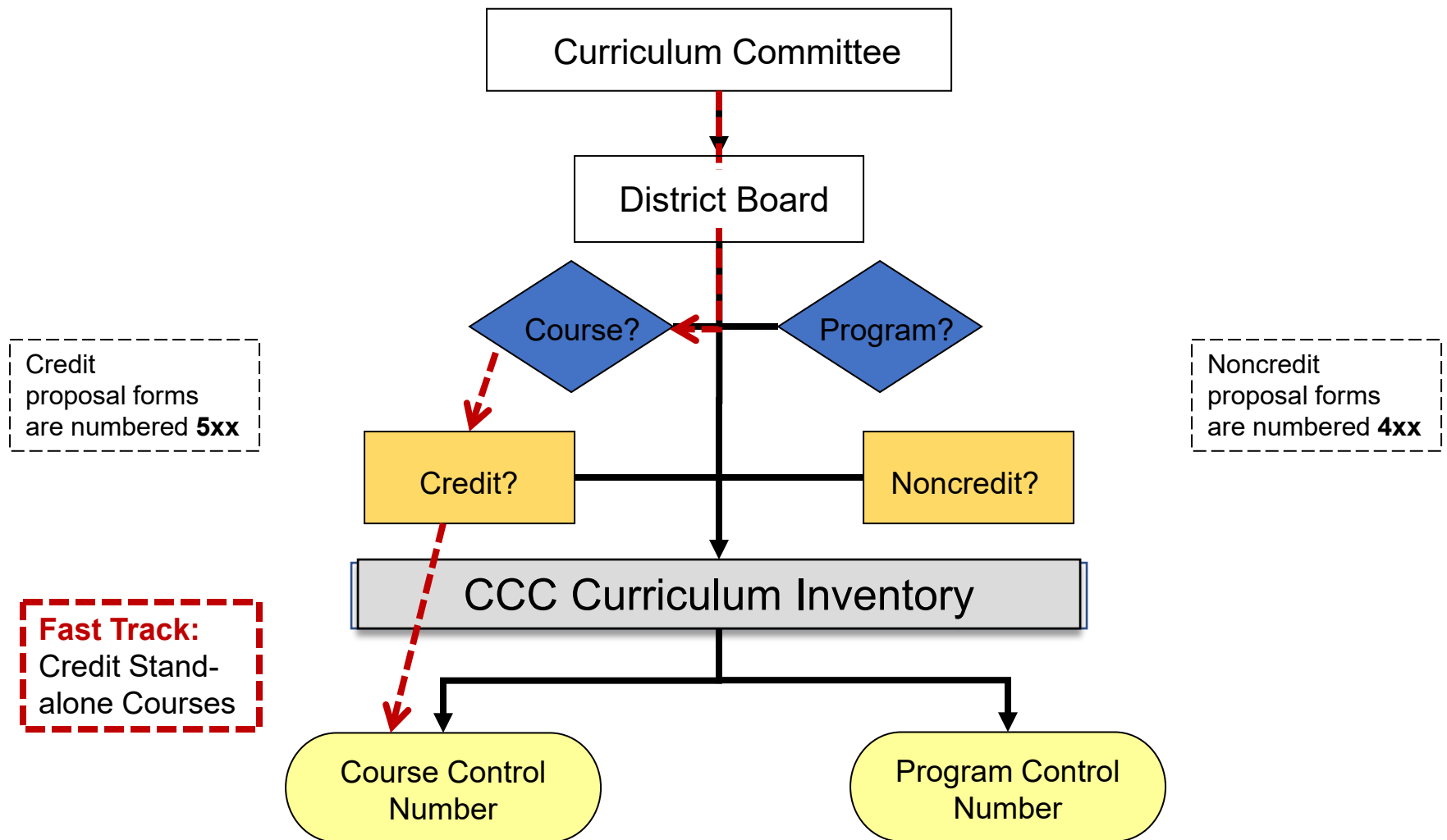CURRICULUM

SANTA ROSA JUNIOR COLLEGE

Program and Course Approval and Reporting Processes

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

Agenda

Strategic Planning Overview

Review Draft Vision & Mission

Goals Group Process & Definitions

Draft Goals

Reaction, Discussion, & Recommendations

Local Responsibilities

ASCCC

Oversight - AB1725

Timely, Sound, Responsive

Curriculum Committee - Arm of the Senate

CIO / CEO
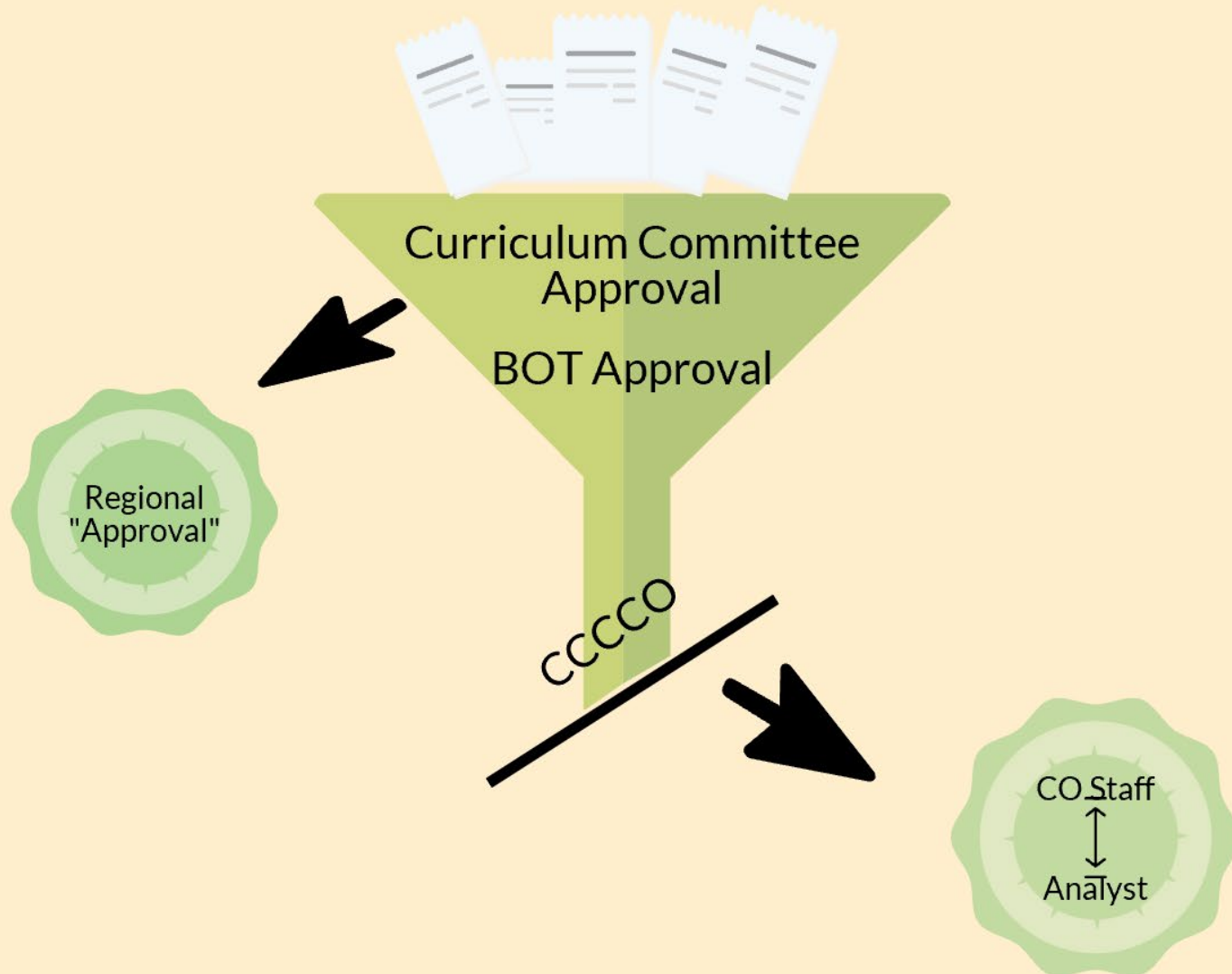
Award financial aid

Award credit

Claim for apportionment

Board of Trustees

Policies - course and program

Submit to BOG

Where we were...

Curriculum Committee Approval

BOT Approval

Regional "Approval"

CCCCO

CO Staff ↕ Analyst

Chancellor's Office Responsibilities

1. Review and approve all educational programs (CEC §70901(b)(10))

2. Review and approve all courses that are not program-related (CEC §70902(b)(2))

3. Establish policies for courses of instruction and educational programs   (CEC §70902(b)(2))

4. Review and approve courses of instruction and educational programs (CEC §70902(b)(2))

5. Review and approve program courses (CEC §70902(b)(2))

Streamlined Processes

APPROVAL
(Local)

RECOMMENDATION
(Regional)

CHAPTERING
(CCCCO)

Streamlining Asks Us to Examine Our Roles
Who is doing what and why?

CHANCELLOR'S OFFICE CERTIFICATION

2016 Credit Course Certification

- Annual Credit Courses Certification
  - Initial document was due December 16, 2016
    - 112 of 113 colleges have now signed the certification
  - CIO and Curriculum Chair signature
  - Will be due annually on 1 October beginning in 2017
    - Adding CEO and Senate President signature
    - New courses to new programs

- This certification applies to the following:
  - 1. New course proposals to existing approved credit programs
  - 2. Substantial change proposals for credit courses
  - 3. Stand-alone proposals
  - 4. Nonsubstantial change proposals for credit courses

2017 Certification Timeline

- Credit Course Certification
  - New proposals to new programs
  - New proposals to existing approved credit programs
  - Substantial change proposals
  - Stand-alone proposals
  - Nonsubstantial change proposals
- Credit Program Certification
  - Authority for local approval for Nonsubstantial change proposals will occur by Fall 2017
  - Authority for local approval for new and substantial change proposals for local will happen Spring 2018
  - ADTs will need to be worked out with agreement between CSU and COCCC
- Non Credit Courses and Programs
  - A workgroup for streamlining curriculum will be established by 5C once credit courses and programs are implemented and assessed that it's working smoothly.

