courses submitted prior to Fall 2007

DENIED COURSE	REASON
Chemistry course for nursing students in CSU Chico nursing program	<p>Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges; ... it must not be directed either at a level beyond the associate degree or the first two years of college.</p> <p>Compliance – Violates open course regulations.</p>
Course designed to provide counseling services (without reading, writing, body of knowledge, or instructional outcomes)	<p>Quality – A Course Outline of Record for each course must meet all the requirements of title 5.</p> <p>Mission - A course must provide distinct instructional content and specific instructional objectives. It must not provide only an activity or service, without instructional content (e.g., assistive or therapeutic activity, use of college facilities or resources without specific instructional objectives, or assessment testing).</p>
Course designed and scheduled to provide testing activity (e.g. time spent taking test for national paramedic registry)	<p>Quality – A Course Outline of Record for each course must meet all the requirements of title 5.</p> <p>Mission - No distinct instructional content and specific instructional objectives.</p>
Course designed as in-service training for faculty (usually pedagogy, but in one case training for computer faculty in how to teach Cisco academy)	Mission – Inappropriate population.
Course designed to circumvent limitation on four semesters for a given activity, such as Physical Fitness	Compliance – Violates course repeatability regulations
Course consists only of taking a learning disability assessment; no instructional content	<p>Quality - Outlines of Record for each course must meet all the requirements of title 5.</p> <p>Mission - No distinct instructional content and specific instructional objectives.</p>
Inappropriate use of credit nondegree-applicable status for recreational course (musical theatre and chorus without college-level rigor)	Mission - A program or course must address a valid transfer, occupational or basic skills purpose. It must not be primarily avocational or recreational.

DENIED COURSE	REASON
Tutoring course	Compliance - Title 5, §58170 mandates that tutoring must be noncredit.
Intended specifically for school-age children (youth symphony, high school theatre competition)	Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges.
Course specifically for professionals already working in field high above associate degree level (architecture, advanced molecular biology techniques)	Mission – Inappropriate population.
Too many units awarded for hours of work (geology, one weekend field trip)	Defined by title 5, §55002.5 sets a minimum of 48 hours of study for each unit of credit. Compliance – Must revise number of units to be compliant.
Degree-applicable status placed on basic math (below elementary algebra)	Mission – Inappropriate population. Course not taught at the college level.
Restricted to U.S. military personnel only	Compliance – Violates open course regulations.

California Education Code**§ 55002. Standards and Criteria for Courses.**

(a) Degree-Applicable Credit Course. A-degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

- (1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.
- (2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:
 - (A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students
 - (B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.
 - (C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside of class time.
 - (D) Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.
 - (E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.
 - (F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.
 - (G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.
- (3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students.
- (4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (j) of section- 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of -subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, extended term, laboratory, and/or activity courses.

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside of class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students. Taken together, these course specifications shall be such as to typically enable any student who

- successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives.
- (4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.
 - (5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.
- (c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.
- (1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.
 - (2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met.
 - (3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.
 - (4) Repetition. Repeated enrollment is allowed only in accordance with provisions of section 58161.
- (d) Community Services Offering. A community services offering must meet the following minimum requirements:
- (1) is approved by the district governing board;
 - (2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
 - (3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
 - (4) is conducted in accordance with a predetermined strategy or plan;
 - (5) is open to all members of the community willing to pay fees to cover the cost of the offering; and
 - (6) may not be claimed for apportionment purposes.

Note: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Section 70901, Education Code.



Local Approval of Stand-Alone Credit Courses

Training Session provided by the
California Community Colleges Chancellor's Office and
System Advisory Committee on Curriculum (SACC)



Review of Training Materials

- Handout 1A – Title 5, §55100
- Handout 1B – Assembly Bill 1029
- Handout 2 – Frequently Asked Questions
- Handout 3 – Examples of Denied Courses
- Handout 4 – Title 5, §55002
- This presentation approved by the Chancellor's Office
- Notes pages for this presentation



Local Approval of Stand-alone Credit Courses

- **Program-applicable:**
 - credit course is required for a certificate or associate degree that is approved by the Chancellor's Office, either as a required course or restricted elective, including general education requirements.
- **Stand-alone:**
 - credit course is not a required course or a restricted elective for any credit program approved by the Chancellor's Office.



Restricted Electives

- Required units
- Student may select one or more courses
- From a list of specific courses

Good example:

[following list of requirements]

Additional 6 units from:

- VCOM 100: 3D Modeling and Animation (3)
- VCOM 110: Introduction to Flash (3)
- VCOM 120: Introduction to Digital Video (3)
- VCOM 130: Motion Graphics (3)



Courses that are NOT covered in this training:

- All noncredit courses
- Credit courses that are part of any program approved by the Chancellor's Office
 - Degree major or area of emphasis
 - Local general education requirements
 - Certificate of Achievement with 18 or more semester units (27 or more quarter units)
 - Certificate of Achievement with 12 to fewer than 18 semester units (18-27 quarter units)



Prior to August 2007 ...

