Course Local and State Approval Process

All new courses must be State approved. Contact District Instructional Services Office for assistance.

- Any course change that increases or decreases the number of courses in our total inventory must be submitted to the Board of Trustees, as well as:
  1. Course Reactivations (not active at any collage)
  2. Course Deactivations (no longer active at any collage)

Campus Instructional Services Contacts:

- Vice President, Instruction
- Curriculum Chair
- Articulation Officer
- Curriculum Support Staff
- Curriculum Tech Writer
1. Approval Process:

- **New Course Proposal**
  - **CurricUNET Process**
    - Create and Launch Proposal
    - Proposal Review and Approval
    - Curriculum Review Committee (CRC) Approval
      - Curriculum Instructional Council (CIC) Approval*
        - *Walked in curriculum approved pending technical review.
  - Board of Trustees Approval
  - CCCCO Approval

Refer to college Articulation Officer for all transferability (CSU GE, UCTCA, and IGETC) and C-ID approvals.
2. California Community Colleges Chancellor’s Office (CCCCO) Approval Process

District Instructional Services submits new course proposal to the State Chancellor’s Office for review and approval. *Estimated timeline: 30 days. Note, approval may exceed 30 days due to under staffing at the Chancellor’s Office.*

3. Add Courses to Catalog and Other Publications

New courses must receive CCCCO approval before they may be published in the college catalog and offered to students. Additionally, it is our process, not to offer a course, which is active at a sister college, until all transfer applicability (i.e. UCTCA, CSUGE and IGETC), has been established.

4. CCC Curriculum Inventory Proposal Fields

1. **CB04: Credit Status** – The previously selected credit status will show (“D” or “C”).

2. **CB01: Department Number** – Enter the Department Number, for example: ENGL100.

3. **CB02: Course Title** – Enter the Course Title. This field is limited to a maximum of 68 characters including punctuation and spaces, and must be different from CB01.

4. **CB03: TOP Code** – Select an appropriate TOP code using the drop-down menu. An asterisk (*) denotes a vocational TOP code. For reference, the *Taxonomy of Programs (TOP) Code Manual, 6th Edition* may be accessed under the Admin > Resources tab in the CCC Curriculum Inventory.

   The TOP code is assigned according to the content and outcomes of the course, and must conform closely to the TOP code given to similar courses in other colleges around the state. The TOP code reflects the main discipline or subject matter. The TOP code is not based on local departmental structure, faculty qualifications, or budget groupings. A college that has difficulty identifying the most appropriate TOP code should contact the Chancellor’s Office. The Chancellor’s Office may change the proposed TOP code, if necessary, and will notify the college.

5. **CB05: Transfer Status** – Select from the drop-down menu a Transfer Status that corresponds with the previously selected CB04 Credit Status. Specifically, if CB04 = D (Degree Applicable) then CB05 must equal A (Transferable to both UC and CSU) or B (Transferable to CSU only). If CB04 = C (Not Degree Applicable) then CB05 must equal C (Not Transferable).
6. CB06: Course Units Maximum – Enter the maximum number of semester or quarter units of academic credit a student may earn from enrolling in a single section of the course. This number must be entered as a decimal – for example, one and one-half unit would be entered as 1.5. This number must be greater than or equal to the number entered for CB07. Refer to the Handbook section three (Credit Curriculum) for a detailed discussion of the relationship of hours to units to ensure the course units are in accordance with Title 5 section 55002.5.

7. CB07: Course Units Minimum – Enter the minimum number of semester or quarter units of academic credit a student may earn from enrolling in a single section of the course. This number must be entered as a decimal – for example, one-half unit would be entered as 0.5. This number must be less than or equal to the number entered for CB06. Refer to the Handbook section three (Credit Curriculum) for a detailed discussion of the relationship of hours to units to ensure the course units are in accordance with Title 5 section 55002.5.

8. CB08: Basic Skills Status – Using the drop-down menu, indicate if the course is either B (basic skills course) or N (not a basic skills course). If this element is coded as B (a basic skills course), then the previously selected CB04: Credit Status must be C – Not Degree Applicable.