Credit Courses Need to Demonstrate that the Documents Below Were Used

PCAH

- Education Code
- title 5
- Submission Guidelines

CCCCO Course Calculations

- Know the calculation
- Memo from CCCCO
- Local Policy

AUTHORITY

As the curriculum approval processes change, local colleges have greater authority and greater responsibility for certification

Local Approval

Regional Recommendation

Chancellor's Office Chaptering

CIO / Curriculum Chair Certification

CEOs / Senate Presidents

Board of Trustees Approval

- Honoring of 10+1

- Compliance with PCAH

- Integration with Planning Documents

Training

- Partner with Academic Senate

- PCAH / Submission Guidelines

- Role of Curriculum Committees

- Support for Curriculum Technicians

Certification Training Template

- **Macro Level: Compliance Certification Signatories**
  - Academic Senate President, Curriculum Chair, Chief Executive Officer, Chief Instructional Officer
    - Review of four areas of credit course certification
    - Review of local policy to ensure that it contains local specification of the accepted relationship between contact hours, outside-of-class hours and credit for calculating credit hours
    - Discussion of when / how Governing Board approval of curriculum occurs

Certification Training Template

- **Meso level: Curriculum Committee**
  - Review of the following as early on as possible:
    - Five areas of credit course certification
    - PCAH, 6th Edition
    - CCCO Course Calculation paper – 2015
      - Curriculum Institute PPTs
        - Credit Hour Calculations
        - Training the Curriculum Committee
    - Changes to title 5 and implications for local policies
    - Local Curriculum Handbook

Certification Training Template

- **Micro level: Tech Review and Curriculum Analyst**
  - Review of the following:
    - 6th Edition, PCAH
    - CCCCO Course Calculations
    - Local Policy for awarding credit
    - CA Ed Code
    - Title 5
    - Guidelines for Repetition and Repeatability
    - ASCCC papers and reference guides
      - ➤Papers on COR, effective approval processes, etc. See Resource slides
  - Potential development of Tech Review Checklist
    - Hours and units
    - Required attachments
    - Pre-requisites and pro-requisetes
    - CTE requirements

A Quick Reminder

- All curriculum (courses and programs, credit and non credit, standalone, etc) must still be submitted to the Chancellor's Office Curriculum Inventory for chaptering!!!
- For colleges that have signed the certification, credit courses will receive automated approval; for those colleges that don't sign, their courses will go into the queue.
- All other curriculum pieces (for the moment) will go into the queue for approval by the Chancellor's Office.

