Local Approval of Credit Courses **HANDOUT 2**
Frequently Asked Questions

1. When will the change take effect?
   Immediately after the certification form is received and validated at the Chancellor's Office, the college is certified to approve new stand-alone credit courses. The college will be notified and a unique user name and password will be sent to the college's CIO and CISO.

Training

2. Who specifically must be trained: Voting members or non-voting members of the curriculum committee? Staff who attend in order to take notes?
   All voting members of the curriculum committee must be trained. Staff and administrators who attend curriculum meetings, but do not vote, should also be trained. The chief instructional officer of the college may determine whether or not administrators will be required to complete training.

3. Do people who serve on the curriculum committee for many years need to be trained annually?
   The certification that curriculum committee members have been trained must be processed annually, but continuing members do not have to be trained every year, unless there are changes to the regulations and processes that require new training. It is the responsibility of the college curriculum committee chair to be aware of changes that require new training.

4. If curriculum committee members are replaced mid-year, does the college have to be re-certified after new members are trained?
   No, the new members should be trained but certification is only required once during an academic year.

Certification

5. Does the local governing board need to certify the colleges for local approval of stand-alone credit courses?
   The Chief Executive Officer of the district certifies the college. In multi- college districts, the college President <u>and</u> the district CEO both sign the form. Board approval is not required.

6. If one college in a multi-college district fails to comply with all requirements, will all colleges within the district be penalized?
   No, each college is certified separately from other colleges in the district because curriculum is approved for each college, not for all colleges in the district.

7. What happens if a college is not certified by September 30th?
   If a college is not certified for any year, then new stand-alone credit courses must be submitted to the Chancellor's Office for approval, using the existing form and instructions as described in the Program and Course Approval Handbook, 3rd edition, March 2009, until it is revised. Colleges will be designated authority to approve the types of courses under "blanket approval."

Courses

8. Will the college report noncredit courses into the CRCC web site in order to get course control numbers?
   No, all noncredit courses must be submitted to the Chancellor's Office for approval. When approved, the Chancellor's Office will notify the college that the course is approved and provide the course control number.

9. Can "restricted electives" be fairly open-ended, such as: "9 units of coursework selected from Agriculture courses #1-50," or must specific courses be listed as in "9 units selected from AGR 1 or AGR 2 or AGR 4 etc."?

   Specific courses must be listed in order to be considered program-applicable. If they are not listed, then the courses are not applicable to this program. They may be applicable to another program, however.

10. Are groups of courses referred to as a block (e.g. "all Aviation courses numbered 100 to 150") considered "restricted electives" when listed as a requirement to fulfill the degree or certificate?

    No. See previous answer.

11. Are courses that meet GE – IGETC/CSU, but not local GE requirements, considered "program-applicable"?

    Courses that have been approved to fulfill local GE requirements are program-applicable. Other courses that only fulfill GE requirements at other institutions, including CSU and UC, are not program-applicable.

12. What if a course is approved as a stand-alone and then is added to a program later? Will the course need to be approved again?

    The course does not need to be reported again. At the end of the semester when it is approved as program-applicable, you will need to work with MIS to change the data element CB24 from 2 to 1 and identify the program by unique code. Ask the MIS staff on your campus or at your district office for information about the Master Course File Maintenance process.

13. When revising a previously approved stand-alone course, what data elements can change without the need to submit the course as "new" for the purpose of reporting it to the Chancellor's Office?

    The discussion about which data elements can change from term to term is still ongoing. Currently, this is the list of codes that may not change without generating a new course control number, for purposes of reporting enrollments to the Chancellor's Office. CB03 – TOP Code; CB04 – Credit Status (D to C or C to D allowed); CB06 – Maximum Units; CB07 – Minimum Units; CB08 – Basic Skills Status; CB09 – SAM Code; CB21 – Prior to College Level; CB22 – Noncredit Category; CB23 – Funding Agency Category. This list is subject to change.

