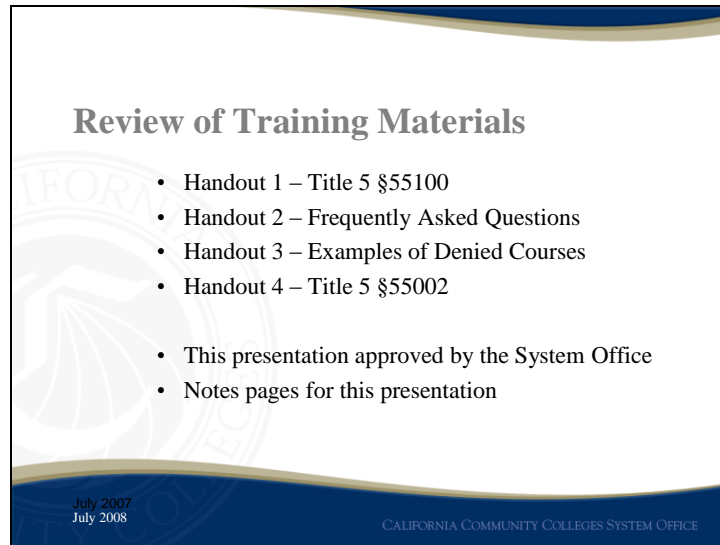




This is a formal training session sponsored by the California Community Colleges System Office and developed in collaboration with the System Advisory Committee on Curriculum (SACC). This presentation is to be used to train all faculty and staff who are responsible for course approval on every campus of the California Community Colleges pursuant to **California Education Code and Title 5 citations**.

Note to presenter:

- Do not delete** any slides or notes from this presentation. You **may supplement** with additional materials that are relevant to your audience.
- Distribute copies of handouts** to participants for their reference as you proceed through the slides.
- Record names and titles** of all participants in your training session. This information may need to be presented for verification of training during an audit.



Review packet materials

Handout 1 is the text of the new section 55100 of Title 5. This presentation reviews all parts of this section.

Handout 2 contains Frequently Asked Questions, gathered from phone and email inquiries to the System Office and from participants at the 2007 training session.

Handout 3 gives some examples of stand-alone courses that were denied by the System Office with the reasons.

Handout 4 is the text of the new section 55002 of Title 5. Some of the standards and criteria for courses and course approval are reviewed in this presentation.

Along with this presentation, there is a PDF document containing the notes pages of this presentation, showing the script that accompanies each slide. The presenter may choose whether or not to distribute the document containing notes.

Distribute a sign-in sheet or otherwise record names and titles of participants, and keep for your records.

Local Approval of Stand-alone Credit Courses

- **Program-applicable:**
 - **credit** course is required for a certificate or associate degree that is approved by the System 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 System Office.

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Definitions:

Program-applicable: The credit course is part of a certificate or degree that is approved by the System Office. This includes credit courses that are required or restricted electives for an approved certificate or associate degree, including general education requirements.

Restricted electives are specifically listed as optional courses from which students may choose to complete a specific number of units required for an approved certificate or degree.

Stand-alone (Not program-applicable): The credit course is not required or a restricted elective for any credit program approved by the System Office. This type of course is commonly referred to as “stand-alone.”

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)

July 2008 CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Restricted electives are specifically listed as optional courses from which students may choose to complete a specific number of units required for an approved certificate or degree.

Good example of program-applicable courses:

[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)

Not program-applicable courses (i.e. stand-alone):

[following list of requirements]

Complete an additional 6 units in Visual Communication courses at or above the 100-level.

Courses that are NOT covered in this training:

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

It's important to note that MOST courses should not be stand-alone (i.e. courses in these categories are not considered to be stand-alone credit courses)

All noncredit courses must be approved by the curriculum committee, the local governing board, AND THEN submitted to the System Office for approval. The only exception is a new noncredit course that is part of a noncredit program that was previously approved by the System Office. These new courses are not required to be submitted for state approval.

This slide lists types of courses that you must continue to submit to the System Office for approval. Program-applicable courses are approved along with new program applications. After the program has been approved, then any new courses that are developed as requirements or restricted electives of the approved program do not need to be submitted to the System Office for approval.

Program that are **approved by the System Office:**

- Degrees
 - Major or Option requirements
 - Courses approved to fulfill general education requirements (local GE)
- Certificates with 18 or more semester units (27 or more quarter units)
- Certificate of Achievement with 12-18 semester units (18-27 quarter units) that is approved by the System Office.

The last bullet is a new option for certificates that colleges would like to list on student transcripts. These certificates must be submitted to the System Office for approval as a “new credit program” and must provide the same documentation required for the approval of certificates over 18 semester units (18-27 quarter units).

Prior to August 2007 ...

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Prior to Fall 2007, colleges were required to submit applications to the System Office for approval of credit courses that were not part of programs. The Program and Course Approval Handbook, 2nd edition, March 2003, covered “Blanket Approval of Certain Stand-alone Courses” on p. 26-28. These pages describe certain types of stand-alone courses that were approved by college curriculum committees and local governing boards, but not approved by the System Office.

This section of the Handbook is now irrelevant because all of the types of stand-alone courses listed may now be approved locally and **do not require** System Office approval. The section “Stand-alone Courses That Require Chancellor’s Office Approval” is also irrelevant.

Under the previous system, the college and district approved the course, then submitted the course to the System Office for approval, after which the course could be offered.

The slide features a white background with a blue and gold wavy border at the top and bottom. A large, faint watermark of the California Community Colleges System Office logo is visible in the background. The text is centered and includes a title, a bulleted list, and a footer.

Effective August 2007 ...

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

[Note: AB = Assembly Bill]

Briefly describe new process, which is repeated later in the presentation.

The new regulation creates a different sequence of events:

- Colleges complete training on course approval requirements.
- District certifies that training has occurred.
- The college curriculum committee will approve the new credit course,
- Then the local governing board will approve the course,
- And then the course can be offered in the next term.

By the end of the first term in which the course is offered, the college must report to the System Office that the course has been approved, and a **course control number** will be assigned to the course. That number will be required in order to report enrollments at the end of the term.

Title 5 §55100. Course Approval

- a) Local governing board may approve degree-applicable credit courses
- 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:”

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Refer to Handout 1 – on slides, quotations from code appear in blue type.

Part (a) confirms that degree-applicable credit courses are approved locally. Part (b) states that for a 5-year period, from Fall 2007 through Fall 2012, local approval of credit courses that are not part of an approved educational program. The Chancellor (represented by the System Office) will allow districts to locally approve credit courses after the meets certain requirements.

Requirements are covered on next 6 slides.

Requirements

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

§55002. establishes standards and criteria for courses

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

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Section (b)(1) of § 55100 refers to § 55002 (Handout 4):

§ 55002 sets forth the requirements for colleges to establish curriculum committees in agreement with the district administration and faculty senate. It defines credit courses as **degree-applicable** or **nondegree-applicable**, and sets forth the standards for approval of each type of course including requirements for intensity, difficulty, conduct, course outline of record, and others.

Refer to Handout 4: (partial text here)

§ 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.
- **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.
 - **Standards for Approval ...**
- **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. ...

Requirements

- District certifies that all faculty and staff involved in curriculum approval have completed training.
- Submit Certification form by September 30th of each year.

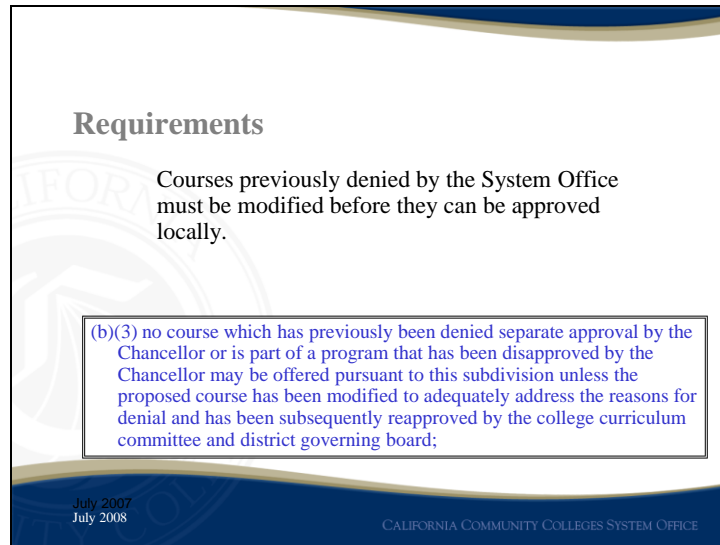
(b)(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent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

July 2008 CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

The certification form is signed by the:

- college curriculum committee chair (documenting who was trained by the System Office, who may be a designee)
- college CIO, who certifies that all appropriate persons have been trained
- college President
- In multi-college districts, the signature of the Chancellor or Superintendent/President is also required.

The mailing address is on the form.



Requirements

Courses previously denied by the System 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;

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

§ 55100. (b)(3) ensures that courses that have been denied at the System Office will not be locally approved unless the course has been modified to remove the problems that caused the System Office to deny the course.

(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 System 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;

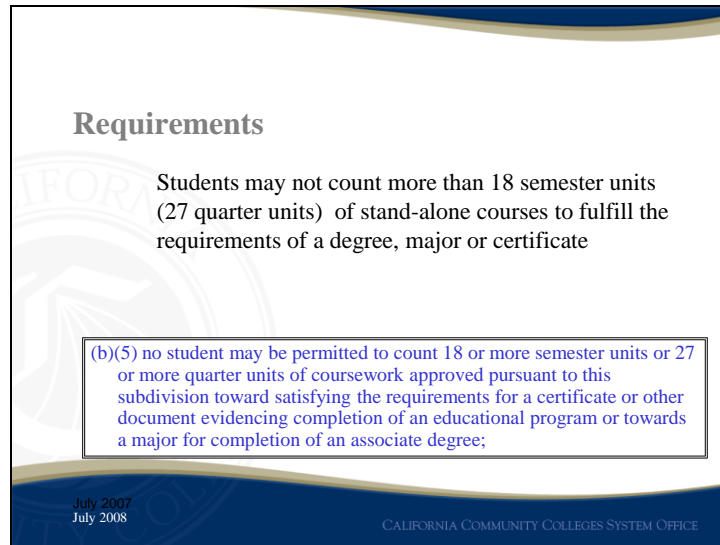
July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Note to trainer: The phrase “within a single 4-digit T.O.P. code” was left out of this slide in the 2007 training. Please note that this change affects the FAQs in handout 2.

§ 55100. (b)(4) defines a group of courses that are linked together by prerequisites or corequisites that creates a sequence of courses of 18 or more semester units (or 27 quarter units) as a program. Therefore, the group of courses must be approved by the System Office 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;

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

§ 55100. (b)(5) prevents a student from counting more than 18 semester units (27 quarter units) of stand-alone courses toward the **requirements** for a certificate or degree major.

(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 System Office:

- Course control numbers are assigned as part of Master Course File Maintenance process
- CCC-531 form sent as an email attachment to cb00@cccco.edu
- Consult college MIS for more information

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

The course may be offered in the next term following local board approval. **By the end of that term**, the college must obtain a course control number through the System Office MIS Division. This number must be used to report enrollments in the course.

In 2007, the System Office planned to make a web site available for course reporting purposes. Due to staff shortages, this plan has been modified so that courses are now reported to MIS during the Master Course File Maintenance process. The form CCC-531 is submitted as an email attachment to cb00@cccco.edu

This reporting is normally handled by the MIS department on campus or at the district office. For more information, consult your local MIS staff or the MIS division at the System Office.

Compliance

- Local district annually certifies each college.
 - In 2007, three colleges failed to be certified by the due date.
- 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).

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

§ 55100(c) allows the System Office (as authorized by the Chancellor) to terminate a college's certification to approve stand-alone credit courses locally. This could happen if it is determined that a college or its district is not in compliance with all the requirements in part (b). Compliance with § 55100 will be included in California Community Colleges audit procedures.

It is expected that colleges and districts will be advised of noncompliance and offered an opportunity to modify practices in order to become compliant.

If a college loses its certification, then it would be required to submit new stand-alone courses to the System Office for approval.

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 System Office **by September 30, 2008**
4. College may offer new stand-alone courses.

* CIO may designate others to be trained as trainers.

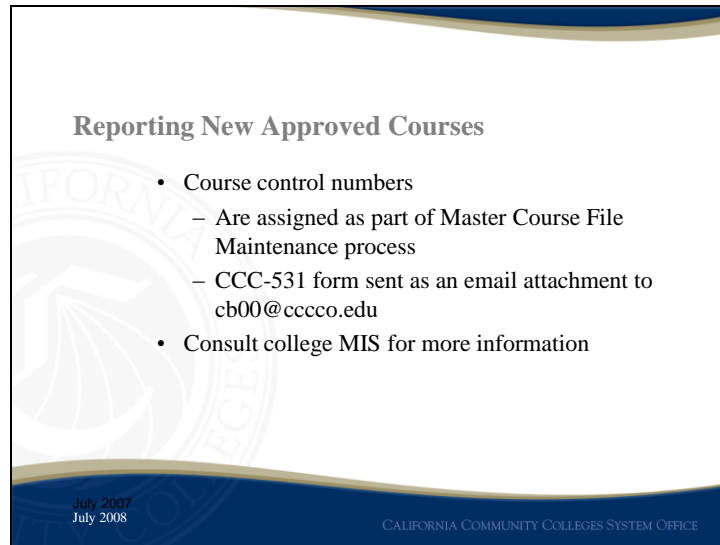
July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

The System Office has developed this training to fulfill the requirements of § 55100(b)(2) using a “train-the-trainer” model. It is expected that at least one person, preferably the curriculum committee chair, completes training provided by the System Office. More people from the same college may also attend System Office training. It is expected that they will participate in training others on campuses.