CHANCELLOR'S OFFICE TITLE 5 AND PCAH CHANGES

Phase 1 – July 2017 BOG approval

Full text of changes: http://extranet.cccco.edu/Divisions/Legal/Regulations.aspx

§ 55002. Standards and Criteria for Courses

§ 55002.5. Credit Hour Definition

§ 55100. Credit Course Approval

§ 55130. Approval of Credit Programs

§ 58050. Conditions for Claiming Attendance

§ 55002. Standards and Criteria for Courses (1/3)

- § 55002(a)(2)(B)
  - Proposed changes to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language to better align with section 55002.5.

(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~~ <u>in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit</u>. ~~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.~~

§ 55002. Standards and Criteria for Courses (2/3)

- § 55002(a)(3)
  - Proposed adding outside-of-class hours and total student learning hours to the Course Outline of Record because these hours need to be part of the equation in addition to contact hours to determine the unit value of the course.
  - Similar addition to § 55002(b)(3) on COR.

(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, outside-of-class hours, and total student learning 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 of record 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.

§ 55002. Standards and Criteria for Courses (3/3)

- § 55002(b)(2)(B)
  - Proposed deleting and clarifying language to this section to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language for this subdivision. Additionally, referenced section 55002.5 for consistency.

(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~~ in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit. ~~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.~~

§ 55002.5. Credit Hour (1/2)

- § 55002.5(a)-(c)
  - Proposed changing the title to "Credit Hour Definition" in order to clarify to the colleges that the purpose of this section is to define "Credit Hour."
  - Proposed changes to provide a better explanation of 96 semester hours and 33 quarter hours for at least 2 units.
  - Added language regarding cooperative work experience and referenced title 5, section 55256.5 for information.

(a) One credit hour of community college work (one unit of credit) shall requires a minimum of 48 semester hours of lecture, study, or laboratory total student work at colleges operating on the semester system or 33 quarter hours of lecture, study or laboratory total student work, at colleges operating on the quarter system which may include inside and/or outside-of-class hours.

(b) A course requiring 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system or 66 hours or more of lecture, study, or laboratory work at colleges operating on the quarter system shall provide at least 2 units of credit.

(b) A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

(c) Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5.

§ 55002.5. Credit Hour (2/2)

- § 55002.5(d)-(f)
  - Provided direction for local district to comply with federal regulations for the award of credit in clock hour programs, consistent with 34 CFR 668.8
  - Deleted current language and replaced it with a more clear and concise version.
  - Proposed an additional subdivision to ensure that the governing board of each community college district establishes policy consistent with the provisions of § 55002.5.

(~~c~~d) ~~The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments.~~ For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2.

(~~d~~e) ~~A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one half unit.~~ Credit hours for all courses may be awarded in increments of one unit or less.

(~~e~~f) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.

§ 55100. Credit Course Approval (1/4)

- Changes to support streamlining with COCI:

    (a) The governing board of each community college district shall establish policies for, and may approve ~~individual degree-applicable~~ credit courses pursuant to section 55002<u>, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a)</u>~~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) ~~A community college district may 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. The Chancellor will conduct a periodic review to ensure that districts are in compliance with the following requirements:~~ <u>The chief executive officer, chief instructional officer, **college academic senate president,** and **college** curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses:</u>

§ 55100. Credit Course Approval (2/4)

(b)(1) the ~~college~~ curriculum committee and district governing board have approved each ~~such~~ <u>credit</u> course pursuant to section 55002<u>, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a)</u>;

~~(2) 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;~~

(b)(~~3~~<u>2</u>) the <u>college and/or</u> district promptly report~~s~~<u>ed</u> all <u>credit</u> courses approved <u>by the district governing board</u> pursuant to this <u>section</u> ~~subdivision~~ to ~~the Chancellor through~~ the Chancellor's Office Curriculum Inventory and Management Information Systems~~.~~

§ 55100. Credit Course Approval (3/4)

(b)(3) college and/or district personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including, but not limited to, the provisions of section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);

(b)(4) the district governing board has established local policy or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours consistent with section 55002.5.

§ 55100. Credit Course Approval (4/4)

(c) ~~Districts shall separately submit to the Chancellor all courses which are not part of any approved educational program for certification of compliance with all requirements pursuant to sections 55000 et seq., and the Program and Course Approval Handbook pursuant to section 55000.5.~~ <u>The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.</u>

(d) The Chancellor may, at any time, <u>limit or</u> terminate the ability of a district to <u>approve or</u> offer <u>credit</u> courses ~~pursuant to subdivisions (b) and (c)~~ if **he or she** ~~it is~~ determine<u>s</u>~~d~~ that a <u>college and/or</u> district has failed to comply with ~~all~~ <u>any</u> of the conditions set forth in ~~those subdivisions~~ <u>this section</u> until such time a <u>college and/or</u> district demonstrates compliance with ~~all requirements for~~ <u>the</u> certification <u>requirements identified in this section</u>.

§ 55130. Approval of Credit Programs (1/4)

- § 55130(a)
  - Deleted current language and replaced it with proposed language to support and clarify the curriculum approval streamlining efforts. Also referenced articles 6 and 7 of subchapter 1 of Chapter 6, and the current Chancellor's Office Program and Course Approval Handbook for additional guidance.

(a) ~~Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor.~~ <u>The governing board of each community college district shall establish policies for, and may approve, an educational program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).</u>

§ 55130. Approval of Credit Programs (2/4)

- § 55130(b)
  - Revised language to provide better guidance on the required components of a program and to support the curriculum streamlining efforts.
  - "Place of proposed program in district master plan" is replaced with "An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning"
  - Changes to CTE requirements:

(8~~7~~) ~~The need for the proposed~~ For career technical education programs~~, ascertained with regard to at least~~ the following additional information must be provided to the district governing board~~factors~~:

(A) a list of o~~O~~ther community colleges in the area currently offering the program;

~~(B) Other programs closely related to the proposed program offered by the college;~~

(B~~C~~) R~~r~~elation of the proposed program to regional labor ~~job~~ market ~~analysis,~~ demand ~~where applicable~~; and

~~(D) Enrollment projection for the proposed program;~~

(C~~E~~) R~~r~~ecommendations of career technical education regional consortia.~~, when applicable; and~~

~~(F) The classification of the courses in the program in accordance with section 55001.~~

§ 55130. Approval of Credit Programs (3/4)

- § 55130(c)(1)- (4)
  - To support streamlining, added language to provide clear instructions on who should be required to certify that all requirements are met for credit programs and when certification should occur.

- § 55130(d)
  - Provided clarity as to the abilities of the Chancellor with regard to colleges who are out of compliance with this section:
    - "The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section."

