



# 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)

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This is a formal training session sponsored by the California Community Colleges Chancellor's 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.
- **Download training materials** to use on your campus!
- **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 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

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Review packet materials available online at <http://www.cccco.edu> » **Chancellor's Office » Divisions » Academic Affairs » Credit Program and Course Approval » Certification for Stand-alone Credit Course Approval**

**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 Chancellor's Office and from participants at training sessions in previous years.

**Handout 3** gives some examples of stand-alone courses that were denied by the Chancellor's 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 Chancellor's 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 Chancellor's Office.

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### Definitions:

**Program-applicable:** The credit course is part of a certificate or degree that is approved by the Chancellor's 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 Chancellor's 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)

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**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 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)

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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 Chancellor's Office for approval. The only exception is a new noncredit course that is part of a noncredit program that was previously approved by the Chancellor's 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 Chancellor's 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 Chancellor's Office for approval.

Program that are **approved by the Chancellor's Office:**

- Degrees
- Major or Option requirements
- Courses approved to fulfill general education requirements (local GE)
- Certificates 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) that is approved by the Chancellor's Office.

The last bullet was a new option in 2007 for certificates that colleges would like to list on student transcripts. These certificates must be submitted to the Chancellor's 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 Chancellor's Office
- What was required
  - Application
  - Approval
  - Then offer the course

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Prior to Fall 2007, colleges were required to submit applications to the Chancellor's Office for approval of credit courses that were not part of programs. Refer to the **Program and Course Approval Handbook, 3<sup>rd</sup> Edition** (March 2009) for further information about the approval of stand-alone credit courses.

All types of stand-alone credit courses may now be approved locally and **do not require** Chancellor's Office approval.

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



## Effective August 2007 ...

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

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[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 Chancellor's 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. Chancellor's Office approval is no longer required when certain requirements are met ...

**§ 55100** (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:

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Refer to Handout 1 – on slides, quotations from code appear in gold boxes.

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 Chancellor's 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 /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;

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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.

- (1) 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.
- (2) Standards for Approval ...

(b) **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;

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The certification form is signed by the:

- college curriculum committee chair (documenting who was trained by the Chancellor's 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.



## Requirements

- Courses previously denied by the Chancellor's 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;

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

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**§ 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 Chancellor's 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;

EXAMPLE: Handout 2 (FAQ), #22, p. 3.



## 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.

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§ 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 Chancellor's Office:
  - \* Now submitted electronically via the CCC Curriculum Inventory
  - CCC530 New Credit Course form
  - Bulk upload of multiple new courses is available
  - Refer to CCC Curriculum Inventory training for authorized users

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

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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 Chancellor's Office MIS Division. This number must be used to report enrollments in the course.

Separate training for campus authorized users on using the CCC Curriculum Inventory will be available during the academic year. The CCC-530 form is covered in the **Program and Course Approval Handbook, 3<sup>rd</sup> Edition** and includes all the data elements used to describe courses throughout the California Community Colleges system.



## 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).

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§ 55100(c) allows the Chancellor's 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 Chancellor's 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 Chancellor's Office by September 30<sup>th</sup>
4. College may offer new stand-alone courses.

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

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The Chancellor's 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 Chancellor's Office. More people from the same college may also attend Chancellor's Office training. It is expected that they will participate in training others on campuses.

Those persons trained by the Chancellor's 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 Chancellor's Office by **September 30<sup>th</sup>** 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
  - Courses are submitted on the CCC 530 form electronically via the CCC Curriculum Inventory
  - Course control numbers are generated and sent to CIO and Originator

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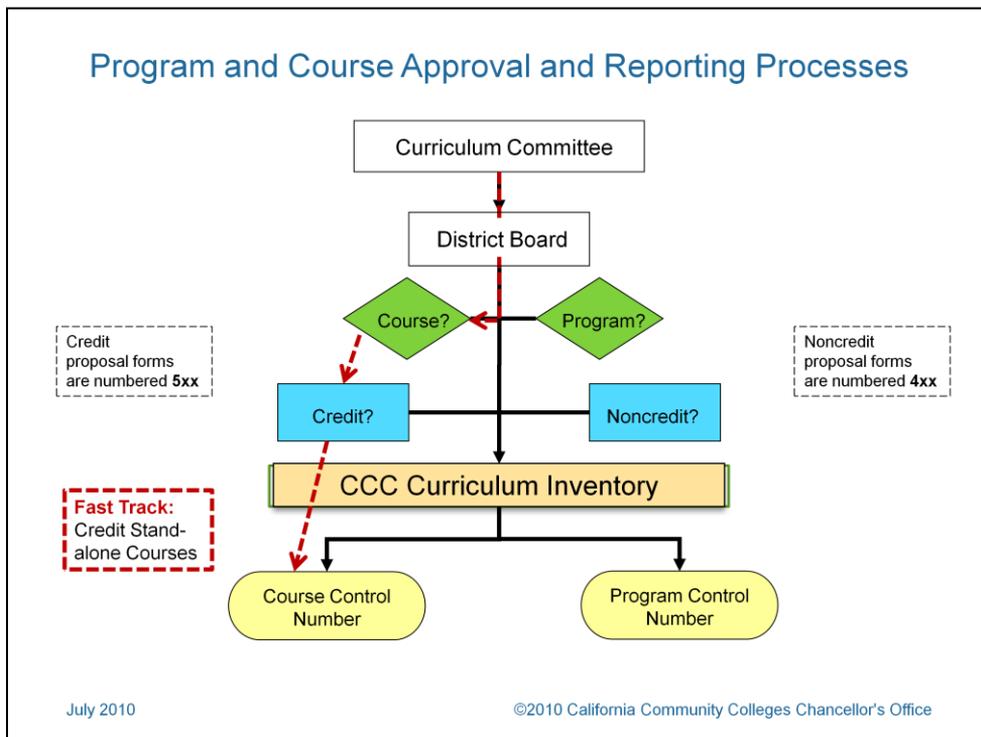
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The Curriculum Reporting for the Community Colleges (CRCC) Project was conducted in 2006-2007. During this project, colleges verified data associated with all courses that reported enrollment from all colleges since 1992. It was a **huge** undertaking 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 were submitted through the Chancellor's Office MIS division in order to get course control numbers until August 1, 2010.

The CCC Curriculum Inventory should now be used to report all new credit courses, using the CCC530 form. A bulk upload process allows the college to submit multiple new courses in a spreadsheet format. More information about the CCC530 form is in the **Program and Course Approval Handbook, 3<sup>rd</sup> Edition**, and in the **User Guide** for the Curriculum Inventory.

The “Originator” is an authorized user at the campus or district who has been trained to use the Curriculum Inventory. These persons upload course and program proposals and Chancellor’s Office staff communicate with them as contacts while reviewing proposals.



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.

All types of curriculum are now submitted electronically through the CCC Curriculum Inventory. Credit stand-alone courses are on a “fast-track” through the system and are approved as soon as all the required documents are submitted.

All noncredit courses and some programs are submitted and approved by Chancellor's Office staff. The Curriculum Inventory assigns course control number and/or unique program code to approved courses and programs.

Credit programs are submitted and approved by Chancellor's Office staff. The Curriculum Inventory assigns the unique program code. When new credit courses are program-applicable, they are submitted separately so that course control numbers are assigned and an association between the program and required courses is established in the Curriculum Inventory.

Stand-alone credit courses are reported by the college or district through the Curriculum Inventory 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 Chancellor's Office

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There's a lot to do before the September 30<sup>th</sup> 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 Chancellor's Office.

Administrators must determine who will be responsible for reporting to Chancellor's Office and facilitate their training to use the CCC Curriculum Inventory.



## Chancellor's Office Will:

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

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The Chancellor's 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



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

There are five criteria used by the Chancellor's 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

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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 Chancellor's 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

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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

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### § 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.**



# 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

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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)

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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

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

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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>
  - » Chancellor's 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!

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