





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: September 9-10, 2013

SUBJECT: Program and Course Approval Handbook, Fifth Edition		Item Number: 1.5	
		Attachment: No	
CATEGORY:	Academic Affairs	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Barry Russell, Vice Chancellor	Consent/Routine	X
		First Reading	
Approved for Consideration:	 Brice W. Harris, Chancellor	Action	
		Information	

ISSUE: This item presents the Program and Course Approval Handbook, 5th Edition.

BACKGROUND: Pursuant to title 5, section 55000.5, the Chancellor’s Office developed the Program and Course Approval Handbook, Fifth Edition. The handbook assists California Community College administrators, faculty, and staff in the development of programs and courses and the submission of these proposals in to the California Community Colleges Curriculum Inventory for review by the Chancellor’s Office.

As with the development and revised editions of the handbook, this edition has undergone expert review and comment by representatives of the Academic Senate for California Community Colleges, Chief Instructional Officers of the California Community Colleges, California Community Colleges Association for Occupational Education, System Advisory Committee on Curriculum, and Chancellor’s Office staff. The Chancellor's Office acknowledges the expertise and valuable contributions of all those involved in the development of this handbook.

RECOMMENDED ACTION: The recommended action is for the Board of Governors to approve the (newly revised) California Community Colleges Program and Course Approval Handbook, Fifth Edition.

ANALYSIS: The fifth edition of the handbook provides revised instructions for using the action-driven California Community Colleges Curriculum Inventory and a new appendix with individual proposal development guides for programs and courses according to credit status and program award. The instructions were vetted thoroughly to secure college feedback and maximize functionality and efficiency of the new system.

The handbook is available on the Chancellor's Office website as an online resource at: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit.aspx> As well as within the California Community Colleges Curriculum Inventory at: <http://curriculum.cccco.edu>.