

California Community Colleges  
Chancellor's Office  
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<http://www.cccco.edu>



**DATE:** October 27, 2015 AA 15-29  
VIA E-MAIL

**TO:** Chief Instructional Officers

**FROM:** Pamela D. Walker  
Vice Chancellor, Education Services

**SUBJECT: Policy Change Related to the Submission of Credit Course Nonsubstantial Change Proposals**

You asked us to work on decreasing the processing time for curriculum submitted into the system and we heard you. The Chancellor's Office is in the process of implementing a policy change related to the submission of Credit Course Nonsubstantial Change proposals.

To initiate this new policy, on October 9, the Chancellor's Office returned 408 Credit Course Nonsubstantial Change proposals submitted to the Curriculum Inventory by 41 California Community Colleges (CCC). Those 41 CCCs were required to review their returned proposals and confirm several items prior to resubmitting their courses into Curriculum Inventory for expedited processing.

This memorandum is to communicate this policy change to the remaining 72 CCCs. Effective, October 27, 2015, the Chancellor's Office will implement expedited processing of all Credit Course Nonsubstantial Change proposals. The Chancellor's Office will conduct random spot checks of these proposal types to monitor data integrity.

**This policy change is for Credit Course Nonsubstantial Change Proposals only.** At this time, the Chancellor's Office will continue to review Noncredit Course Nonsubstantial Change proposals.

In order for a Nonsubstantial Change Credit Course proposal to receive expedited processing, the CCC must complete and certify the following on the attached form:

- Certifies the Credit Course Nonsubstantial Change proposal(s) is/are in accordance to the current Chancellor's Office Program and Course Approval Handbook.
- Certifies the course hours and units for each course is correct in accordance to Chancellor's Office Course Calculations.
- Has attached the correct and current Course Outline of Record for each course as recommended by the college and/or district curriculum committee and approved by the District Governing Board (CCR, §55002(a)(1) & (b)).

Chief Instructional Officers

October 21, 2015

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**PLEASE NOTE:** In preparation for the transition to the new curriculum management system, all CCCs should utilize this time to evaluate the integrity of their curriculum and update it as needed. Incomplete curriculum data will not be transitioned into the new curriculum management system.

Should you have any questions or concerns, please contact Lebaron Woodyard at [lwoodyar@cccoco.edu](mailto:lwoodyar@cccoco.edu) or (916) 445-1780 or Jackie Escajeda at [jescajeda@cccoco.edu](mailto:jescajeda@cccoco.edu) or 327-2066.