



# Local Approval of Credit Stand-Alone Courses

Training Session provided by:  
California Community Colleges Chancellor's Office



# Review of Training Materials

- Handout 1A – Assembly Bill 1029
- Handout 1B – CCR, Title 5, §55002
- Handout 1C – CEC, §70901
- Handout 1D – CCR, Title 5, §55100
- Handout 2 – Frequently Asked Questions
- Handout 3 – Examples of Denied Courses



# Background/History

- AB 1943 (Nava) chaptered Oct. 2006
  - Effective Period: Fall 2007 – Dec. 31, 2012, amended CEC, sections 70901-70902 allowing California community college districts to offer credit courses that are not part of an approved educational program without prior approval by the Chancellor’s Office. These courses are commonly referred to as “stand-alone credit courses.”
- AB 1029 (Lara) chaptered July 2011
  - Extended local approval of credit stand-alone courses until January 1, 2014.



# Credit Stand-Alone Certification Summary

Academic Year	Total Number of Community Colleges	Total Number of Certified Community Colleges
2012-13	112	112
2011-12	112	111
2010-11	112	110
2009-10	110	109
2008-09	110	108
2007-08	109	104



# CCR, Title 5, §55002

## Standards & Criteria for Courses

### Types of courses:

- Degree-Applicable Credit\*
- Nondegree-Applicable Credit\*
- Noncredit\*
- Community Service

### All ( \* ) courses must be approved by:

- college curriculum committee
- district governing board



# Courses NOT covered in this training:

- Noncredit courses
- Community Service courses
- Credit courses that are part of any educational 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 to fewer than 18 semester units (18-27 quarter units)



# Legal Authority

- CCR, Title 5, §55100, Course Approval

Types of applicable courses for local approval:

- Degree-Applicable Credit\*
- Nondegree-Applicable Credit\*

- CEC, §70901, The California Community Colleges

**§ 70901** (f) This section shall remain in effect only until January 1, 2014, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2014, deletes or extends that date.



# Data Element for Credit Stand-Alone Courses

## CB24 - Course Program Status

Coding	Meaning
<b>01</b>	<b>Program-applicable</b> - 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.
<b>02</b>	<b>Not Program-applicable (Stand-Alone)</b> - credit course is not a required course or a restricted elective for any credit program approved by the Chancellor's Office.





# Definition & Example of Restricted Electives

- Required units
- Student may select one or more courses
- From a list of specific courses

## **Good example:**

Select 6 units from the following:

