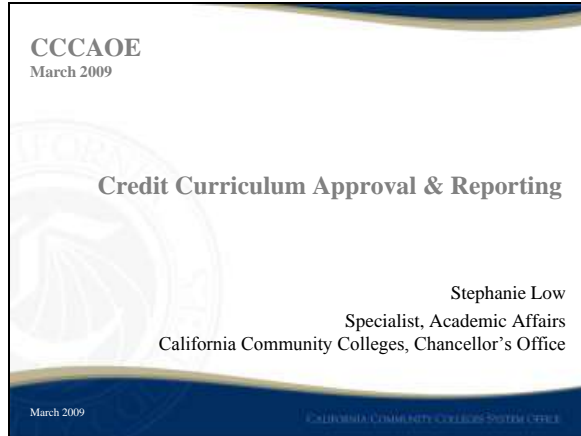


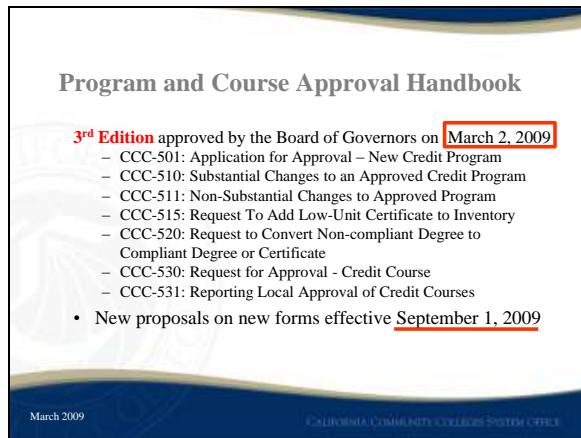
CCCAOE March 2009
Credit Curriculum Approval & Reporting

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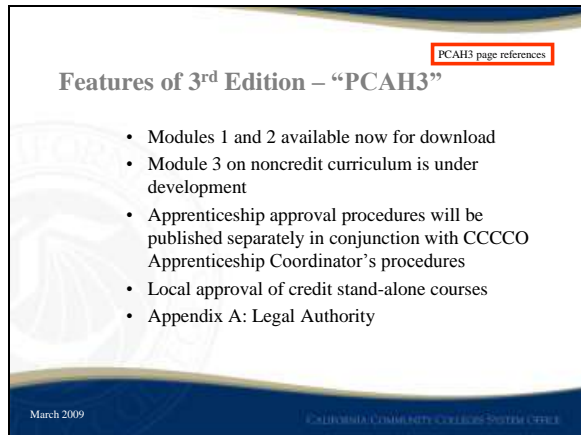


If you don't get a copy of the Program and Course Approval Handbook, 3rd Edition, today, look at the web site instructions on the last slide. You can download the handbook and forms from the "Applications and Forms" web page.

Slide 2



Slide 3



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PCA3 Appendix A

Title 5 Regulations on Credit Curriculum

- § 55002 Standards and Criteria for Courses
- § 55002.5 Credit Hour
- § 55005 Publication of Course Standards
- § 55061 Philosophy and Criteria for Associate Degree and General Education
- § 55062 Types of Courses Appropriate to the Associate Degree
- § 55063 Minimum Requirements for the Associate Degree
- § 55070 Credit Certificates
- § 55100 Course Approval
- § 55130 Approval of Credit Programs

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In Program and Course Approval Handbook, 3rd Edition (PCA3), refer to Appendix A for Title 5 sections.

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Today's Topics ...

- New credit programs
- Credit certificates
- Modifications to approved programs
 - Non-substantial changes
 - Substantial changes
- Associate degrees
- New credit courses and the data element dictionary

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CCC-501: New Credit Program

PCA3 p. 7 and p. 51

California Community Colleges
 APPLICATION FOR APPROVAL - NEW CREDIT PROGRAM

INSTITUTION NAME: _____ PROGRAM NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ COUNTY: _____

PROGRAM TYPE: CAREER TECHNICAL EDUCATION (CTE) TRANSFER C-CERT

TYPE OF PROGRAM: A.A. DEGREE A.S. DEGREE CERTIFICATE OF ACHIEVEMENT

PROGRAM TYPE: 15-18 quarters (or 24 quarter units) 15-18 quarters (or 18-21 quarter units)

- Career Technical Education
- Transfer
- Other
- A.A. Degree
- A.S. Degree
- Certificate of Achievement