- § 55130(e)
  - Clarified consequences if districts or colleges do not comply:
    - The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if **he or she** ~~it is~~ determine**s** ~~d~~ that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college and/or district demonstrates compliance with the certification requirements identified in this section.

§ 55130. Approval of Credit Programs (4/4)

- § 55130(f)
  - Proposed added language for clarity regarding multi-college districts.
    - (f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

- Additional clarification for ADTs added after first read:
  - (g) Before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code section 66745 et seq.), the governing board of a community college district shall obtain approval of the Associate Degree for Transfer from the Chancellor in accordance with the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

§ 58050. Conditions for Claiming Attendance

- § 58050(a)(1)
  - Changed "Board of Governors" to "governing board of each community college district" to be consistent with the changes being done to all the above sections in reference to credit courses and programs.

New PCAH Structure

- Three separate documents
  1. Standards and guidelines – PCAH
  2. Implementation/submission - Submission and Approval Guidelines
  3. Technology – CCCCO Curriculum Inventory user's manual

- PCAH contents structure
  - Credit courses
  - Credit programs
  - Noncredit courses
  - Noncredit programs

Noteworthy Changes:
Hours and Units Calculations

- Title 5 clarifies formula for calculating credit hours:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\textbf{Hours-per-unit Divisor}}$$

Total Contact Hours = total time per term that a student is under the direct supervision of an instructor or other qualified employee... including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc.

Outside-of-class Hours = required for calculations, expressed in ratio of in-class to outside-of-class hours, for example:
- **1:2** for Lecture (lecture, discussion, seminar and related work)
- **2:1** for Activity (activity, lab w/ homework, studio, and similar)
- **3:0** for Laboratory (traditional lab, natural science lab, clinical, and similar)

Hours-per-unit Divisor = 48-54 for semesters, or 33-36 for quarters

Noteworthy Changes:
Program Goals

- **Goal classification for credit programs**
  - Transfer
    - ADT
    - IGETC/CSU GE Breadth Certificates of Achievement
  - CTE
    - Only CTE TOP Code
    - May also include programs with transfer preparation as a goal if they have a CTE TOP Code
  - Local
    - Includes programs developed for transfer preparation that are not ADTs
    - Includes programs develop to address community need or other local consideration
    - May include either transfer or local GE

Noteworthy Changes:
Supporting Documentation for Programs

Documentation/justification for Transfer Prep degree submissions (not ADTs):

- No longer <u>requires</u> 51% major articulation with one UC/CSU. May now include other types of documentation, such as:
  - Programmatic articulation agreements
  - ASSIST documentation – major articulation for majority of required courses
  - Table of program requirements from catalog of targeted transfer institution with crosswalk to CCC program requirements
  - Lower division major prep endorsed by professional bodies/program accreditors
  - Formal letters from targeted institution verifying program alignment

Documentation/justification for Local community need (not transfer prep) degrees or certificates:

- Letters of support
- Surveys
- Other evidence that program supports community needs

Noteworthy Changes:
Additional Guidance

- **Collaborative programs**
  - Where college(s) rely on other college(s) to offer all courses required for degree
  - Some more background info added
    - Ideal option for ADT or CTE
    - Written agreement
  - Promise of submission guidelines in Submission and Approval Guidelines document

- **Grade of "P" OK for ADTs**

- **Guidelines for double counting major and GE units in ADT submissions**

Questions

Standard Formula for Credit Hour Calculations

[**Total Contact Hours + Outside-of-class Hours]** **Hours-per-unit Divisor**	**=**	**Units of Credit**
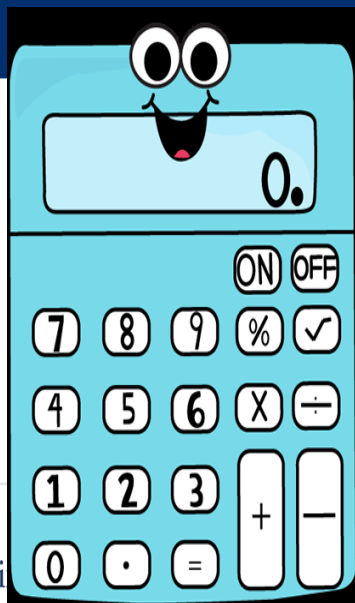
Outside-of-Class Hours

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture **(Lecture, Discussion, Seminar and Related Work)**	1	2
Activity **(Activity, Lab w/ Homework, Studio, and Similar)**	2	1
Laboratory **(Traditional Lab, Natural Science Lab, Clinical, and Similar)**	3	0

California Community Colleges

Example

36 Lecture

72 Lab

72 Outside-of-class hours

=180 total student learning hours

180 / 54 = 3.33; therefore, 3 units of credit

Sample Calculation Tables
Semester Calculations

Lecture	48 = 1 unit				54 = 1 unit		
Units	Contact Hours	Homework Hrs	Total Student Learning Hours		Contact Hours	Homework Hrs	Total Student Learning Hours
0.50	8	16	24		9	18	27
1.00	16	32	48		18	36	54
1.50	24	48	72		27	54	81
2.00	32	64	96		36	72	108
2.50	40	80	120		45	90	135
3.00	48	96	144		54	108	162
3.50	56	112	168		63	126	189

California Community Colleges

Cooperative Work Experience

- Units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).

- Units are awarded for on-the-job training hours and not for lecture.

CCR, title 5, Section 55256.5 (a)(b) – Work Experience credit

What is noncredit?

- Noncredit courses are zero unit courses offered to students without the expense of enrollment fees and designed to help students reach personal, academic, and professional goals

- Noncredit courses often serve as a point of entry for underserved students as well as a transition point to prepare students for credit instruction

California Community Colleges

WHY Noncredit?

- Affordable (FREE!)
  - No cost
  - No financial aid necessary
- Accessible
- Open entry/open exit format (optional) can serve students at point of inquiry
- Flexible scheduling
- Access to counseling and SSSP services

California Community Colleges

WHY Noncredit?

- Focus on skill attainment, not grades or units
- Repeatable and not affected by 30-unit basic skills limitation
- Elementary level skills to pre-collegiate
- Prepare for credit programs or employment
- CTE: preparation, practice, and certification
- Bridge to other educational/career pathways

California Community Colleges

WHY Noncredit? Faculty perspective

- More freedom to tailor course curriculum
- Focus on skill attainment, not units
- Courses have immediate impact on students' lives and communities
- Innovate! Create new courses and programs to meet student need
- Opportunity for students to repeat a course, practice skills, and become more proficient

California Community Colleges

WHY Noncredit? Faculty perspective

- Option for students struggling with credit courses, especially basic skills

- Opens the equity door – provides access to underserved students

- Completion of noncredit courses can be part of multiple measures assessments

- Opportunity to "create" college students – opens door to credit opportunities

California Community Colleges

Not-for-credit? NO!