14. Courses already approved as stand-alone don't need to be submitted when they are revised. When the course is substantively changed, does it need to be re-submitted in order to get a new control number?

    A previously approved course that is substantively changed will require a new control number. See the response for question 13 above.

15. Does the local governing board have to approve a new credit course before it can be offered?

    Yes, the new course may be offered in **the next term that starts after** the board approval date. District policy on scheduling courses may impose additional requirements.

16. What if the board approves all curricula only once every year, for example in June? If a course is approved by the curriculum committee in the previous fall, can the course be offered before the board approves it in June?

    No, the board must approve the course **prior to** the beginning of the first term in which it is offered. In this example where the board approves all curriculum in June, then new courses may not be offered until July or later, depending on the beginning date of the next term.

17. Can you offer a course prior to obtaining a control number from the Chancellor's Office?

    Yes, if the local governing board has approved the course. The control number will be obtained at the end of the first term in which the course is offered.

18. Could a certificate (less than 18 semester units) be composed of stand-alone courses?

    Certificates of less than 18 semester units that are not approved by the Chancellor's Office include courses that are considered stand-alone. When the certificate of 12 to 18 units is approved by the Chancellor's Office, then all required courses and restricted electives for the approved certificate become program-applicable courses.

19. If a new course is added to a certificate under 18 semester units, is the new course stand-alone, and is it necessary to report it to the Chancellor's Office?

    Courses required in certificates under 18 semester units that are not approved by the Chancellor's Office are stand-alone, including any courses that are added to the certificate requirements. Courses required in any certificate that is approved by the Chancellor's Office are program-applicable, including new courses that are added to the certificate requirements. However, colleges need to report approval of all new courses in order to obtain course control numbers.

20. Suppose you put together a 17-unit certificate with 11 units from existing, approved credit courses and 6 units from 2 new courses designed solely for this certificate. Can the local process for stand-alone courses be used to approve the 2 new courses?

    Yes, the new courses are stand-alone courses that do not require Chancellor's Office approval, which becomes necessary only if the requirements are changed to 18 or more semester units or if the 17-unit certificate is approved by the Chancellor's Office.

21. Can 18 units of stand-alone courses be a major or an area of emphasis?

    No, because when the group or sequence of courses is 18 or more units, then the program must be approved by the Chancellor's Office. The status of such courses is changed to program-applicable.

22. Title 5 §55100 part (b)(4) is confusing. Can you give an example that will illustrate how stand-alone courses may be "linked together" and considered to be a program that requires Chancellor's Office approval?

    This part of the regulation is intended to guard against creating a group of stand-alone courses that are linked into a sequence of courses. For example, the college could approve three stand-alone courses that are prerequisite to each other, such as ACCT 100 Introduction to Accounting, ACCT 110 Principles of Accounting and ACCT 120 Computer Applications for Accounting. ACCT 100 is prerequisite to ACCT 110, which is prerequisite to ACCT 120. These three stand-alone courses are required for a 10-unit Skills Certificate in Accounting. At this point, the college is in compliance and can offer these courses and the certificate without Chancellor's Office approval.

Two years later, however, the college approves some new stand-alone courses in Tax Studies, including ACCT 200 Introduction to Tax Law (3 units), ACCT 201 Tax Preparation (3 units) and ACCT 202 Tax Planning (3 units). The course ACCT 120 is a prerequisite to ACCT 200, which is prerequisite to ACCT 201 and corequisite to ACCT 202. Now there is a sequence of 19 units of stand-alone courses that are linked together by prerequisites and corequisites. Approval of all the listed Accounting courses as a program is now required, after which the status of these courses changes to "program-applicable."

23. Will MIS submission and course reporting be done at separate times? How often do you expect us to report to the Chancellor's Office: every time there is an approval?

    MIS submission of enrollment data will only occur after the end of the term when the course has been offered. Course reporting may occur separately, at any time after the board approval date. The district and college may develop their own schedule for reporting new credit courses in order to obtain course control numbers. Refer to the instructions for the Master Course File Maintenance process.