

**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, **55150 and 55002**; 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 five criteria as set forth in Program and Course Approval Handbook (PCAH) (California Community Colleges Chancellor's Office, 2019) shall be utilized throughout the development and approval process:

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

Each criteria is detailed in the PCAH, 7th Edition.

~~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. **Initiation of New** courses – Credit & Noncredit Courses
 - A. ~~Initiation~~— **Pre-Approval Form**

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.~~ Proposals are submitted through completion of the Course Pre-Approval Form. The Pre-Approval must be submitted at least one month prior to submitting the proposed course outline of record (COR). The Course Pre-Approval form ensures that the proposed course aligns with the College's mission and does not compete with other existing courses.
- II. New Courses - Credit
- A. 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)
- B. District personnel involved in the credit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including but not limited to, the provisions of Title 5 Section 55100 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- 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).
- D. Signed annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year validates that the District has complied with the requirements of Title 5 Section 55100 relating to the approval of credit courses.
- III. New Courses – Noncredit
- A. Approval
- Noncredit course development and approval shall follow Steps A through E, as credit courses stated above, and in accordance with Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. ~~In addition, noncredit courses must be submitted to the Chancellor's Office for review and approval.~~
- B. District personnel involved in the non-credit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of non-credit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- C. The District promptly reports all non-credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- D. The District governing board has established local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.

E. Signed annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year validates that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit courses.

IV. 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 n~~ New Community Services offerings are presented to the Curriculum Committee as information only.
- The Superintendent/President or his/her designated appropriate Educational Administrator reviews the proposal and makes a decision.

V. 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.
- ~~To ensure curriculum standards, all~~ courses shall be reviewed by responsible discipline faculty every three (3) years ~~for non-CTE courses and every (2) years for CTE courses to ensure curriculum standards. The Program and Curriculum Review Calendar indicates when curriculum is due for review.~~ 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.

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 Siskiyous Curriculum Development Handbook. For more information on program development and approval, also see AP 4020 – Program and Curriculum Development.