- Not-for-credit
  - Also called community service, or community education, or fee-based.
  - Self-supporting – registration fees must cover complete cost of offering course
  - No curriculum approval required (unless local process)
  - No MQs established by state

California Community Colleges

Credit vs. Noncredit

Degrees and certificates of achievement	Certificates of completion, competency
Unit bearing	Hour bearing
Designated lecture & lab hours	No lecture or lab designation
Grades (A-F or P/NP)	Grades dependent on district (P/SP/NP, A-F)
Transcript	Not transcripted
Generates apportionment	Generates apportionment: CDCP or regular noncredit
Student fees apply	No student fees
Not repeatable	Repeatable

California Community Colleges

Noncredit categories

Noncredit	AEBG	CDCP
• ESL • Basic Skills • Short-term Vocational • Workforce Preparation • Immigrant Education • Courses for Adults w/ Substantial Disabilities • Parenting • Programs for Older Adults • Family & Consumer Sciences • Health & Safety	• ESL • Basic Skills * • Short-term Vocational • Workforce Preparation • Immigrant Education • Courses for Adults with Disabilities • Parenting *may include supervised tutoring, high school diploma or equivalency, and classes for adults helping students	• ESL • Basic Skills * • Short-term Vocational • Workforce Preparation *may include supervised tutoring and high school diploma or equivalency

California Community Colleges

Career Development College Preparation (CDCP)

- Preparation for employment or success in college-level credit coursework

- Four categories of courses that, if combined into a noncredit certificate, can be eligible for apportionment funding equal to credit

- Four categories: ESL, Basic Skills, Short-term Vocational, Workforce Prep

- Requirements established in Ed. Code 84760.5

California Community Colleges

Career Development and College Preparation (CDCP)

Programs and required courses classified as noncredit **Career Development and College Preparation(CDCP)** prepare students for employment or to be successful in college-level credit coursework. In accordance with **Title 5, section §55151**, colleges may offer a sequence of noncredit courses that culminate in:

- Certificate of Competency
- Certificate of Completion - leading to improved employability or job opportunities
- Adult High School Diploma

California Community Colleges

Designating courses as CDCP:

Data element CB22 is used to designate a course as CDCP.

A - English as a Second Language (ESL)

C - Elementary and Secondary Basic Skills

I - Short-term Vocational

J - Workforce Preparation: In the areas of basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training.

California Community Colleges

Noncredit Funding Provisions
Education Code § 84750.5(d)

"Non-CDCP" Funding

Education Code 84750.5(d)(3)

(3) Noncredit instruction shall be funded at a uniform rate of two thousand six hundred twenty-six dollars ($2,626) per FTES, as adjusted for the change in the cost of living provided in subsequent annual budget acts.

"CDCP" Funding

Education Code 84750.5(d)(4)

(4) Funding for instruction in career development and college preparation, as authorized pursuant to Section 84760.5, shall be provided as follows: (A) (i) Beginning in the 2006-07 fiscal year, career development and college preparation FTES may be funded at a rate of three thousand ninety-two dollars ($3,092) per FTES for courses in programs that conform to the requirements of Section 84760.5. This rate shall be adjusted for the change in the cost of living or as otherwise provided in subsequent annual budget acts. (ii) Beginning in the 2015-16 fiscal year, career development and college preparation FTES shall be funded at the same level as the credit rate specified in paragraph (2). This rate shall be adjusted for the change in the cost of living or as otherwise provided in subsequent annual budget acts.

California Community Colleges

Noncredit Funding Statutes Education Code § 84750.5(d)

Funding of "Non-CDCP" Noncredit Instruction	Funding of "CDCP" Noncredit Instruction
EC 84750.5(d)(3): Noncredit Funding Provisions (Non-CDCP)	EC 84750.5(d)(4): Noncredit Funding Provisions (CDCP)
EC 84757: Noncredit courses and classes eligible for funding	EC 84757: Noncredit courses and classes eligible for funding
✓ Immigrant Education	✓ English as a Second Language
✓ Health and Safety	✓ Elementary and Secondary Basic Skills
✓ Substantial Disabilities	✓ Short-term Vocational
✓ Parenting	✓ Workforce Preparation
✓ Home Economics	
✓ Courses for Older Adults	

Colleges

Noncredit Statutes and Regulations

EDUCATION CODE:

- **84750.5(d)**
    - **Funding Provisions**

- **84757**
    - **Noncredit Courses Eligible for Funding**

- **84760.5**
    - **Career Development and College Preparation (CDCP)**

TITLE 5:

- **55002(c)**
    - **Standards and Criteria for Courses**
- **55150**
    - **Approval of Noncredit Courses and Programs**
- **55151**
    - **Career Development and College Preparation (CDCP)**
- **55155**
    - **Noncredit Certificates**
- **58006**
    - **Application of Actual Student Contact Hours of Attendance Procedure**
- **58007**
    - **Noncredit Courses**
- **58130**
    - **Noncredit Classes in Dancing or Recreational PE**
- **58160**
    - **Noncredit Course Funding**

California Community Colleges

Noncredit certificates

Certificate of Completion
- Sequence of CDCP courses in Short-term Vocational or Workforce Preparation
- Defined in Title 5, section 55151(h)

Certificate of Competency
- Sequence of CDCP courses in ESL or Elementary & Secondary Basic Skills
- Defined in Title 5, section 55151(i)

Standards for approval are defined in 55151(j)
- Same standards of quality as credit certs (55070)

Noncredit restrictions

- CORs for courses intended for special populations must clearly demonstrate that the course meets the needs of those populations (Immigrant Education, Parenting, Persons with Substantial Disabilities, Older Adults)

- "No state aid or apportionment may be claimed on account of attendance of students in noncredit classes in dancing or recreational physical education" -Title 5, section 58130

- Apportionment by positive attendance, not census

California Community Colleges

Title 5 Required Elements of the COR FOR Noncredit

From §55002(c)1:

o Course Number and Title

o Course Description

o Total Contact Hours

o Course Objectives

o Course Content

o Method of Instruction

o Methods of Evaluation

o Assignments and/or Other Activities

California Community Colleges

Noncredit course approval

Title 5 Standards for Approval same as for credit:

- **Section 55002(c)1** – 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.

- The role of the curriculum committee is to review and approve curriculum just as it does for credit curriculum

California Community Colleges

Noncredit course approval

Discipline Placement process same as for credit:

- See *Minimum Qualifications for Faculty and Administrators in the California Community Colleges* aka "MQ Handbook".

- Discipline assignments for noncredit courses may be noncredit discipline minimum qualifications or credit discipline minimum qualifications.

- If noncredit courses are assigned to noncredit discipline MQs, than anyone who meets or exceeds those MQs can teach the courses.

California
Community
Colleges

Noncredit grading options

- Locally determined.

- Letter grades (A-F), Pass/No Pass (P/NP),and Satisfactory Progress (SP) permitted.

- Regardless of chosen grading options, course design still needs to include student evaluation and feedback.

California Community Colleges

What does noncredit look like?

Open entry/open exit
    OR
Managed enrollment

Activity/Laboratory
    OR
Lecture environment

Graded (A-F, P/NP, SP)
    OR
Ungraded

It can look like credit.
    OR
It can look very different.

California Community Colleges

Repeatability

Repeatable Courses

- (a) Districts may only designate the following types of courses as repeatable:
  - (1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
  - (2) Intercollegiate athletics, as defined in section 55000; and
  - (3) Intercollegiate academic or vocational competition.

Allowable Exceptions for a course repeat after receiving a satisfactory grade

- Courses properly designated by a district as repeatable,
- A subsequent enrollment due to significant lapse of time,
- Variable unit courses offered on an open-entry/open-exit basis,
- Extenuating circumstance,
- Occupational work experience course,
- Students with disabilities repeating a special class for one of the reasons specified in section 56029,
- Legally mandated courses, and
- Courses necessary as a result of significant change to industry or licensure standards.

California Community Colleges

Distance Education

Instructor Contact

- (a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

- (b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors

Certificate of Achievement

California Community Colleges

Certificate of Achievement Review

- Verify the completion of all the proposal fields
- Ensure all the required CORs are attached
- Match CORs to the courses listed in the Narrative and Course Report Section
- Review Narrative for completion and accuracy
- Verify calculation of the total units of the COA

California Community Colleges

Certificate of Achievement Review

- CTE Certificates:
  - ✓ Confirm if the required documents are attached to the proposal
    - ➢ LMI
    - ➢ Regional Consortium Minutes
    - ➢ Advisory Council Minutes
  - ✓ Program Review Date must be within 2 years

California Community Colleges

Common Revision Requests:
Certificates of Achievement

- Program Award
- Program Goal
- Units don't match Narrative
- Missing Supporting Documentation
- CORs not listed or duplicated

California Community Colleges

Program Award (SP02)

– Certificate of Achievement: 8 to fewer than 16 semester units. (Colleges don't have to submit these to the CO, but then they cannot appear on student transcript. Title 5, section 55070(b)(c).)

– Certificate of Achievement: 16 or less then semester units

- Certificate of Achievement: 30 to less then 60 semester units

- Certificate of Achievement: 60 or more semester units

California Community Colleges

Program Goal for Certificates

- The Program Goal must match the Program Goal in the Narrative.

- Options for a Certificate are:
  - ✓ Career Technical Education (CTE) or Other,

- However, pursuant to title 5, section 55070, Certificate of Achievement in CSU GE Breadth or IGETC may have a program goal of transfer.

California Community Colleges

How Do ADTs Get Developed?

- CCC Academic Senate
- CSU Academic Senate
- Implementation & Oversight Committee
- Intersegmental Curriculum Work group

College

C-ID
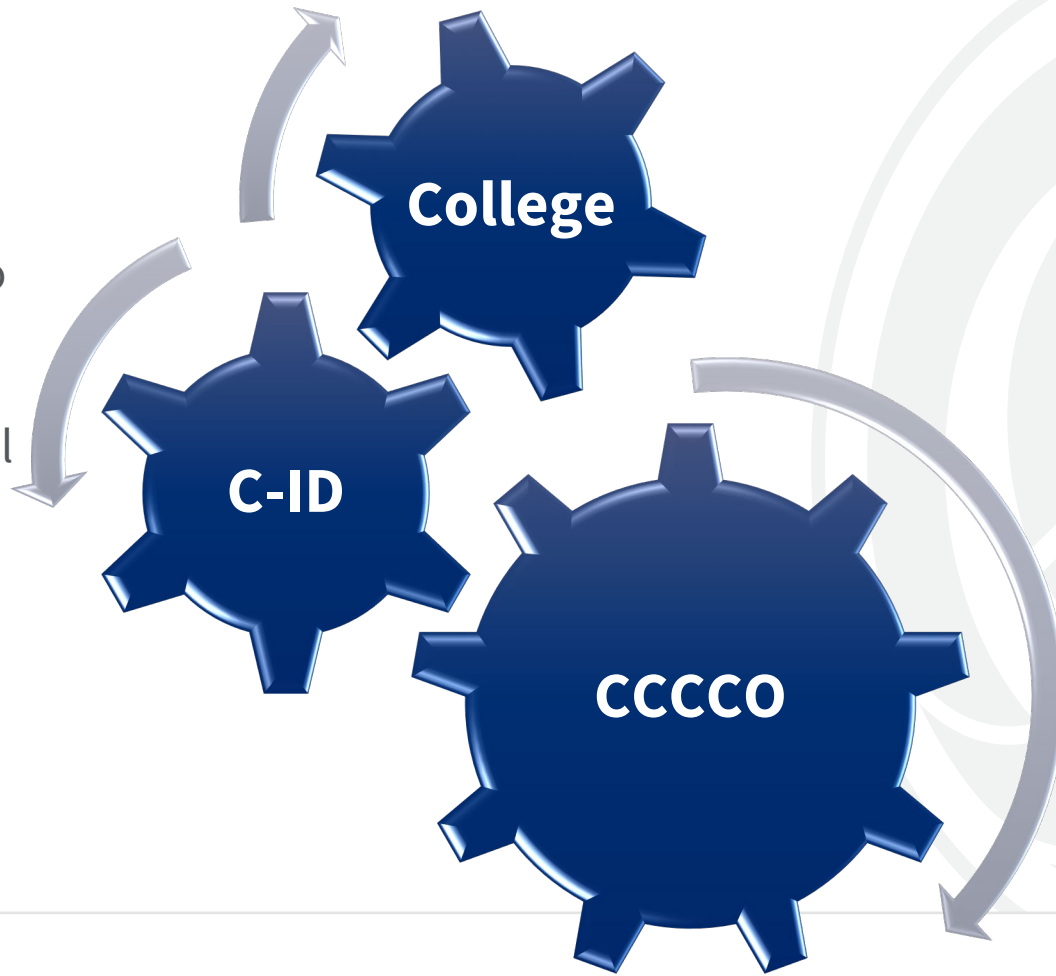
CCCCO

At the College:
- Faculty
- Curriculum Committee
- Articulation Officers
- Counselors
- Administrators

At the CCCCO:
- 3 Levels of Review

California Community Colleges

Development Process for: Transfer Model Curriculum (TMC), TMC Template & the Associate Degree for Transfer (ADT)

C-ID

- DIG develops draft **TMC** associated C-ID Descriptors.
- FDRG reviews & reconciles draft TMC.
- Draft TMC is posted for vetting www.c-id.net.
- California higher education faculty provide comments/feedback.
- FDRG finalizes the TMC & submits it to ICW faculty subgroup for review and approval.

NO:
ICW Returns to FDRG for further revision

YES:
ICW Approves

TMC is posted www.c-id.net

CSU campuses identify "similar" majors.

Note: **The process restarts when the FDRG completes their 5-year review.**

CCC Chancellor's Office

- AAD approves the TMC TOP Code.
- AAD develops the **TMC Template** with criteria for consistency of templates.
- **TMC Templates** are posted on the CCC Chancellor's Office website Feb. 1 & Sept. 1 (unless there is an error on the template)
- AAD reviews and approves the ADT proposal from the colleges.

CCCs

- CCC faculty must develop an **ADT** within 18 months after **TMC Template** release, if campus is currently offering a local degree in the TMC major TOP Code.
- CCC submits their C-ID courses to C-ID for review and approval.
- CCC submits their ADT with approved C-IDs to CCC Chancellor's Office through the Curriculum Inventory for review and approval.
- CCC is authorized to offer/implement the ADT program upon CCC Chancellor's Office approval & assignment of the program control number.

California Community Colleges

ADT Review

- Verify the completion of all the proposal fields
- Ensure all the required CORs are attached
- Match CORs to the courses listed in the Narrative and Course Report Section
- Review Narrative for completion and accuracy
- Verify total Unit count on the TMC
- Verify Double Count calculation

California Community Colleges

ADT Common Revision Requests

- GE Area (both CSU and IGETC) – incorrect or incomplete breadth requirement next to the course
- Double count discrepancies
- ASSIST Supporting Documents – incorrect report or not attached at all
- Courses "expired" or not submitted to C-ID

California Community Colleges

ADT Common Revision Requests

- Missing information in the Narrative or Education Code Section 66746(a) is misquoted or altered
  - Degree should follow the convention "Associate in (Arts/Science) in (Discipline) for Transfer Degree"
    - ✓ Associate in Arts in English
  - Program requirements (when included) does not match template
  - Name the baccalaureate program, specifies preparation for transfer to CSU

California Community Colleges

ADT Common Revision Requests

- Missing information in the Narrative or Education Code Section 66746(a) is misquoted or altered:

Pursuant to SB1440, section 66746, the description **must** also include the following completion requirements:

"(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0."

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

California Community Colleges

ADT Common Revision Requests

Associate in Science in Chemistry for Transfer Degree College Name: .						
TRANSFER MODEL CURRICULUM (TMC)		**COLLEGE PROGRAM REQUIREMENTS**			
Course Title (units)	**C-ID Descriptor**	**Course ID**	**Course Title**	**Units**	**GE Area**	
					CSU	**IGETC**
REQUIRED CORE: (34 units)						
General Chemistry for Science Majors Sequence (10)	CHEM 120S	CHEM 1A/1B	General Chemistry/General Chemistry and Qualitative Analysis	10	B1& B3	5A & 5C
Organic Chemistry for Science Majors Sequence (8)	CHEM160S	CHEM 28A/28B/29A/29B	Organic Chemisty I & II, Organic Chemistry Lab I & II	10	B1& B3	5A & 5C
Calculus-Based Physics for Scientists and Engineers: A (4)	PHYS 205	PHYS 4A	Physics for Scientists and Engineers	4	B1& B3	5A & 5C
Calculus-Based Physics for Scientists and Engineers: B (4)	PHYS 210	PHYS 4B	Physics for Scientists and Engineers	4	B1& B3	5A & 5C
Single Variable Calculus Sequence (8) **OR** Single Variable Calculus I – Early Transcendentals (4) **AND** Single Variable Calculus II – Early Transcendentals (4) **OR** Single Variable Calculus I – Late Transcendentals (4) **AND** Single Variable Calculus II – Late Transcendentals (4)	MATH 900S **OR** MATH 210 **AND** MATH 220 **OR** MATH 211 **AND** MATH 221	MATH 5A/5B	Mathematical Analysis I & II	9	B4	2A

ADT Common
Revision Requests

- Degree should follow the convention "Associate in (Arts/Science) in (Discipline) for Transfer Degree"
  - Associate in Arts in English
- Name the baccalaureate program, specifies preparation for transfer to CSU
- Program requirements (when included) does not match template

California Community Colleges

Correct ASSIST Documentation


```
7/1/2014                    www.assist.org                    Page    1
                    Articulation Agreement by Major
                  Effective during the 13-14 Academic Year
    To: CSU Sacramento              |From: American River College
    12-14 General Catalog       Semester|13-14 General Catalog       Semester
===========================================
                    ====Anth
             A. REQUIRED LOWER
--------------------------------
ANTH 1    INTRO PHYSICAL ANTHRO
--------------------------------
ANTH 1A   PHYSICAL ANTH LAB
```

```
7/1/2014                    www.assist.org                    Page    1
              CSU Baccalaureate Level Course List by Department
                    American River College
                           14-15
                                                              Semester
                  Course          Title                        Units

                           ==== Chemistry ====
                                                              5
                                                        ry
                                                              5
                                                        anic, and Biological  5

                                                              4
                                            Solving in Chemistry  .75
                                                              3
                                                              5

                                                              5

                                                              5
                                                              5
                                            rt Survey          5
```

```
7/1/2014                    www.assist.org                    Page    1
          CSU GE Certification Course List by Department
                    American River College
                           14-15
                              Smstr  Cert  Date    Date
    Course          Title     Units  Area  Apprvd  Rmvd

                    ==== Biology ====
    BIOL 1A   Principles of Biology    5    B2    F80    SU03
                                            B3    F80    SU03
    BIOL 2    Principles of Botany     5    B2    F91    SU03
                                            B3    F91    SU03
    BIOL 3    Principles of Zoology    5    B2    F91    SU03
                                            B3    F91    SU03
    BIOL 4    General Bacteriology     5    B2    F80    SU03
                                            B3    F80    SU03
    BIOL 5    Survey of Biology        4    B2    F93    SU03
                                            B3    F93    SU03
    BIOL 6    General Microbiology     4    B2    F84    SU03
                                            B3    F84    SU03
    BIOL 10   Natural History          4    B2    F86    SU03
                                            B3    F86    SU03
```

