



# 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 1 – Title 5 55100
- 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 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.



# 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 12-18 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



## 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. “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.

(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 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;



# 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.



# 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 System Office:
  - CCC 530 form submitted via the CCC Curriculum Inventory

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

\*now being done via the CCC Curriculum Inventory



# Compliance

- Local district annually certifies that training has occurred at each college.
  - Certification Form submit by September 30<sup>th</sup>
- 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 System Office by September 30<sup>th</sup>
4. College may offer new stand-alone courses.

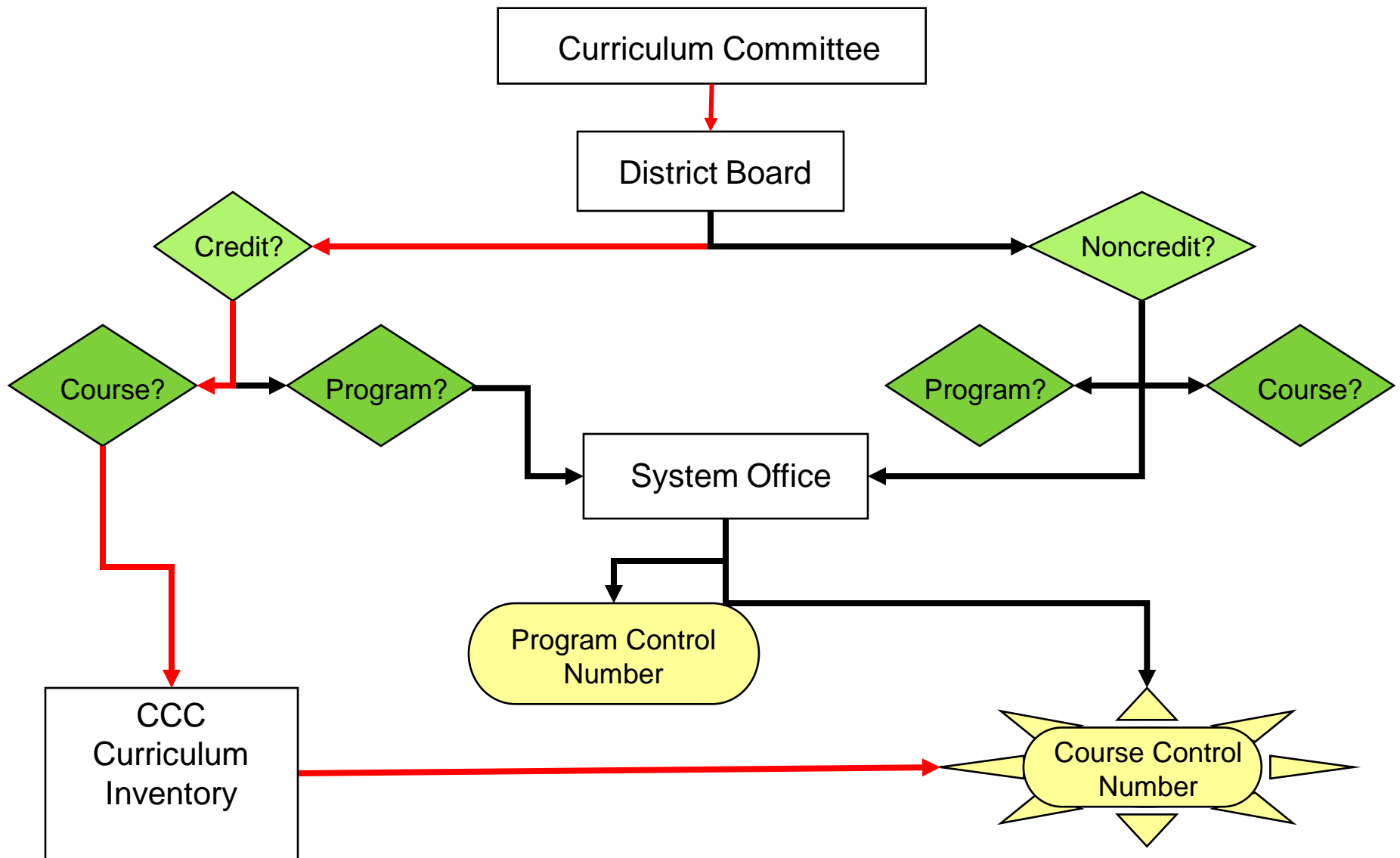
\* CIO may designate others to be trained as trainers.



# Reporting New Approved Courses

- Course control numbers
  - Courses are submitted on the CCC 530 via the CCC Curriculum Inventory
  - Course control numbers are generated and sent to CIO and Originator

# 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 System Office



# 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



# Effective practices for course approval

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



Focus of this training



# 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



# 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



# 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, CCCCO  
<http://www.cccco.edu>
    - » System Office
      - » Divisions
        - » Academic Affairs
          - » Credit Program and Course Approval
            - Certification for Stand-alone Credit Course Approval
            - Applications and Forms
- Download training materials to use on your campus!