9. CB09: SAM Priority Code – Select an appropriate SAM Priority Code from a drop-down menu including the following options: A (Apprenticeship), B (Advanced Occupational), C (Clearly Occupational), D (Possibly Occupational), or E (Non-occupational). The SAM Priority Code selected must correspond with the CB03: TOP Code selected (for example, if a vocational TOP code is selected as denoted by an asterisk (*), then CB09: SAM Priority Code must equal A (Apprenticeship), B (Advanced Occupational), C (Clearly Occupational), or D (Possibly Occupational) and respectively cannot equal E (Non-occupational).

10. CB10: Cooperative Work Experience – Using the drop-down menu, indicate if the course is either: C (part of a cooperative work experience educational program) or N (not part of a cooperative work experience educational program).

11. CB11: Course Classification Status - This field is auto-populated with “Y” denoting the Classification Status is a Credit Course.

12. CB13: Approved Special Class – Using the drop-down menu, indicate if the course is either: S (designated as an approved special class for disabled students) or N (not a special class), pursuant to Title 5 section 56028.

13. CB21: Prior Transfer Level – Using the drop-down menu, indicate the relationship of the course to college level by selecting one of the following eight options: Y (Not applicable), A (One level below transfer), B (Two levels below transfer), C (Three levels below transfer), D (Four levels below transfer), E (Five levels below transfer), F (Six levels below transfer), or G (Seven levels below transfer). CB21: Prior Transfer Level selected must correspond with the CB05: Transfer Status selected as well as with processing edit checks in the MIS Data Element Dictionary (DED); please consult the DED for a complete listing of fidelity and integrity checks for this element.

14. CB22: Noncredit Category - This field is auto-populated with “Y” denoting the credit course is not applicable.
15. CB23: Funding Agency Category – Using the drop-down menu, indicate the funding agency for the course development by selecting one of the following three options: A (primarily developed using Economic Development funds), B (partially developed using Economic Development Funds, exceeding 40% of total development costs), or Y (not applicable).

16. CB24: Program Status – Using the drop-down menu, indicate if the course is 1 (Program-applicable) or 2 (Not Program-applicable); refer to the Handbook section three for a detailed discussion of each option. If CB24 = 1 (Program-applicable), after approval of the course the college must amend (via nonsubstantial change) the corresponding program award(s) for which the course is applicable.

17. District Governing Board Approved (yes/no) – By selecting “yes,” the college certifies that the course was approved by the governing board of the district, pursuant to Title 5 sections 55002 and 55100.

18. District Governing Board Approval Date – Enter the corresponding historical date in which the governing board of the district approved the course, pursuant to Title 5 sections 55002 and 55100.

19. Catalog Description—in the Catalog Description box, enter the catalog description exactly as it will appear in the college catalog and in the Course Outline of Record (COR). Refer to Title 5 and the ASCCC document titled, The Course Outline of Record: A Curriculum Reference Guide (2008) available at www.asccc.org for additional information about catalog descriptions.

20. In the Justification box (shown below), enter a brief description of the background and rationale for the course. This might include a description of a degree or certificate for which the course is required or the relationship of this course to other courses in the same or other disciplines. Please note that a justification stating “student need” will not suffice.

5. Supporting Documentation

A credit course proposal requires only one item as supporting documentation – the Course Outline of Record (COR).

The course outline of record shall specify:
1. unit value and the expected number of contact hours for the course as a whole

Ensure the stated unit value on the COR reflects the unit value entered into the minimum and maximum unit value fields in the CCC Curriculum Inventory. Refer to the Handbook section three (Credit Curriculum) for a detailed discussion of the relationship of hours to units to ensure the course units are in accordance with Title 5 section 55002.5.

If the hours to units relationship is beyond the general range of 48-54 hours per semester unit (33-37 per quarter unit) due to an atypical application of lecture, study, and/or lab work, it is recommended but not required that the COR state such interpretation including the formula
used to simplify the Chancellor's Office review of the unit value and contact hours presented.