- Stand-alone courses required approval from the Chancellor's Office
- What was required
 - Application
 - Approval
 - Then offer the course



Effective August 2007 ...

- AB 1943 (Nava) Legislation chaptered Oct. 2006
 - implemented Fall 2007
- Local approval of stand-alone courses is now permitted



Title 5, §55100. Course Approval

- a. Local governing board may approve degree-applicable credit courses
- b. Chancellor's Office approval is no longer required when certain requirements are met ...

§ 55100 (b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:



Requirements

- All credit courses must be approved
 - By college curriculum committee
 - By district governing board

§55002. establishes standards /criteria for courses

- Degree-applicable credit
- Nondegree-applicable credit
- Noncredit

§ 55100 (b)(1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;



Requirements

- District certifies that all faculty and staff involved in curriculum approval have completed training.
- Submit Certification form by September 30th of each year. Late certifications will not be accepted. (postmarks are not accepted)

(b)(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;



Requirements

- Courses previously denied by the Chancellor's Office must be modified before they can be approved locally.

(b)(3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;



Requirements

- When 18 or more semester units (or 27 quarter units) are linked in a sequence of prerequisite or corequisite courses within a single 4-digit T.O.P.

Code:

- Submit courses to the Chancellor's Office for approval as a program

(b)(4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites.



Requirements

- Students may not count more than 18 semester units (27 quarter units) of stand-alone courses to fulfill the requirements of a degree, major or certificate

(b)(5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major for completion of an associate degree.



Requirements

- Report approved courses to Chancellor's Office:
 - * Now submitted electronically via the CCC Curriculum Inventory
 - CCC-530 New Credit Course form
 - Bulk upload of multiple new courses is available
 - Refer to CCC Curriculum Inventory training for authorized users

(b)(6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System. *



Compliance

- Local district annually certifies that training has occurred at each college.
 - Certification Form submit by **September 30th**
- Local approval may be terminated if district fails to comply with all of the requirements.

(c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).



Training Certification Process

1. Curriculum chair* is trained on regulations.
 - in person or via distance learning
2. Curriculum chair* trains others on campus:
 - curriculum committee, CIO, staff
3. Sign certification form and submit to Chancellor's Office by September 30th
Late submissions will not be accepted.
4. College may offer new stand-alone courses.

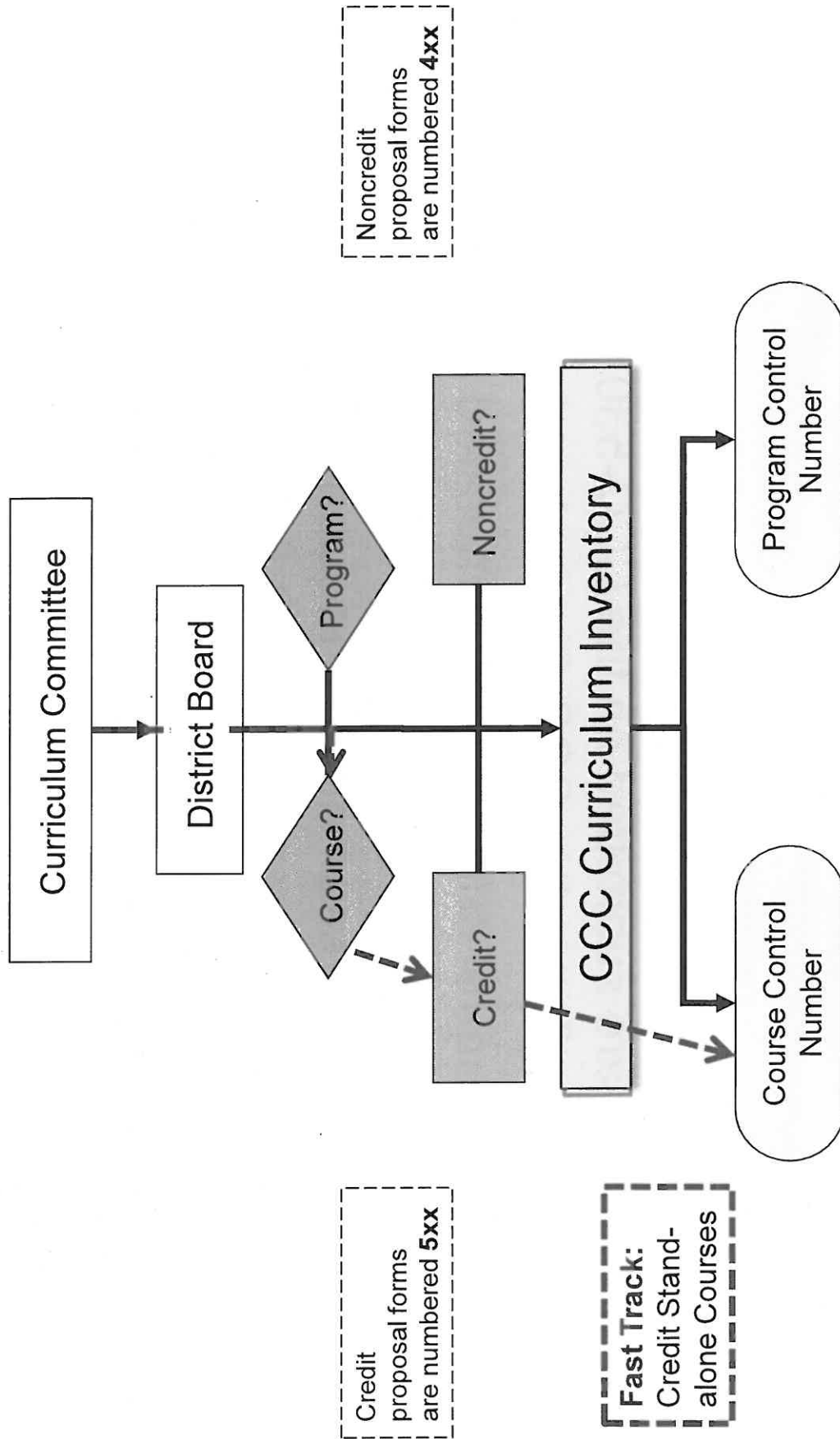
* CIO may designate others to be trained as trainers.



Reporting New Approved Courses

- Course control numbers
 - Courses are submitted on the CCC-530 form electronically via the CCC Curriculum Inventory
 - Course control numbers are generated and sent to CIO and Originator
 - Changing courses from Stand-Alone to Program-Applicable is done on the CCC-580 form
 - Courses that become Program-Applicable should be added to the applicable program's Program Courses section via the CCC-511 form

Program and Course Approval and Reporting Processes





What Colleges Should Do

- Curriculum chairs:
 - train all committee members & staff
 - share materials locally
- Administrators:
 - provide support so that all appropriate parties are trained
 - sign and submit certification form
 - ensure correct reporting to Chancellor's Office



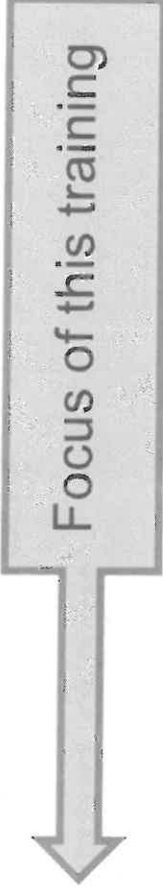
Chancellor's Office Will:

- Provide training opportunities and materials
- Participate in curriculum development discussions and provide guidance
- Establish reporting procedures that are intuitive and easily accessible



Effective practices for course approval

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance





Compliance

§ 55002. Standards and Criteria for Courses

- Types of Courses
 - Degree-applicable credit
 - Nondegree-applicable credit
 - Noncredit
 - Community Services offerings



Compliance

§ 55002. Standards and Criteria for Courses

- Course provides measurement of student progress
- Determine adequate number of hours for student achievement of objectives
 - Units of credit based on minimum of 48 hours of student learning per unit
- Intensity
 - Critical Thinking
 - Requires independent study skills



Compliance

§ 55002. Standards and Criteria for Courses

- Determine if prerequisite or corequisite skills may improve student success
- Level of learning skills and vocabulary is appropriate for type of course
 - Degree-applicable credit
 - Nondegree-applicable credit
 - Basic Skills (communication & computation)
 - Noncredit

July 2012



Compliance

§ 55002. Standards and Criteria for Courses

- Course Outline of Record
 - Unit Value (credit courses only)
 - Number of Contact Hours
 - Prerequisites, Corequisites, Advisories
 - Catalog Description
 - Objectives

July 2012



Compliance

§ 55002. Standards and Criteria for Courses

- Course Outline of Record
 - Content / specific body of knowledge
 - Methods of Instruction
 - Methods of Evaluation
 - Types or examples of assignments:
 - required reading and writing assignments
 - out-of-class assignments (credit only)



Effective Practices

- Consistent with § 55002
- Mission-appropriate
- Open to all students
- Appropriately offered as a credit course



Questions Later

- Website: Academic Affairs Division, CCCCCO
<http://www.cccco.edu>
 - » System Operations
 - » Divisions
 - » Academic Affairs
 - » Curriculum and Instruction
 - » Stand-alone Credit Course Approval
 - Resource Materials
 - Training Documents
- Download training materials to use on your campus!