

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4022 Course Approval

Reference: Title 5, Section 55000, 55002, 55062, and 55100 et seq.;
Accreditation Standard II.A

Curriculum development is recognized as a collegial consultation and faculty-driven process. These administrative procedures apply to the processes for approving individual credit and noncredit courses.

Definitions:

Course: An organized pattern of instruction on a specified subject offered by a community college pursuant to Title 5, section 55002.

Program: An organized sequence of courses leading to a defined objective, such as a degree, certificate, diploma, license or transfer to another institution of higher education. When a college offers a group of courses in the same Taxonomy of Programs (T.O.P.) Code that totals 18 semester units and that are linked to one another as prerequisites or co-requisites, the courses are considered an “educational program” even though a certificate may not be awarded. Before offering any credit course as part of an educational program at a community college, the governing board must obtain approval of the educational program from the California Community Colleges Chancellor’s Office in accordance with the provisions of Title 5, article 55130.

Local Approval of Credit Courses: *In order to exercise authority for local approval of credit courses, the chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the requirements related to the approval of credit courses. See Title 5, 55100(b).*

Degree-applicable credit course: A course which has been designated as appropriate to the associate degree in accordance with the requirements of Title 5, section 55062, and which has been recommended by the curriculum committee and approved by the District governing board as a collegiate course.

Non-degree-applicable credit course: A course which has been designated as not applicable to the associate degree, and has been recommended by the curriculum committee and approved by the District governing board. Four types of non-degree-applicable credit courses are defined in Title 5, section 55002.

Noncredit course: A course which is recommended by the curriculum committee and approved by the District governing board as a course meeting the needs of enrolled students **in accordance with Title 5, section 55150, Approval of Noncredit Courses and Programs**. Courses designated as noncredit do not provide unit credit upon completion.

Stand-alone course: A degree-applicable or non-degree-applicable credit course that is not part of an educational program approved by the California Community Colleges Chancellor's Office. **The district may approve and offer non degree-applicable credit courses and degree-applicable credit courses that are not part of an approved educational program, after the courses have been submitted to the Chancellor's Office for chaptering and assigned a control number.** ~~Effective January 1, 2013, stand-alone courses must be submitted for approval to the Chancellor's Office.~~ Students may not count more than 17 semester units of courses that have been approved as stand-alone courses to fulfill requirements for a certificate or degree major or area of emphasis.

Community Services Courses (Fee-based): A not-for-credit course that is approved by the district governing board as a course designed for the physical, mental, moral, economic, or civic development of the enrolled students. It is open to all members of the community willing to pay fees to cover the cost of the offering. It may not be claimed for apportionment purposes **in accordance with Title 5, section 55002(d).**

Curriculum committee: A committee established by the mutual agreement of the District and the academic senate as a sub-committee of the academic senate. The curriculum committee recommends for approval those courses and programs meeting the standards and requirements of Title 5 section 55002. The curriculum committee includes faculty representatives from each academic division, the articulation officer, and other faculty representatives as outlined within the bylaws of the academic senate. The committee also includes administrative and student representation. A faculty chairperson is elected by the committee.

Approval of New Degree-Applicable and Non-degree-Applicable Credit Courses

Procedures for submitting new individual degree-applicable and non-degree-applicable courses for board approval shall include the following:

- The creation of a new course proposal by discipline faculty which states development criteria for the course including: appropriateness to the mission of Hartnell College; demonstrated need for the course within the Hartnell College community; adherence to Title 5 curriculum standards.
- **The superintendent/president or designee shall determine whether the District can provide** ~~determination of~~ adequate financial resources to realistically maintain the course at the level of quality described in the course proposal; and guarantee that the course is designed so as to not conflict with any law, including state and federal laws, statutes and regulations.
- Appropriate review of the new course proposal will include two readings by the curriculum committee, where peer review by faculty is conducted and consensus regarding suggestions for modifications is reached. Peer review includes a rigorous examination of the course content, course objectives, instructional methodology, methods of evaluation, grading policy, units, intensity, prerequisites and co-requisites, and level of difficulty. Degree-applicable courses must engage students in critical thinking and provide an understanding and application of concepts determined by the curriculum committee to be at the college level. Non-degree-applicable courses must provide instruction in critical thinking and treat subject matter with a scope and intensity that prepares students to study independently outside of class time.

