Nursing listed as disciplines qualified to teach this course, and it is not double coded with a nursing course.

Interdisciplinary: On the other hand in the example above, if the discipline listed was Interdisciplinary: economics and history, then faculty teaching either of those courses would need to meet the minimum qualifications in at least one of those disciplines with verified course work in the other. The college is allowed to decide how many units of course work are required to meet be qualified in the second discipline when Interdisciplinary is the assigned discipline.

PROGRAM:

The Chancellor’s Office requires that the COR indicate placement of courses in Chancellor’s Office approved programs. If the course is not part of a program, then it is considered a stand-alone course and requires separate approval by the curriculum committee. (CB24 – stand alone or in a program, AB1943)

CLASS SIZE:

This is a negotiated item not currently included in the COCFA contract. The ASCCC recommends that class size be listed in the COR, as it is part of the pedagogy of the course.

- The standard class size for lecture courses is 35. Any exceptions to that class size need to be discussed with the Academic Affairs. Previously established exceptions to the standard lecture class size are:
  - Modern languages = 30
  - Communication 105 = 30
  - Honors = 25
- Lecture/lab courses use the size of their laboratory space for their class size. Examples:
  - Chemistry/Biology = 24
  - Animation = 18
- In some cases the college has agreed to support other class sizes. Please consult with the department chair and/or Academic Affairs for those special circumstances.

UNITS/HOURS:

The academic unit is based on the hours a student spends learning, both inside and outside the classroom. This is called the “Total Student Learning Hours.” The units given for those hours are called “Academic Credit.” Title 5, section 55002.5 specifies that the minimum number of student work hours for one unit of credit is 48. It further specifies that colleges must award 2 units of credit for courses requiring 96 or more student work hours.
It is common practice for this formula to be interpreted in the following manner:

- Lecture: 1 hour of work/week in class and 2 hours/week outside of class over the entire semester = 1 unit
- Laboratory: 3 hours of work/week in the laboratory over the entire semester = 1 unit (presumes no outside work for students)

In both cases the **Total Student Learning Hours** is used to calculate the unit value of academic credit. Since laboratory courses may actually require outside work, colleges may calculate the units awarded based on the lecture model. For example 2 hours/week laboratory and 1 hour/week outside work (3 total student work hours) would equal 1 unit of credit. There is no prohibition against this practice. However, it must be used with caution, particularly in regard to transferable laboratory courses. In the natural sciences, it is standard university practice to base the number of units awarded only on the in-class hours. Any alteration of this relationship for such a course could jeopardize its acceptability for major or general education purposes at the four-year level.

Since semester terms range from 16-18 in the community college system, the Chancellor’s Office has recommended that hours and units be based on 54 hours of total student work hours equals 1 unit of academic credit. This ensures the most accurate reporting of FTES. How those hours are actually scheduled and reported for apportionment is left up to the college as long as at least 48 hours of work is awarded 1 unit of credit.

Course Outlines of Record must record the total hours required for each instructional category and the total student work hours. Hence the COR must record the lecture hours, lab hours, and outside work hours to calculate the correct number of academic units.

**Formula:**

\[
\frac{(Total \ Lec \ Hrs) + (Total \ Lab \ Hrs) + (Total \ Homework \ Hrs)}{54 \ \text{semester hours/unit}} = \text{unit(s)}
\]

Title 5 requires that units be rounded to the nearest 0.5, but colleges may elect to give credit for smaller increments. At College of the Canyons the smallest unit value awarded is 0.25 units.

**EXAMPLES:**

Lecture only: 18 hours lecture + 36 hours homework = 54 total hours/54 = 1 unit

Lab only: 54 hours lab + 0 homework = 54 total hours/54 = 1 unit
Lecture/lab: 18 hours lecture + 36 hours homework + 54 hours lab = 108 total hours/54 = 2 units

**At College of the Canyons the COR reflects the total number of student learning hours and the associated units for an entire semester.** The department chair, division dean, and Academic Affairs handle scheduling issues for shorter terms.

The curriculum committee uses the hours and units listed to evaluate a COR. A 3 unit lecture course with two objectives and six lines of content indicates a mismatch between total student learning hours and the construction of the course. That COR would be returned for clarification. Similarly a 3 unit lecture course listing "papers and worksheets" does not give enough detail to explain the expected 108 outside hours of homework. That COR would be returned as well for clarification.

**CONDITIONS OF ENROLLMENT:**

Title 5, sections 55002(a)(2)(D), 55003(d), and 58106

*Prerequisites, co-requisites, advisories:* Title 5 states that if, after reviewing the course outline of record, the curriculum committee determines that a student would be highly unlikely to receive a satisfactory grade in that course unless the student has knowledge or skills not taught in that class, then prerequisites or co-requisites need to be established. Student success is the key element in determining if a prerequisite or co-requisite is required. Title 5 also charges the college with implementing these restrictions consistently. Proper enforcement means that:

1. Students are required to meet the conditions of enrollment in a course
2. Enrollment in the course is restricted to students who meet the prerequisites
3. Students are provided with procedures for challenging prerequisites
4. Procedures for established for periodically reviewing prerequisites and co-requisites. Specifically precollegiate skills in reading, written expression, or mathematics require the college to ensure that prerequisite and co-requisite policies do not have a disproportionate impact on groups of students in terms of race, ethnicity, gender, age, or disability.

Once a prerequisite/co-requisite has been adopted for a course, all students wishing to enroll in that course must meet those requirements. Prerequisites and co-requisites must be enforced consistently. Instructional and counseling faculty and/or other staff cannot waive course prerequisites. However, students may challenge prerequisites, corequisites and limitations on enrollment when they can provide evidence of comparable knowledge or skills demonstrated through alternate coursework, portfolios of work

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