



AP 4022 Course Approval

References:

Title 5 Sections 55100 and 55150

Credit Courses

1. Proposals for individual degree-applicable credit courses offered as part of an educational program, non-degree applicable credit courses, and degree applicable credit courses that are not part of a permitted educational program ("Credit Course Proposals") shall complete the audit and technical review processes set forth in the Curriculum Committee's adopted Operating Procedures.
2. After Credit Course Proposals have completed the audit and technical review processes, they must be approved first by Curriculum Committee, then by the Academic Senate, and finally by the Board of Trustees before the District may submit the proposal to the California Community Colleges Chancellor's Office for chaptering.
3. Academic departments, according to each department's practice or policy, shall revise the course outlines of record for all non-archived courses at least every five years, except that the course outline of record for courses offered as part of a Career Education program shall be revised every two years. The Curriculum Analyst shall create a list of courses due for revision and transmit that list to all department chairs in the spring semester prior to the academic year in which the courses must be revised.
4. Members of the Curriculum Committee must complete the curriculum-related training required of them under Title 5 prior to the first curriculum committee meeting of the fall semester or, if appointed to the committee thereafter, before the member votes at a meeting. The District shall provide certification of this training to the California Community Colleges Chancellor's Office annually.
5. Associate degrees for transfer may not exceed 60 semester units total, including the IGETC or CSU General Education Breadth requirements, and must follow the Transfer Model Curriculum consisting of approved C-ID courses where available. A Certificate of Achievement shall consist of 16 or more semester units, designed to represent the completion of learning experiences which develop skills in general education or career education.

6. The Curriculum Committee shall make determinations regarding proposed prerequisites, corequisites, and advisories, with a full review of proposed out-of-discipline prerequisites, to determine if a student would be highly unlikely to receive a satisfactory grade in that course unless the student has knowledge or skills not taught in the course that are necessary for entry into the course. The Curriculum Committee shall periodically review required prerequisites and corequisites to consider whether they remain appropriate, including consideration of whether they disproportionately impact students due to race, ethnicity, gender, age, or disability, and, if so, to consider potential action by the District to ameliorate that impact.
7. Title 5 regulations governing the repetition of credit courses in the California Community College system have eliminated repeatability in the Art, Dance, Graphic & Multimedia Design, Kinesiology (activity courses), Media Entertainment Arts, Music, Photography, and Theatre departments. While students will not, in most cases, be allowed to repeat active participatory courses in these departments, students will be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses), and that rely on the prior course as a prerequisite, a maximum of four times. Although a family of courses may include more than four courses, students remain limited to enroll in a maximum of four courses in any family.
8. The District shall not offer courses that the California Community Colleges Chancellor's Office previously denied unless they have been modified to properly address the reasons for denial and, thereafter, approved according to the District's course approval process.

Noncredit Courses

1. Proposals for noncredit courses ("Noncredit Course Proposals"), pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook, shall complete the audit and technical review processes set forth in the Noncredit Curriculum Committee's adopted Operating Procedures. After Noncredit Course Proposals have completed the audit and program viability processes, they must be approved first by Noncredit Curriculum Committee, then by the Curriculum Committee, then by the Academic Senate, and finally by the Board of Trustees before the District may submit the proposal to the California Community Colleges Chancellor's Office for chaptering or approval.
2. The District shall comply with its established procedures relating to proper attendance accounting for noncredit courses, consistent with Education Code Sections 84030 et seq.
3. Members of the Noncredit Curriculum Committee must complete the curriculum-related training required of them under Title 5 prior to or during the first noncredit curriculum committee meeting of the fall semester or, if appointed to the noncredit committee thereafter, before the member votes at a noncredit committee meeting.

4. Each academic year, the District shall certify to the California Community Colleges Chancellor's Office that it has complied with the requirements of Title 5 Section 55150 as pertaining to the approval of noncredit courses.

Course Archiving

1. As used herein, the term "archive" means to remove a course from the District's catalog, such that the course cannot be included in a schedule of classes or offered to students, while also retaining a record of the course to allow it to be offered again after completing the District's course approval process.
2. The District shall archive courses that departments have not revised within the timelines required by this procedure.
3. The District shall archive courses that are required for degrees and/or programs (e.g., major preparation) if the District has not offered those courses for enrollment at least once in the two preceding academic years. The Curriculum Committee shall have discretion to waive this archiving requirement if faculty demonstrate that the students would benefit.
4. The District shall archive courses that are not required for degrees and/or programs (i.e., electives) if the District has not offered those courses for enrollment at least once in the five preceding academic years. The Curriculum Committee shall have discretion to waive this archiving requirement if faculty demonstrate that the students would benefit.

Reviewed by CPC: 02/28/2023

Next Review Date: Spring 2029