- A Course Outline of Record is completed which describes the course content in terms of a specific body of knowledge. The Course Outline of Record specifies the unit value, expected total number of contact hours for the course, prerequisites, co-requisites or advisories on recommended preparation for the course, catalog description, course content, objectives, student learning outcomes for the course and suggested student materials and textbooks. The Course Outline of Record also provides examples of required reading and writing assignments and other outside-of-class assignments, instructional methods and methods of evaluation for determining whether stated objectives have been met by students. **Upon chaptering of a course in the Chancellor's Office Curriculum Inventory**, the Course Outline of Record is maintained in official college files and made available to each instructor.
- The course grants units of credit based upon the relationship between the number of lecture and/or laboratory hours or performance criteria specified in the Course Outline of Record. Pursuant to Title 5 section 55002.5, one credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system.
- Minimum qualifications for instructors teaching the course are specified in accordance with standards established by the California Community Colleges Board of Governors.
- Upon recommendation by the curriculum committee, courses are forwarded to the **chief instructional officer for review. The chief instructional officer then forwards the recommendations to the superintendent/president for review and placement on the Board of Trustees agenda for approval consideration and action.** The College shall submit all credit courses **as recommended by the Board of Trustees for chaptering by** for approval to the California Community Colleges Chancellor's Office.

Approval of Noncredit Courses

Procedures for approval of non-credit courses include the following:

- Noncredit courses submitted for approval must align with the Mission of Hartnell College and the course proposal must indicate a demonstrated need for the course within the Hartnell College community. The course proposal form must demonstrate that the course adheres to Title 5 curriculum standards.
- **The superintendent/president or designee shall determine whether the District can provide** ~~there must be a determination that~~ adequate financial resources exist to realistically maintain the course at the level of quality described in the course proposal. The course must be designed so as to not conflict with any law, including state and federal laws, statutes and regulations.
- The curriculum committee will recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students.
- Appropriate review of the new course proposal will include two readings by the curriculum committee, where peer review by faculty is conducted and consensus regarding suggestions for modifications is reached. Peer review includes a rigorous examination of the course content, instructional methodology, evaluation methods, grading policy, intensity, prerequisites and co-requisites, and level of difficulty.

- A Course Outline of Record is completed which describes the course content and specifies the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, the student learning outcomes, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met. Objectives should clearly specify what students should know and/or be able to do upon successful completion of the course. Examples of assignments and activities are required.
- Minimum qualifications for instructors teaching the course are specified in accordance with standards established by the California Community Colleges Board of Governors and consistent with the set of instructional objectives and other specifications defined in the Course Outline of Record.
- Upon recommendation by the curriculum committee, courses are forwarded to the Board of Trustees for approval. The College shall submit all noncredit courses for approval to the Chancellor's Office.

See Board Policy 4020

Approved by Superintendent/President: May 26, 2015; Revised: _____

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND PROCEDURE
ROUTING/TRACKING FORM**

Review and consideration to approve by the various governance groups is requested Yes No Courtesy Review

Policy/Procedure # _____ Policy/Procedure Name _____

New Revised Replaces existing policy/procedure: _____

New policy/procedure or revisions initiated/proposed by: _____

Reason for new policy/procedure or revisions: _____

Reviewing Group	Date Out	Forward by
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Routed to

Academic Senate President _____

HCFA President _____

CSEA President _____

L-39 Chief Steward _____

Hartnell College Faculty Association

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

Academic Senate

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

CSEA

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

L-39

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

**Superintendent/President
Executive Cabinet** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

First Reading Second Reading

Board of Trustees _____

Approved Approved with changes Not approved

Comments:

ANTICIPATED TIMELINE
Board of Trustees first reading to occur on _____
Board of Trustees consideration to occur on _____

Additional Comments: