

COURSE APPROVAL

1. Procedures for submitting for Board approval individual degree-applicable and non-degree applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office include the following.
2. New courses are created and developed within departments and divisions by those who have expertise in the discipline. Each division reviews the course draft to determine need and to insure that it complements existing curriculum. New courses require approval by Vice President of Academic Services. The course is entered into the curriculum management system, launched into an approval process workflow and is then reviewed by the Division Chair, Dean, Curriculum Rep, Articulation Officer, Curriculum Specialist, Curriculum Coordinator, Distance Education Coordinator, Academic Senate and the Vice President of Academic Services. Once approved, the curriculum report is sent to the Academic Senate for approval and then the Vice President of Academic Services presents new curriculum to the Board of Trustees. Throughout the approval process, various elements of the curriculum are evaluated, depending on the reviewers' area of responsibility or expertise, using criteria from the Program and Course Approval Handbook from the Chancellor's Office.
3. Courses can be created at any point during the academic year. However, there are important deadlines governing the catalog and schedule of courses that impact when courses are approved and when their effect dates for implementation begin.
4. The changes to curriculum are available for viewing within the course management system and via the curriculum report that goes to the Academic Senate every two weeks. Ultimately, curricular changes are reflected in the college catalog. Curriculum records, at both the college and state level, are maintained by the curriculum specialist.
5. Each course outline includes information about how the course is to be delivered, including in-person, online or hybrid. Course outlines also include distance learning addenda to help insure that distance education courses meet requirements governing those delivery methods.
6. These courses must be approved by the curriculum committee.
7. The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100.

8. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
9. Course authors should be advised that:
 - Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.
 - Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
10. All courses approved must be reported to the California Community Colleges Chancellor's Office.

References: Title 5 Section 55100

Approved: May 13, 2015