OVERVIEW

The work of Curriculum Committee is guided by statutory and regulatory criteria found in Title 5 and the state Education Code. These standards relate to:

- Degree credit courses
- Non-degree credit courses
- Degree programs and certificates
- Non-credit courses
- Non-credit certificates

COURSES AND PROGRAMS

Community colleges are authorized to offer different types of courses and programs. Courses may be categorized as credit, non-credit, or community education. Credit courses are further broken down into credit courses that apply to the associate degree and those that do not. Programs are divided into those for credit and those for non-credit.

CRITERIA:

The following criteria are used by the Chancellor’s Office to approve courses and programs. They are derived from a variety of sources, including statute, regulation, intersegmental agreements, transfer guidelines, accrediting recommendations, and standards of good practice in curriculum development. The Academic Senate endorses them. (Program and Course Approval Handbook, March 2012, pg. 17)

- Appropriateness to Mission
  - The stated goals and objectives of the proposed program, or the objectives of the course, must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4
  - Example: lower division GE preparation, lower division major preparation, and career technical education. Avocational or strictly recreational courses are no longer part of the mission of the CCC system.
  - Must provide systematic instruction in a body of content or skills whose mastery forms the basis of student achievement.

- Need for the course
  - Academic Master Plan
  - Program Review
  - Transfer applicability for major preparation or GE
  - CTE need must be documented through labor market information in local service area &/or employer survey. Additionally a current job
market analysis must show that jobs are available or that job enhancement justifies the proposed curriculum.

- CTE programs must include a recommendation for approval from the appropriate Career Technical Education Regional Consortium.

- Outline reflects quality
  - Course – description, objectives, content, assignments, and methods of evaluation are cohesive and enable a student to demonstrate they have met the objectives.
  - Program – the program has outcomes and is designed to enable students to meet those outcomes

- Feasibility
  - Course - the college has the resources to offer a course at the level of quality described in the course outline.
  - Program – college has the resources to realistically maintain the program at the required level, including funding, faculty, and facilities. The college also commits to offering all the required courses for the program at least once every 2 years.

- Compliance - the design of the program or course must not conflict with any law, statute, or regulation. Examples:
  - Repeatability
  - Tutoring
  - Open-entry, open-exit courses
  - Prerequisite and enrollment limitations
  - Nursing Practice Act

In addition to the criteria listed above for all courses, the course outline of record (COR) must show the following elements to be approved and classified as a degree credit course under Title 5. The curriculum committee uses these criteria and standards to fulfill its mandate to determine is the coursework is at college level and incorporates critical thinking. The course outline should contain sufficient information to permit the curriculum committee to correctly determine the correct category for the course. The committee will determine if the course should be recommended for approval and classified as either degree credit, non-degree credit, or noncredit under Title 5 of the California Administrative Code. Both the curriculum committee and Board of Trustees must approve degree credit courses. (Title 5, section 55002(a))

**DEGREE CREDIT COURSE CRITERIA**

**CRITERIA:**

A degree credit course must meet one of the following criteria specified in Title 5. Section 55062: