

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4022**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Course Approval

Adoption Date: March 2, 2010

Review Date:

Revision Date: September 24, 2013; September 23, 2014; November 4, 2014;
May 23, 2019

Responsible Area: Vice President, Academic Affairs

Responsible Office: Instruction

Policy References: Title 5 Sections 55100; BP 4020; Program and Course Approval Handbook 6th Edition, California Community Colleges Chancellor's Office, Sept. 2017

Criteria for Course Development and Approval

The following criteria as set forth in Program and Course Approval Handbook (PCAH) (California Community Colleges Chancellor's Office, 2017) shall be utilized throughout the development and approval process:

- Appropriateness to mission
- Student Need
- Curriculum Standards
- Adequate Resources
- Compliance

Each year, the District signs the Annual Certification Form and submits it to the California Community Colleges Chancellor's Office.

Process for Course Development and Approval

- I. New courses – Credit & Noncredit Courses
 - A. Initiation

New ideas for course development may be proposed by a community member, faculty member, or an appropriate academic division, and discussed and approved by

- an appropriate discipline. Initiation of a new course shall be entered by a faculty member.
- B. Approval
The proposed course outline of record (COR) shall be reviewed by the following:
- a. Appropriate Dean or Director
 - b. Chief Instructional Officer (CIO)
 - c. A Curriculum Committee member who is assigned to complete technical review
 - d. Curriculum Committee
 - e. Board of Trustees (for approval)
- C. Locally approved credit courses shall be submitted to the California Community College Chancellor's Office for assignment of a unique course control numbers and are chaptered in the Chancellor's Office Curriculum Inventory (COCI).
- II. New Courses – Noncredit
Noncredit course development and approval shall follow Steps A and B, as credit courses stated above. In addition, noncredit courses must be submitted to Chancellor's Office for review and approval.
- III. New Community Services Offerings
- Community Services offerings are considered “activities” and therefore are not part of the formal college curriculum.
 - Community Services offerings may be developed when the need and interest are identified.
 - The Curriculum Committee shall review new Community Services offerings.
 - The Superintendent/President or his/her designated appropriate Educational Administrator reviews the proposal and makes a decision.
- IV. Course reviews and revisions
- All individuals involved in curriculum approval process shall receive trainings on course approval as set forth in Title 5, Section 55100.
 - No courses, credit and noncredit, may be offered prior to local Board approval.
 - The number of courses in the same four-digit TOPS code that may be linked to one another by prerequisites or co-requisites shall not exceed 16 units in total.
 - All courses shall be reviewed by responsible discipline faculty every three (3) years to ensure curriculum standards. Curriculum Committee and Deans/Directors shall help facilitate the review process.
 - Course revisions outside of the regular course review cycle may be initiated by an appropriate discipline faculty member.
 - Depending on the types of changes proposed (substantive or minor), Curriculum Committee may require the approval as a full review or consent agenda item. Technical changes may be placed as an information item only on the Curriculum

Committee agenda. The definitions of the types of changes are defined in the Curriculum Handbook provided by the Curriculum Committee.

- All revisions require Curriculum Committee approval.
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For glossary and other details on course approval, also refer to Program and Course Approval Handbook (PCAH) at <http://www.cccco.edu> and College of the Siskiyou Curriculum Development Handbook. For more information on program development and approval, also see AP 4020 – Program and Curriculum Development.