Those persons trained by the System Office will conduct training on campus.

- All voting members of the curriculum committee must be trained.
 - Ex officio members should also be trained.
 - Administrators and Staff who process course outlines of record or otherwise participate in the curriculum development process must also be trained.
1. The certification form is completed and signed by the curriculum committee chair, the college’s Chief Instructional Officer and President. If the college is part of a multi-college district, the Chancellor or Superintendent must also sign the certification form.
 - Submit certification form to the System Office by **September 30th** every year
 2. If the certification form is received on time, then the district is authorized to approve all new stand-alone courses recommended for approval by the college curriculum committee for the appropriate academic year. These courses may be offered in the term that starts **AFTER** the board approval date.



Reporting New Approved Courses

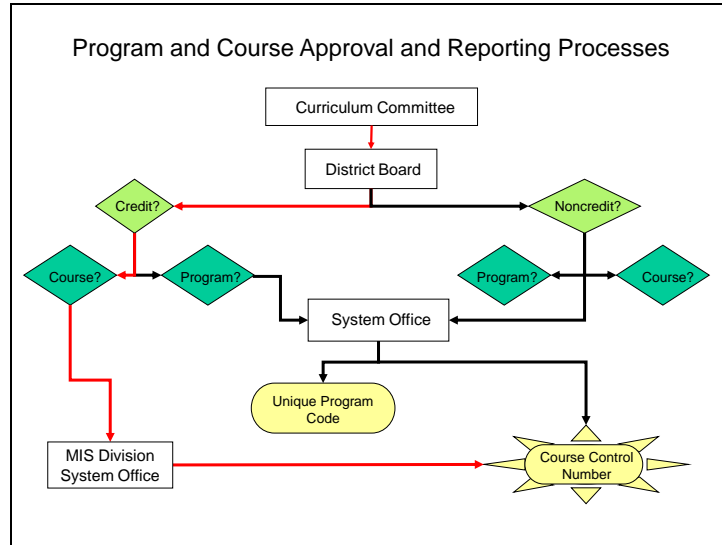
- Course control numbers
 - Are assigned as part of Master Course File Maintenance process
 - CCC-531 form sent as an email attachment to cb00@cccco.edu
- Consult college MIS for more information

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

The Curriculum Reporting for the Community Colleges (CRCC) Project was conducted in 2006-2007. During this project, colleges verified data associated with all courses that reported enrollment from all colleges since 1992. It was a **huge** undertaking that was necessary in order for courses to be uniquely identified with course control numbers.

Course control numbers were assigned in August 2007 to the courses identified in the CRCC Project. Courses that were not part of the CRCC project are now submitted through the System Office MIS division in order to get course control numbers. Date of approval of the local governing board is necessary to obtain these control numbers.



This diagram represents the process for program and course approval.

All courses (credit and noncredit) are reviewed and approved by the college curriculum committee and by the local governing board.

The first determination is Credit? Or Noncredit?

Noncredit courses and programs are submitted to the System Office for approval. The System Office assigns course control number and/or unique program code to approved courses and programs. The only exception to the requirement for state approval are new noncredit courses that are included in noncredit programs that were previously approved by the System Office.

Credit programs are submitted to the System Office for approval. The System Office assigns the unique program code. When the college has enrollments to report in program-applicable courses, course control numbers are assigned.

Stand-alone credit courses are reported by the college or district through the Master Course File Maintenance process and course control numbers are assigned.

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 System Office

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

There's a lot to do before the September 30th deadline!

College curriculum committees, chief instructional officer, and staff need to be trained.

Administrators must insure that all appropriate persons are trained (including the chief instructional officer).

Certificate forms must be signed and submitted to the System Office.

Administrators must determine who will be responsible for reporting to System Office and facilitate their training.

System Office Will:

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

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

The System Office will support colleges and districts and facilitate the implementation of local approval of stand-alone credit courses. Resources for curriculum development and approval will be developed and distributed in collaboration with the Academic Senate, CIO Executive Board and the System Advisory Committee on Curriculum (SACC).

Effective practices for course approval

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance ← Focus of this training

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Refer to Handout 3 – These are examples of courses that were submitted to the System Office for approval as stand-alone courses, which were denied for the reason in the right column.