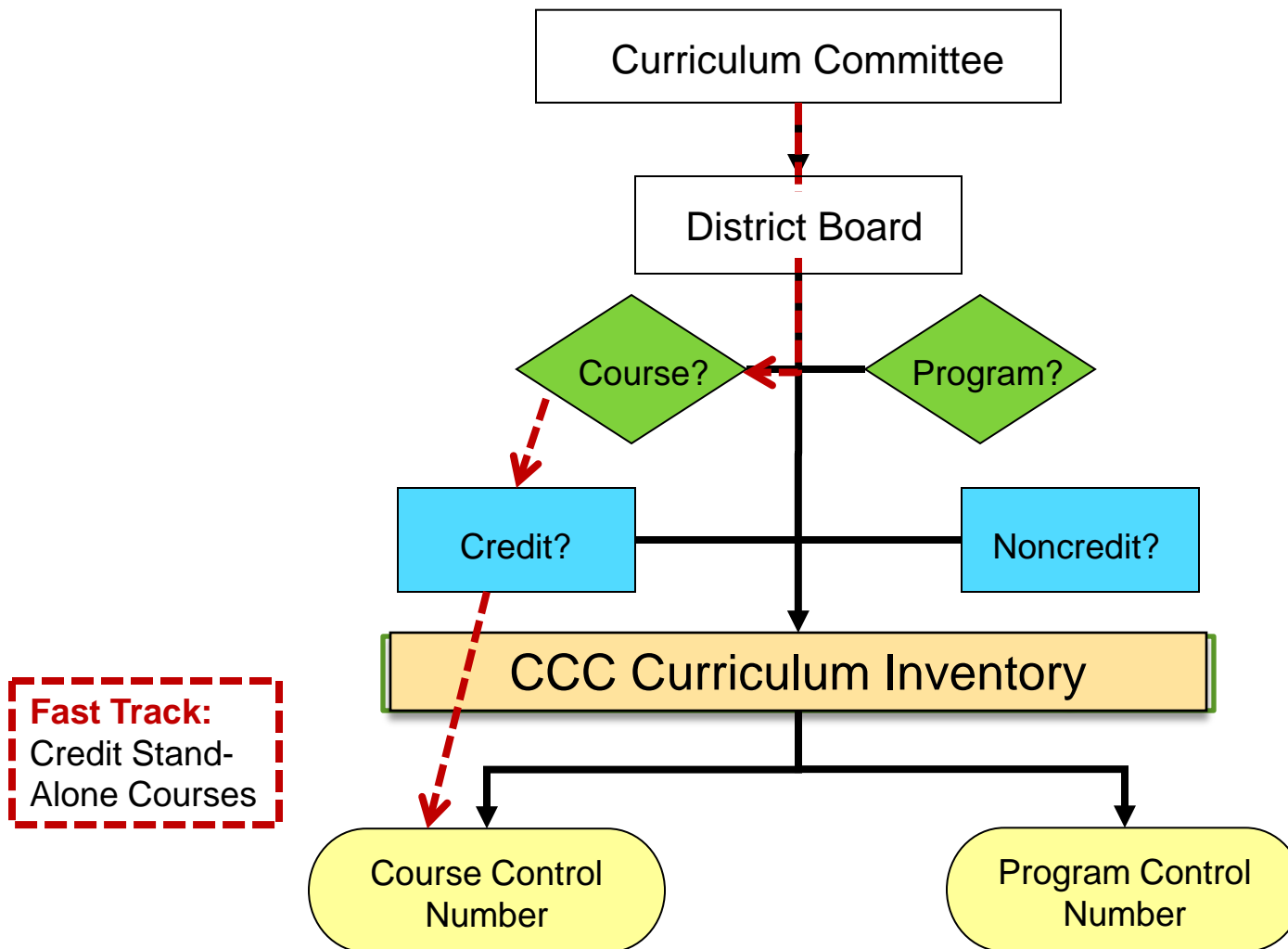
VCOM 100: 3D Modeling and Animation	(3)
VCOM 110: Introduction to Flash	(3)
VCOM 120: Introduction to Digital Video	(3)
VCOM 130: Motion Graphics	(3)



# Prior to August 2007 ...

- Credit Stand-Alone courses required approval from the Chancellor's Office
- Previous Process:
  - Paper application approved locally by CEO, CIO, Curriculum Chair or Governing Board
  - Application mailed to Chancellor's Office
  - Chancellor's Office review and approve application
  - Chancellor's Office MIS Unit assigns course control number
  - College is mailed approval letter and is now authorized to offer course

# Program and Course Approval Process





# CCR, Title 5, §55100 Requirements

- All credit stand-alone courses must be approved locally by the curriculum committee and/or district governing board.

(b)(1) college curriculum committee and district governing board have approved each such course pursuant to section § 55002.



# CCR, Title 5, §55100 Requirements

- District certifies that all faculty and staff involved in curriculum approval have completed training.
- Submit Certification form submitted to CCCCO by September 30th of each year.  
(Certifications postmarked after the due date will not be accepted)

(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;



# Certification Form



California Community Colleges Chancellor's Office

## 2013-14 Certification for Local Approval of Stand-Alone Credit Courses

District: \_\_\_\_\_ College: \_\_\_\_\_

### Certification Summary:

- The college curriculum committee and all other individuals who will be involved in the curriculum approval process have completed training on course approval.
- The district will annually certify that all faculty and staff involved in the curriculum approval process have completed training.

### Certification Signatures:

I (or a designee) (PRINT NAME) \_\_\_\_\_ completed the official Chancellor's Office Stand-Alone Credit Course Certification training on (DATE) \_\_\_\_\_ and I certify that all curriculum committee members have been trained on stand-alone credit course approval and relevant regulations using the training materials provided by the Chancellor's Office.