Requirements for Credit Courses

- Course Number and Title
- Catalog Description
- Prerequisites, Corequisites, Advisories
- Units
- Total Contact Hours
- Total Number of Hours in Each Instructional Category
- Outside of Class Hours
- Course Content
- Objectives/Outcomes
- Instructional Methods

- Grading criteria (letter grade, P/NP)
- Methods of Assessment
- Reading, Writing, and Outside of Class Assignments
- Repeatability Options
- Open Entry/Open Exit
- Justification of Need
- CCCCO Data Elements (e.g. TOP and SAM Codes, CB codes)
- Discipline Assignment(s)

Possible Items for COR

Item	Why you might want it
Student Learning Outcomes	ACCJC Standard II.A.3 requires it
Required and Recommended Textbooks	Aids in C-ID and 4-yr articulation; helps new instructors
Transfer/GE Information/C-ID	It can be helpful to have this info on the COR
Supplemental Instruction	Could SI be part of your course?
Distance Education	Include modalities (e.g. online, hybrid) and possibly DE Addendum
Enrollment limits	Instructional quality, external accreditation requirements

Requirements Associate Degrees

- Minimum of 60 units
- At least 18 units in a major or area of emphasis
- Can use local GE pattern
- Chancellor's Office Approval if goal is **CTE**. Local Approval if goal is **Local** or ***CTE C-ID Aligned***
- All revisions are locally approved

Associate Degrees for Transfer (ADTs)

- Minimum of 60 units; no more than 60 units may be required

- At least 18 units in a major

- General education limited to a CSU GE Breadth or IGETC pattern

- New and modified ADT's require Chancellor's Office approval

Certificates of Achievement

- 16 or more related units **must** be Chancellor's Office approved, noted on transcript

- 8 to less than 16 units **may** be Chancellor's Office approved, but it is not required*

- All new certificates with a goal of Transfer or CTE must be approved by the Chancellor's Office. All revisions and new certificates with a goal of Local are locally approved.

*Certificates noted on students' transcript must be approved by the Chancellor's Office.

Credit Hour Calculation

Title 5 Requirements for Credit Hour

California Code of Regulations, title 5 §55002.5

(f) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

(Not so) New: Local Governing Board Policy

Now REQUIRED by new title 5 regulations - §55002.5(f)

All districts should have this in place now

District policy shall specify:

- the credit hour calculation method for all academic activities (lecture, activity, lab, clinical, discussion, studio, work experience, etc.)
- expected ratios of in-class to **outside-of class hours** for each type of academic activity
- standards for incremental award of credit
- standard term length (number used to determine divisor in calculation)
- calculation methods for short term and extended term courses
- provisions for monitoring compliance with state and federal regulations related to credit hour calculations

Local policy is an academic and professional matter and should fall under your 10+1 process.

Standards for Credit Hour

California Code of Regulations, title 5 §55002.5(a)

"(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work which may include inside and/or outside-of-class hours."

Sample Credit Hour Calculation

To Calculate Units :

$$\frac{Lecture\,Hours + Lab\,Hours + Homework\,Hours}{54}$$

54 is used for this example based on the recommendation from the Chancellor's Office that local districts use an 18 week semester as the basis for calculating hour to unit ratios on Course Outlines of Record. Likewise, . .

Cooperative Work experience

- **APPROVED PLAN REQUIRED - § 55250**

- **REQUIREMENTS OF THE PLAN - § 55251**

- **WORK EXPERIENCE CREDIT - § 55265.5**

- Approved at the July 2018 Board of Governor's meeting and the revisions to regulations for CWE plans and courses will:

- Support the streamlining of curriculum by transferring authority from the Chancellor's Office to local districts to approve CWE plans and courses.

- Allow colleges to incremental units.

CWE - REQUIREMENTS OF THE PLAN - §55250

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the local governing board.

CWE - § 55251. REQUIREMENTS OF THE PLAN

(a) The district plan shall contain the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the local governing board.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.

(D) With the assistance of employers, evaluate students' on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the local governing board.

CWE - § 55256.5 Work Experience Credit

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

(3) Units may be awarded in 0.5 unit increments.

Summary of Responsibilities

Local Responsibilities

ASCCC

Oversight - AB1725

Timely, Sound, Responsive

Curriculum Committee - Arm of the Senate

CIO / CEO

Award financial aid

Award credit

Claim for apportionment

Board of Trustees

Policies - course and program

Submit to BOG

Things to Keep in Mind

- Colleges must submit all courses to the Chancellor's Office using the Chancellor's Office Curriculum Inventory (COCI)

- Colleges are still required to have a course control number before they can offer a course.

- The Chancellor's Office is still reviewing and approving all noncredit, new and revised ADTs, and new CTE programs.

- The Chancellor's Office will conduct periodic reviews on all the courses that are receiving automated approvals.

Periodic Review by Chancellor's Office

- Colleges will have their curriculum reviewed at least once every three years (and could be as frequently as once a year).

- Colleges that have been found to have curriculum that does not meet all requirements will be contacted by the CO.

- Colleges may be encouraged to have an assistance visit by representatives from the CO, CIOs, and ASCCC

- Colleges that refuse to follow the requirements for automated approval will have the approval disabled and all curriculum will need to be reviewed and approved by the Chancellor's Office

Questions?

Resources (access through "Slide Show" view)

- PCAH
- CSU GE and IGETC criteria
- UC transfer criteria
- TOP Codes
- COCI (no Login required for public view/search)
- Regional Consortia for CTE programs
- Title 5 Updates (updated as the BOG takes action)
- ACCJC standards
- ASCCC (2017). *The Course Outline of Record: A Curriculum Reference Guide Revisited.*
- Discipline Assignment(s)
- Chancellor's Office – MIS Data Elements
- Noncredit Resources – 2019 Career & Noncredit Institute Presentations