

# PROGRAM AND COURSE APPROVAL HANDBOOK – A SUMMARY

## BACKGROUND

- 10 forms used to submit a proposal to the CCC Chancellor's Office by a campus official
  - e.g. CCC 501 – New Credit Program
  - e.g. CCC 530 Credit Course
  - e.g. CCC Credit Course Modification
- Now an online system – submission to the CCC Curriculum Inventory
  - Done on behalf of the college by the designated CIO (Chief Instructional Officer)
  - Managed by each college
- Online system allows for the submission of proposals for:
  - A new course or program
  - Amending an existing course or program
  - Inactivating an existing course or program
- Proposal status is assigned and then assessed once submitted
- Statuses
  - 1. Revision requested
  - 2. Active
  - 3. Inactive
  - 4. Denied
  - 5. Draft
  - 6. Submitted

NOTE: Can withdraw a proposal at any time prior to a decision by the Chancellor's office

## PROGRAMS

- Types of programs that can be submitted
  - A. credit programs
    - AA programs
    - Certificates of achievement – 18 or more units
    - Certificates of achievement – between 12 to 18 units
  - B. Non-credit programs
    - Certificates of competency – in a certified career field
    - Certificates of completion – for job improvement or opportunities
    - Adult High School Diploma (AHSD)
- **Taxonomy of programs (TOP codes):** codes to college and report information on programs and courses with similar outcomes
  - Local program titles vary from college to college
  - TOP codes provide consistency amongst colleges

- Each program and course in a CCC must be assigned a TOP code that is consistent with its content

## COURSES

- 3 kinds of courses: all are subject to the district governing board (local approval) and the college's curriculum committee (college approval)
  - 1. Degree applicable credit
  - 2. Non-degree applicable credit
  - 3. Non-credit – must be approved by the Chancellor's Office before students can enroll
  - Credit courses may not need Chancellor's approval under certain conditions
  - All courses must meet SECTIONS 55002, 55002.5, 55003 & 55062 of Title 5
- Every course needs a COR that describes the course – contained in the ECD
- Each credit course must have the following:
  - 1. Contact hours
  - 2. Pre-requisites
  - 3. Catalog description
  - 4. Objectives
  - 5. Content/body of knowledge
  - 6. Methods of instruction
  - 7. Examples of reading, writing and out-of-class assignments
  - 8. Methods of evaluation
- Course outline of record (COR): required by every course (credit and noncredit)
  - Must be maintained by each college and provided to instructors either in paper form or electronically
  - A COR reference guide can be downloaded from [www.asccc.org](http://www.asccc.org)

<b>Credit Courses: Degree Applicable and Non-applicable</b>	<b>Noncredit</b>
Contact hours and units	Contact hours – no units
Prerequisites, corequisites and/or advisories	Advisories or course entry expectations – optional
Catalog description	Catalog description
Objectives	Objectives
Content/Specific body of knowledge	Content/Specific body of knowledge
Methods of instruction	Methods of instruction
Examples of reading, writing and out-of-class assignments	Examples of reading, writing and out-of-class assignments – optional
Methods of evaluation	Methods of evaluation – grades optional

- Each course must identify the appropriate MIS Data Elements – in the CBR reported to the Chancellor
  - CB00 – Course control number
  - CB01 – Course department and number
  - CB02 – Course title
  - CB03 – Course TOP code

- CB04 – Course credit status
- CB05 – Course transfer status
- CB06 – Units of credit – maximum
- CB07 – Units of credit – minimum
- CB08 – Course basic skills status
- CB09 – Course State Administrative Manual (SAM)
- CB10 – Course cooperative work experience education status
- CB11 – Course classification status
- CB13 – Course special class status
- CB21 – Course prior to transfer level
- CB22 – Noncredit eligibility category
- CB23 – Funding agency category
- CB24 – Course program status

**CCC Curriculum Inventory (CI)**

- Managed at each college by its designated CIO – Chief Instructional Officer
- CIO is capable of logging on, amending and submitting proposals for courses and programs
- Some officials may have read-only status upon logging on
- Public search tool is now available – allows college personnel to view ACTIVE courses within the CI
- Inactive courses are removed from the CI and unable to be viewed under the search tool
- Active and inactive courses are viewable by the CIO when logged on
  
- Officials who log in can:
  - A. create a new course or program
  - B. view an existing course of program
  - C. amend an existing course or program
    - Corrections
    - Substantive changes (will generate a new course number)
    - Non-substantive changes (will not generate a new course number)
    - Active to inactive
    - Inactive to active

Substantive Changes		Non-substantive Changes	
Course level	Program level	Course level	Program level
To change the following MIS elements CB03 – Course TOP code CB04 – Course credit status CB05 – Course transfer status CB06 – Units of credit – maximum	Adding or creating a new degree or certificate in a program	To change the following MIS elements CB01 – Course department and number CB02 – Course title CB10 – Course cooperative work experience education status	Title change

CB07 – Units of credit – minimum CB08 – Course basic skills status CB09 – Course State Administrative Manual (SAM) CB21 – Course prior to transfer level		CB11 – Course classification status CB13 – Course special class status CB23 – Funding agency category CB24 – Course program status	
CB22 – Noncredit eligibility category And/or non-credit total hours of instructional/variable hours	TOP code change to a different discipline		TOP code change within a discipline
			Certificate or degree unit change
			Certificate or diploma hour change
			Addition or removal of courses to an existing, approved program

## REVIEW PROCESS

- No submissions possible in August
- “first in, first out” basis
- Three step process for programs:
  - Preliminary review (intake) → secondary review (content analysis & tech assistance) → Final Review (approval or denial)
  - Technical assistance informs college of missing information or requirements – proposal is returned to the college and a revision is requested
  - Followed by a deeper analysis and technical assistance – given to refine or revise the proposal (again proposal is returned to the college and a revision is requested)
- Two step process for courses:
  - Preliminary review (intake) → Final Review (approval or denial)
- A complete program or course proposal must have the following:
  - 1. Proposal data fields (formerly the planning summary) – entered into the fields on the CI webpages
  - 2. Supporting documents – pdf or doc forms attached via the website
    - documents requested depend on proposal
    - Examples of attachments:
      - COR – for courses and programs
      - Narrative – for programs
      - Transfer documentation – if applicable
      - Special requirements for CTE
      - TMC templates for AA-T and AS-T degrees
      - LMID verified data for non-credit courses

- Narrative for credit & non-credit programs are derived from statutes, regulations, agreements and guidelines provided by transfer institutions (e.g. UC, CSU) and industry
  - Also contain recommendations of accrediting institutions and the standards of good practice established in the field of curriculum design and development
  - Templates are available on the CI website - <http://curriculum.cccco.edu>
  - Required for:
    - A. traditional degrees and certificates
    - B. Associate Degrees for Transfer (ADTs)
    - C. Adult High School Diplomas (AHSDs)

## **ACRONYMS**

ADT – Associate Degree for Transfer

A.A. – Associate of Arts

A.A.-T - Associate in Arts for transfer

A.S. – Associate of Science

A.A.-T - Associate in Science for transfer

CBS – course basic record

CCC – California Community Colleges

CI – curriculum inventory (<http://curriculum.cccco.edu>)

C-ID – course identification

CIO – chief instructional officer

COR – course outline of record

CTE – career technical training

DED – data element dictionary

ECD – electronic curriculum development (<https://ecd.laccd.edu>)

FTEF – full-time equivalent, faculty

FTES – full-time equivalent, student

HBA – hours by arrangement

MIS – Management Information System

TBA – to be arranged

TOP – Taxonomy of programs