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PCA3 p. 7 and p. 51

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CCC-501: New Credit Program

California Community Colleges
 APPLICATION FOR APPROVAL - NEW CREDIT PROGRAM

PROGRAM TITLE: _____ COURSE NUMBER: _____
 COURSE TITLE: _____ CREDIT UNITS: _____
 COURSE NUMBER: _____ COURSE TITLE: _____
 CREDIT UNITS: _____

PRIMARY GOALS OF PROGRAM: Career Technical Education (CTE) Transfer Other

TYPE OF PROGRAM/DEGREE ALL THAT APPLY:

Certificate of Achievement (18+ semester or 27+ quarter units)
 Certificate of Completion (12-18 semester or 18-27 quarter units)

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- Certificate of Achievement
 - 18 or more semester units (27 or more quarter units)
 - 12 to 18 semester units (18 to 27 quarter units)

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PCAH3 p. 12 and p. 47

Credit Certificates

Certificate of Achievement (Title 5 §55070)

- may not be given any other designation
- 18+ semester units / 27+ quarter units
- degree-applicable credit coursework
- requires Chancellor's Office approval as new program or substantial change to approved program
- may be listed on a student transcript

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PCAH3 p. 12 and p. 47

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PCAH3 p. 12 and p. 47

Credit Certificates

- College/district **may continue to offer** shorter credit certificates ("low-unit" certificates)
 - fewer than 18 semester (27 quarter) units
- Chancellor's Office approval is not required
- may not be listed on student transcript
- may not be referred to as
 - Certificate of Achievement
 - Certificate of Completion
 - Certificate of Competency

Effective for the Fall 2008 term/catalog

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PCAH3 p. 12 and p. 47

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PCAH3 p. 47-49

Credit Certificates

- College/district has **option** to submit low-unit certificate for approval as Certificate of Achievement:
 - 12 or more but fewer than 18 semester or 18 or more but fewer than 27 quarter units
 - two or more courses ("sequence")
 - degree-applicable credit coursework
 - may be listed on transcripts after approval by Chancellor's Office
 - academic rigor and depth typical for certificate of 18+ units

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PCAH3 p. 47-49

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PCAH3 p. 47-49, 51-66

Approval of Existing Certificates

- For low-unit certificates **offered in the past**
- CCC-501** sections **required**:
 - Statement of Program Goals and Objectives
 - Catalog Description
 - Program Requirements
 - Background and Rationale
 - Enrollment and Completer Projections
 - Place of Program in Curriculum/Similar Programs

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PCAH3 p. 47-49, 51-66

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PCAH3 p. 47-49, 51-66

Approval of Existing Certificates

- CCC-501** sections **required**:
 - Similar Programs at Other Colleges in Service Area
 - Labor Market Information & Analysis
 - List of Members of Advisory Committee
 - Recommendation of Advisory Committee (summary only; minutes are not required)
- Regional Consortium reviews labor market data and similar programs at other colleges in region

Attachments: Course outlines; regional labor market data

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PCAH3 p. 47-49, 51-66

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PCAH3 p. 47-49, 51-66

Approval of Existing Certificates

- **CCC-501** sections **not required**:
 9. Employer Survey
 10. Explanation of Employer Relationship
 13. Display of Proposed Sequence
 15. Library and/or Learning Resources Plan
 16. Facilities and Equipment Plan
 17. Financial Support Plan
 18. Faculty Qualifications and Availability

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PCAH3 p. 47-49, 51-66

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PCAH3 p. 47-49, 51-66

Approval of Existing Certificates

- **CCC-501** sections **not required**:
 19. Based on model curriculum (if applicable)
 20. Licensing or Accreditation Standards
 21. Student Selection and Fees

Low-unit certificates that have not been offered in the past must be submitted with all sections and documentation required for new programs!

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PCAH3 p. 47-49, 51-66

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PCAH3 p. 44 and 77

CCC-511. Non-Substantial Changes ...

Use the **CCC-511** form for:

- local title changes
- T.O.P. code changes
- certificate unit changes
- degree unit changes
- degree type changes (AA to AS or vice versa)
- delete program from college program inventory
- change from active to inactive status
- change from inactive to active status

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PCAH3 p. 44 and p. 77

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PCAH3 p. 45 and p. 67

CCC-510. Substantial Changes ...