2. prerequisites, corequisites or advisories on recommended preparation (if any) for the course

3. catalog description

4. objectives

5. content in terms of a specific body of knowledge

6. types or provide examples of required reading and writing
   a. assignments
   b. other outside-of-class assignments

7. instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students

Refer to the ASCCC document titled, *The Course Outline of Record: A Curriculum Reference Guide* (2008) available at [www.asccc.org](http://www.asccc.org) for a detailed discussion with examples of each required COR component listed above. The ASCCC document also provides information regarding additional components (such as required text) which are not part of the Chancellor's Office review of credit courses yet are essential to the development of a model COR and related curricular considerations. Similarly, it is noteworthy to reference supranumber Course Identification Numbering System (C-ID) resources relevant to the development of credit courses available at [www.c-id.net](http://www.c-id.net). For example, C-ID descriptors are available for courses developed to add to an Associate Degree for Transfer (ADT).
SUBMISSION CHECKLIST
This submission checklist provides a quick reference check for a credit course proposal submission; please refer to the detailed discussion of each field in this Guide to ensure all requirements are met.
Proposal fields #1-20 – All fields are complete, no fields are left blank.

1. **CB04: Credit Status** – The selected credit status is “D” or “C”.

2. **CB01: Department Number** – The Department Number is entered.

3. **CB02: Course Title** – The Course Title entered is different from CB01 and does not exceed 68 characters including punctuation and spaces.

4. **CB03: TOP Code** – The selected TOP code is appropriate. Note: The Chancellor’s Office may change the proposed TOP code, if necessary, and will notify the college.

5. **CB05: Transfer Status** – The selected Transfer Status corresponds with the previously selected CB04 Credit Status. Specifically, if CB04 = D (Degree Applicable) then CB05 must equal A (Transferable to both UC and CSU) or B (Transferable to CSU only). If CB04 = C (Not Degree Applicable) then CB05 must equal C (Not Transferable).

6. **CB06: Course Units Maximum** – The maximum number of semester or quarter units of academic credit a student may earn from enrolling in a single section of the course is entered as a decimal – for example, one and one-half unit would be entered as 1.5. This number is greater than or equal to the number entered for CB07. The relationship of hours to units as stated in the Course Outline of Record is in accordance with Title 5 section 55002.5.

7. **CB07: Course Units Minimum** – The minimum number of semester or quarter units of academic credit a student may earn from enrolling in a single section of the course is entered as a decimal – for example, one-half unit would be entered as 0.5. This number is less than or equal to the number entered for CB06. The relationship of hours to units as stated in the Course Outline of Record is in accordance with Title 5 section 55002.5.

8. **CB08: Basic Skill Status** – The basic skills status is indicated as either B (basic skills course) or N (not a basic skills course). If this element is coded as B (a basic skills course), then the previously selected CB04: Credit Status must be C – Not Degree Applicable.

9. **CB09: SAM Priority Code** – The SAM Priority Code selected corresponds with the CB03: TOP Code selected (for example, if a vocational TOP code is selected as denoted by an asterisk (*), then CB09: SAM Priority Code must equal A (Apprenticeship), B (Advanced Occupational), C (Clearly Occupational), or D (Possibly Occupational) and respectively cannot equal E (Non-occupational).
10. **CB10: Cooperative Work Experience** – Either “C” (part of a cooperative work experience educational program) or “N” (not part of a cooperative work experience educational program) is selected.

11. **CB11: Course Classification Status** - This field is auto-populated with “Y” denoting the Classification Status is a Credit Course.

12. **CB13: Approved Special Class** – Either “S” (designated as an approved special class for disabled students) or “N” (not a special class), pursuant to Title 5 section 56028, is selected.

13. **CB21: Prior Transfer Level** – The relationship of the course to college level is selected and corresponds with the CB05: Transfer Status selected. In addition, refer to the processing edits (fidelity and integrity checks) referenced in the MIS Data Element Dictionary (DED) for this element.

14. **CB22: Noncredit Category** - This field is auto-populated with “Y” denoting the credit course is not applicable.

15. **CB23: Funding Agency Category** – The funding agency for the course development is selected.

16. **CB24: Program Status** – The program status for the course is selected.

17. **District Governing Board Approved (yes/no)** – “Yes” is selected, indicating the college certifies that the course was approved by the governing board of the district, pursuant to Title 5 sections 55002 and 55100.

18. **District Governing Board Approval Date** – The corresponding historical date in which the governing board of the district approved the course, pursuant to Title 5 sections 55002 and 55100, is selected.