\_\_\_\_\_  
 DATE → SIGNATURE, CHAIR, CURRICULUM COMMITTEE → TYPED OR PRINTED NAME



# Certification Form

I certify that all faculty and staff who will be involved in the curriculum approval process have been trained.

DATE SIGNATURE, CHAIR, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME

I certify that, to the best of my knowledge, this college has satisfied all of the applicable statutory and regulatory requirements for this academic year, including but not limited to California Education Code §70901 and §70902 (as amended by AB1029) and California Code of Regulations, title 5, §55000, §55002, §55006, §55070, §55100, and §55130.

DATE SIGNATURE, COLLEGE PRESIDENT TYPED OR PRINTED NAME

For multi-college districts:

DATE SIGNATURE, CHANCELLOR OR SUPERINTENDENT/PRESIDENT TYPED OR PRINTED NAME

**Due by: September 30, 2013**

Email a PDF of this certification form to: curriculum@cccco.edu

or  
Mail original certification form to: California Community Colleges Chancellor's Office  
Academic Affairs Division  
Certification for Local Approval of Credit Courses  
1102 Q Street, 3rd Floor  
Sacramento, CA 95811-6511



# CCR, Title 5, §55100 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;





# CCR, Title 5, §55100 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.



# CCR, Title 5, §55100 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.



# CCR, Title 5, §55100 Requirements

- Report approved courses to Chancellor's Office:
  - \* Now submitted electronically via the CCC Curriculum Inventory
  - Course control numbers (Data Element CB00) are generated and sent to CIO and Originator
  - Note: a course control number is required to report enrollments to Chancellor's Office MIS at the end of the term.
  - A course can be changed from a Stand-Alone to Program-Applicable via the CCC Curriculum Inventory
  - Courses that become Program-Applicable must be added to the applicable program's Course Report

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



# Provision of CCR, Title 5, §55100 (c)

- Local district annually certifies that training has occurred at each college.
  - Certification Form submitted by **September 30<sup>th</sup>**  
(Certifications postmarked after the due date will not be accepted)
- 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).



# Provision of CCR, Title 5, §55100 (d)

- If the Chancellor's Office terminates the college's local approval authority, the college will have to submit their stand-alone courses to the Chancellor's Office for review and approval for that academic year.

(d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.



# Compliance

## **CCR, Title 5, § 55002. Standards and Criteria for Courses**

- Types of Courses
  - Degree-applicable credit
  - Nondegree-applicable credit
  - Noncredit
  - Community Services offerings



# Compliance

## **CCR, Title 5, § 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

## **CCR, Title 5, § 55002.**

### **Standards and Criteria for Courses**

- Determine if prerequisite or corequisite skills may improve student success
- Includes critical thinking and the understanding and application of course concepts
- Level of learning skills and vocabulary is appropriate for type of course





# Compliance

## **CCR, Title 5, § 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

## **CCR, Title 5, § 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)



# Training Certification Process Summary

1. Curriculum chair\* is trained on regulations.
  - via in person or distance learning
2. Curriculum chair\* trains others (faculty/staff) on campus:
  - curriculum committee, CIO, staff
3. Certification form signed by curriculum committee, CEO, CIO, submit to Chancellor's Office by September 30<sup>th</sup>  
(Certifications postmarked after the due date will not be accepted)
4. Chancellor's Office notifies college of approved local authorization.
5. College is authorized to approve credit stand-alone courses for 1 academic year.

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



# 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



# Effective Practices

- Mission Appropriate
- Need
- Curriculum Standards
- Adequate Resources
- Compliance with CCR, Title 5, § 55002, 55100 and CEC § 70901-70902
- Open to all students
- Appropriately offered as a credit course

Focus of this training



# Resources

- Website: Academic Affairs Division, CCCCO  
<http://www.cccco.edu>
    - » System Operations
      - » Divisions
        - » Academic Affairs
          - » Curriculum and Instruction
            - » Stand-alone Credit Course Approval
              - Resource Materials
              - Training Documents
- Download training materials to use on your campus!