There are five criteria used by the System Office (SO) that were derived from statute, regulation, intersegmental agreements, guidelines provided by transfer institutions and industry, recommendations of accrediting institutions, and the standards of good practice established in the field of curriculum design. Faculty developers and college curriculum committees are encouraged to use the same criteria throughout the course development process.

•**Appropriateness to Mission:** course must be directed at the appropriate level for community colleges; must address a valid transfer, occupational, basic skills, civic education or lifelong learning purpose; and must provide distinct instructional content and specific instructional objectives

•**Need:** must provide evidence of need for the course in college service area

•**Curriculum Standards:** must fulfill the requirements of the local curriculum approval process, which includes careful scrutiny by faculty and administrators at the originating college; approval within the local district as well as on a regional level (occupational); course should also be consistent with requirements of accrediting agencies.

•**Adequate Resources:** the college has the resources needed to offer the course at the level of quality described in the Outline of Record.

•**Compliance:** design of the course is not in conflict with any law, including both state and federal laws, and both statutes and regulations.

This training focuses on COMPLIANCE.

Compliance

§ 55002. Standards and Criteria for Courses

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

July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Refer to Handout 4

§ 55002. Standards and Criteria for Courses

Mandates Standards for Approval of 3 types of courses: degree-applicable credit; nondegree-applicable credit; noncredit. This section also describes standards for community services offerings, for which curriculum committee and System Office approval are not required.

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

July 2008

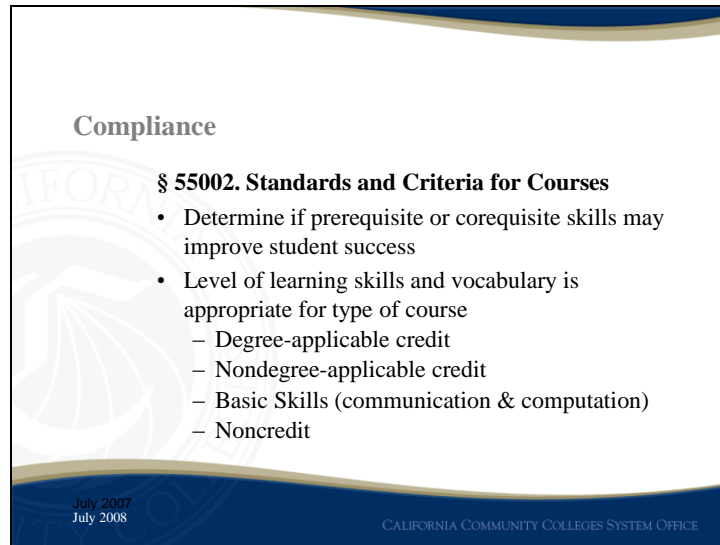
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Refer to Handout 4

§ 55002. Standards and Criteria for Courses

All types of courses must provide measurement of student progress: i.e., methods of evaluation

Units of credit based on minimum of 48 hours of STUDENT LEARNING (in lecture, lab and out-of-class)



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 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

§ 55002. Standards and Criteria for Courses

Another section regarding course preparation, which is not included in this training:

§ 55003. Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation.

Slide 25

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 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Refer to Handout 4 § 55002

Continues on next slide

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)

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Refer to Handout 4

Also, **course repeatability** should be considered for every new course. However, course repetition is not included in this training.

Title 5 contains several sections on course repetition in Chapter 6, Article 4, § 55040-55044.

Effective practices for course approval

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

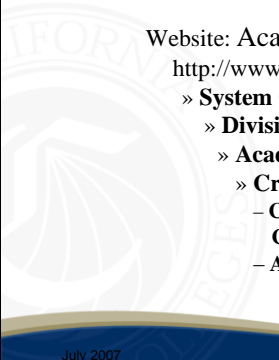
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE

Compliance with § 55002 is one element of the review of courses. As problematic stand-alone courses in the past (Handout 3) demonstrated patterns of problems, these are noted here.

Courses must be mission-appropriate and designed for the community college population. Registration can't be restricted to a specific population.

The curriculum committee should assist the faculty developer in determining whether the course is appropriately offered as a credit course or would better serve as a noncredit course or community services offering.



Questions Later

Website: Academic Affairs Division, CCCCCO
<http://www.cccco.edu>

- » **System Office**
- » **Divisions**
- » **Academic Affairs**
- » **Credit Program and Course Approval**
 - Certification for Stand-alone Credit
 - Course Approval
 - Applications and Forms

July 2007
July 2008

CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE