



Digest

Digest means an item that has been through internal review of the Chancellor's Office and the review entities. The item now has form and substance, and is officially "entered into Consultation." The Council reviews the item and provides advice to the Chancellor.

TITLE: Program and Course Approval Handbook, 3rd Edition

DATE: February 19, 2009

CONTACT: Carole Bogue-Feinour, Vice Chancellor, Academic Affairs

BACKGROUND

The *Curriculum Standards Handbook* was first published in May 1985. It was revised in 1987, 2001 and 2003 and re-titled the *Program and Course Approval Handbook*. The System Advisory Committee on Curriculum (SACC) made on-going revisions to the handbook since 2005 and in 2009 completed *Program and Course Approval Handbook, 3rd Edition*.

The handbook is intended to assist California community college administrators, faculty and staff, who are responsible for designing new programs or courses, with submission of programs or courses for approval. The handbook is primarily oriented toward System Office program approval requirements, but it also contains information relevant to local curriculum committees and Career Technical Education Regional Consortia.

Staff gratefully acknowledges the representatives of the Academic Senate for California Community Colleges, Chief Instructional Officers of the California Community Colleges, and the California Community Colleges Association for Occupational Education who provided valuable consultation in the preparation of this handbook.

ANALYSIS

The *Program and Course Approval Handbook, 3rd Edition* is a major revision, incorporating revisions to title 5 made in 2007-2008 and guidelines and recommendations from the System Advisory Committee on Curriculum. Changes include:

- Re-organized format designed to be more user-friendly.
- Modular format to incorporate credit and noncredit curriculum issues allows users to easily find instructions for applications and processes specific to each type of approval.
- Revised credit program forms to simplify credit program approval processes and to maintain consistency in requirements for new programs and substantial changes to approved programs.

- Inclusion of guidelines for local development and approval of credit stand-alone courses and for reporting new credit courses to the System Office MIS to obtain course control numbers.
- Requirement for 18 or more semester units in a major or area of emphasis, in addition to general education, for the associate degree.
- Option for colleges to seek approval of certificates of 12 or more but fewer than 18 semester units as Certificates of Achievement.

The *Program and Course Approval Handbook, 3rd Edition* is designed to assist curriculum developers at colleges and districts to:

- Explain System Office procedures for monitoring the development of courses/programs and approving programs on a statewide basis;
- Provide a framework for consistent documentation of the content and objectives of programs and courses;
- Determine the correct process to follow in order to expedite the course and program approval process; and
- Foster the use of best practices in curriculum development as established in the field of curriculum design and instructional technology and as recommended by the Academic Senate for California Community Colleges.

The handbook is organized into Modules:

- **Module 1: Introduction** includes a history of program and course approval, curriculum development criteria, general information about approval procedures for both credit and noncredit programs and courses, and other general curriculum topics.
- **Module 2: Credit Curriculum** describes the standards and criteria for credit course development, approval procedures for credit programs and courses, and instructions for completing applications for approval by the System Office.
- **Module 3: Noncredit Curriculum** will describe the standards and criteria for the development of noncredit programs and courses, including procedures and instructions for completing applications for approval by the System Office. The third module is under development due to recent changes to title 5 on noncredit curriculum that require new System Office procedures and appropriate applications.

RECOMMENDATION

The Council is asked to review the *Program and Course Approval Handbook, 3rd Edition* and endorse the handbook for presentation to the Board of Governors at its March 2009 meeting.