19. **Catalog Description** – The catalog description for the course is entered in the box.

20. **Justification** – The justification for the course is entered in the box.

**Supporting Documentation** – the **Course Outline of Record (COR)** is attached and pursuant to Title 5 section 55002 (Standards and Criteria for Courses),
1. Approval Process:

- **Course Revision Proposal**
  - **CurricUNET Process**
    - Revise Course and Launch Proposal
  - Proposal Review and Approval
  - Curriculum Review Committee (CRC) Approval
    - Curriculum Instructional Council (CIC) Approval*
      - *Walked in curriculum approved pending technical review.
  - Board of Trustees Approval
  - **CCCCO Approval**
    - **Course revisions may not be submitted to until MIS data is collected the last semester existing version is offered.**

Refer to college Articulation Officer for all transferability (CSU GE, UCTCA, and IGETC) and C-ID approvals.
2. CCCC0 Approval Process

District Instructional Services submits course revision, reactivation or deactivation proposal to the State Chancellor’s Office for review and approval. Estimate timeline: 30 days. Note approval time may exceed 30 days due to under staffing at State Chancellor’s Office. Note course revisions may not be submitted to CCCC0 for approval until MIS data is collected and processed for the last semester the existing version of the course is offered.

3. Add Course to Catalog and Other Publications

All course revisions and reactivations must be approved by the Chancellor’s Office before they may be added to the college catalog and offered to students. Additionally, it is our process, not to offer a course, which is active at a sister college, until all transfer applicability (i.e. UCTCA, CSUGE and IGETC), has been established.

4. Amending an Existing Credit Course Proposal

Amend: Correction – An action to correct a value previously reported in error. This action will not issue a new control number. A correction will allow editing to all fields. Correct the proposal fields (and if needed supporting documentation) in the record. After desired correction(s) are made, click Save. Corrections do not require district governing board approval. It is important to note that correction(s) made to an active inventory record will impact historical data for that record and will need to reconcile with MIS data reported.

Amend: Substantial Change – An action to create a new course record based upon an active course record. This action involves a change to any of the following MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22. This action will initiate a new control number. Upon approval, the submitted proposal will be assigned a new course control number.

To change an active course record that will not initiate a new control number. This action involves a change to any of the following MIS Course Data Elements: CB01, CB02, CB05, CB10, CB11, CB13, CB20, CB23, and/or CB24.

For a nonsubstantial change, select proposal fields will be unlocked for editing. Make desired changes to the proposal fields and/or supporting documentation (course outline of record). Describe the change(s) and rationale for the changes in the Justification box on the proposal. After desired change(s) are made, save the proposal, complete the validation process, and submit the proposal to the Chancellor’s Office for review.
Amend: Correction vs. Substantial Change vs. Nonsubstantial Change for Qualitative COR Data?
Correction – Changes include no substantive changes to the COR. Changes typically include grammar, updates to department/division naming conventions, clarification to examples of required reading and writing assignments, etc. In addition, with the migration of curriculum records from a paper-based system to an online repository, some records are incomplete – thus the correction feature may be used to update or complete the record. For example, an active course record in the CCC Curriculum Inventory that does not have a COR attached as supporting documentation may be updated using the correction feature.

Substantial Change – If the qualitative content of a course has substantially changed, a new course control number is required. Put differently, this substantially changed course is in essence a “new course” and requires its own unique control number. Either a proposal for a substantial change to an existing course or a proposal for a new course may be submitted to the Chancellor’s Office – the college may decide which type of submission is made via the CCC Curriculum Inventory. What matters most is to ensure a control number is assigned and the college retains active control numbers for MIS reporting of course enrollment. The interpretation of “substantially changed” qualitative content refers to the extent to which college faculty deem changes as substantially or fundamentally changing the COR content required in accordance with Title 5 section 55002 (Standards and Criteria for Courses).

Nonsubstantial Change – If the qualitative content required in Title 5 section 55002 (Standards and Criteria for Courses) for a COR is beyond the scope of a correction but has not substantially changed, then a new course control number is not required. 
Amend: Active to Inactive – An action to make an active course inactive. This action will not issue a new control number. No validation process is required for this action prior to submitting the proposal to the Chancellor's Office.