Use the **CCC-510** form when:

- goals and objectives of the program changed
- job categories differ from previous categories
- baccalaureate major to which students typically transfer is now different
- add new award **in same 4-digit T.O.P. code**
- split existing program into two or more tracks, options, emphases, etc. **in same 4-digit T.O.P. code**
 - new option or certificate in 5-digit T.O.P. sub-discipline may be considered

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PCAH3 p. 45 and p. 67

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PCAH3 p. 45-57

Substantial Change Creates New Program

Use the **CCC-501** form for:

- student award leads to new or different legally required license
- proposed change is in **a different four-digit T.O.P. discipline** than the approved program
- program was deleted from the program inventory and college would like to offer it again
- number of required units for a certificate is increased from fewer than 18 semester units to 18 or more

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PCAH3 p. 45-57

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PCAH3 p. 10-12

Associate Degree

The associate degree is composed of parts:

- Major or Area of Emphasis
- General Education
- Other graduation requirements
 - Competencies
 - Local Requirements
- Electives, if necessary to reach 60 semester units

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PCAH3 p. 10-12

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PCAH3 p. 12

Major or Area of Emphasis

- 18 or more semester units (27 or more quarter units)
- A **major** may be defined
 - by the lower-division requirements of a specific major at the University of California or California State University
 - 18 or more units in a field or related fields selected by the community college
- Note that colleges should offer courses required for a major frequently enough for students to complete

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PCAH3 p. 12

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PCAH3 p. 12

Major or Area of Emphasis

- An **area of emphasis** is a broader group of courses and may be defined as 18 or more units in related fields intended to:
 - prepare for a particular major at 4-year institution
 - prepare for a particular field as defined by the community college
- May be as broad as "social sciences" or theme-based interdisciplinary grouping of courses
 - "American Studies" or "International Business"

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PCAH3 p. 12

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PCAH3 p. 11-12

General Education

- Minimum of 18 semester (27 quarter) units
- Local GE pattern *18+ units*
- CSU-GE pattern *39-43 units*
- IGETC (CSU or UC) *34-45 units*
- Applications for programs with transfer status

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PCAH3 p. 11-12

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Other Graduation Requirements

- Competencies
 - reading, written expression, and mathematics
- Local Requirements
 - Represent areas of importance to the institution
 - Physical education course
 - Information competency
 - Cultural pluralism

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New Credit Courses

- Approval by Chancellor's Office
- Standards and Criteria for Course Development
 - Course Outline of Record
 - Course Data Elements
- Reporting Credit Courses

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PCA3 p. 23-39 & p. 87-92

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Approval by Chancellor's Office

- Local Approval of Stand-Alone Credit Courses
- Each college must:
 - Train faculty, staff and administrators who participate in curriculum development
 - Submit certificate by September 30th that training has occurred
- Program-applicable courses are reviewed with program applications

Use the **CCC-530** form if college is not certified or after Dec. 31, 2012, if AB1943 "sunsets"

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PCA3 p. 23-25

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PCAH3 p. 26-27

Course Outline of Record

- Contact hours & units
- Any prerequisites, corequisites & any advisories
- Catalog description
- Objectives
- Content / specific body of knowledge
- Methods of Instruction
- Examples of reading, writing & out-of-class assignments
- Methods of Evaluation

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PCAH3 p. 26-27

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PCAH3 p. 87-90

Course Data Elements

- Table 4 on p. 88-89 of the Handbook
- Who determines coding values on your campus?
 - CB08 Course Basic Skills Status
 - CB09 Course SAM Priority Code
 - CB10 Course Cooperative Work Experience Education Status
 - CB11 Course Classification Status
 - CB23 Funding Agency Category

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PCAH3 p. 87-90

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PCAH3 p. 91-92

Reporting Credit Courses

Use the **CCC-531** form for:

- Reporting all new credit courses to get course control numbers
- Course data elements
- Form is submitted electronically through MIS

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PCAH3 p. 91-92

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CurricUNET & Electronic Form Submission

- electronic submission of course and program approval forms to Chancellor's Office **(Finally!!)**
- scheduled to roll out at ASCCC Curriculum Institute in July 2009
- web-based upload for colleges that do not use CurricUNET
- colleges with CurricUNET will launch applications to Chancellor's Office

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Questions?

Website: <http://www.cccco.edu>

- » **System Office**
- » **Divisions**
- » **Academic Affairs**
- » **Credit Program and Course Approval**
- » **Applications and Forms**

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