





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: July 18, 2016

SUBJECT: Program and Course Handbook, 6 th Edition		Item Number: 4.2	
		Attachment: Enclosure	
CATEGORY:	Academic Affairs	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Pamela D. Walker, Vice Chancellor	Consent/Routine	
		First Reading	
Approved for Consideration:	 Erik Skinner, Interim Chancellor	Action	
		Information	X

ISSUE: The purpose of this item is to inform the Board of Governors about the revision of the *Program and Course Approval Handbook*, which will be the sixth edition. California Code of Regulations, title 5, section 55000.5 requires that the Chancellor provide a handbook on course and program approval criteria for use by community college districts.

BACKGROUND: The *Curriculum Standards Handbook* was first published in May 1985; since then, it has been through several revisions. In September 2001, significant revisions were made, one of which re-titled the handbook to the *Program and Course Approval Handbook*. The Chancellor’s Office transitioned to an electronic curriculum system called the Curriculum Inventory in 2010; thus, the *Program and Course Approval Handbook, 5th Edition*, incorporates the technical aspects of the Curriculum Inventory. This version also included appendices that addressed specific requirements for Credit Courses, Associate Degrees for Transfer, Associate Degrees, Credit Certificates of Achievement, Noncredit Courses, Noncredit Certificates of Competency, Noncredit Certificate Completion, and Noncredit Adult High School Diploma. The *Program and Course Approval Handbook, 6th Edition* is organized into two major components: Part 1 covers credit curriculum and Part 2 covers noncredit curriculum. Each part is broken up into three sections as follows:

(Background cont.)

RECOMMENDATION: This item is presented for information and discussion.

(Background cont.)

Part 1: Credit Curriculum

- **Section 1: Introduction to Program and Course Approval**
This section provides an overview of curriculum regulations, a brief history of curriculum approval, outlines the legal authority and roles of state and local entities, explains the underlying minimum conditions and open courses regulations and how they interact with curriculum development and approval. It also provides a brief introduction to the Chancellor's Office Approval Process, the Curriculum Inventory system, and a list of acronyms and definitions for common curriculum and approval terms. The section concludes with the Development Criteria for Curriculum statement endorsed by the System Advisory Committee on Curriculum (SACC).
- **Section 2: Credit Course Review Criteria and Standards**
This section covers the curriculum standards and approval criteria used by Chancellor's Office staff in the review standards and development guidelines for all types of credit courses. The section also covers miscellaneous curriculum standards and topics and is largely organized around title 5 regulations.
- **Section 3: Credit Program Approval Criteria and Standards**
This section covers all aspects of the curriculum development submission process for Chancellor's Office review or approval of credit programs. This includes program development standards, submission requirements, approval criteria, supporting documentation, requirements for local and regional approval, and submission categories.

Part 2: Non-credit Curriculum

- **Section 1: Introduction to Non-credit Program and Course Approval**
This section provides an overview of curriculum regulations and includes a brief history of curriculum approval, outlines the legal authority and roles of state and local entities, explains the underlying minimum conditions and open courses regulations and how they interact with curriculum development and approval. It also provides a brief introduction to the Chancellor's Office Approval Process, the Curriculum Inventory system, and a list of acronyms and definitions for common curriculum and approval terms. The section concludes with the Development Criteria for Curriculum statement endorsed by SACC.
- **Section 2: Non-credit Course Approval Criteria and Standards**
This section provides an introduction and general overview of non-credit courses, including development guidelines, review criteria, and approval standards for courses.
- **Section 3: Non-credit Program Approval Criteria and Standards**
This section provides an introduction and general overview of non-credit programs, including development guidelines, review criteria, and approval standards for programs.

Attachment: Program and Course Handbook, 6th Edition