



**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE AGENDA  
Regular Meeting, Thursday, May 18, 2017  
12:50 p.m. – Administration Building Board Room**

*The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.*

**I. Opening of the Meeting**

**A. Call to order**

**B. Approval of the Minutes**

**1. Regular Meeting of May 4, 2017**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the May 4, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. AJ 164 – Regular Basic Course Modular Format Level I (17.5)
- b. PE 209 – Introduction to Kinesiology (3.0)
- c. POLS 102 – American Government and Politics (3.0)
- d. PSY 101 – Introduction to Psychology (3.0)
- e. PSY 200 – Biological Psychology (3.0)
- f. PSY 202 – Learning (3.0)
- g. PSY 204 – Developmental Psychology: Conception to Death (3.0)
- h. SOC 101 – Introduction to Sociology (3.0)
- i. SOC 102 – Contemporary Social Problems (3.0)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the update to items a. through i. above as indicated in CurricUNET, effective 2017-2018, as presented. The motion:*

**B. Distance Education Courses – Addendum Documentation**

1. PE 209 – Introduction to Kinesiology (3.0)
2. PSY 204 – Developmental Psychology: Conception to Death (3.0)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the Distance Education Addendum for PE 209 and PSY 204, effective 2017-2018, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:*

**C. Degrees and Certificates**

**1. Inactivated Degree**

- a. CISCO CCNA Discovery Degree

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the inactivation of the CISCO CCNA Discovery Degree, effective 2017-2018, as presented. The motion:*

2. **Revised Degrees and Certificates**
  - a. **CISCO CCNA Discovery Certificate**

*M/S (\_\_\_\_/\_\_\_\_) to approve the revision of the CISCO CCNA Discovery Certificate, effective 2017-2018, as presented. The motion:*

*\*To remove CIS 164 and CIS 165. Unit value from 22-25 to 14-17, resulting in revising to a low unit certificate.*

- b. **Alternative Energy-Solar Technology Certificate**

*M/S (\_\_\_\_/\_\_\_\_) to approve the revision of the Alternative Energy-Solar Technology Certificate, effective 2017-2018, as presented. The motion:*

*\* To remove RNEW 165. It has been determined that this course is not necessary to meet the requirements for NABCEP certification. Students are able to receive preparation within the other required courses for this certificate. Unit value reduced from 23-22.*

#### **D. Catalog Textual Items**

1. **Advanced Placement (AP) Chart**

*M/S (\_\_\_\_/\_\_\_\_) to approve the revision to the Advanced Placement Chart, effective 2017-2018, as presented. The motion:*

#### **E. Curriculum Policies and Procedures**

1. **AP 4105 – Distance Education**

*M/S (\_\_\_\_/\_\_\_\_) to approve the revision to Administrative Procedure (AP) 4105 Distance Education, effective upon Board approval, as presented. The motion:*

2. **AP/BP 4106 – Nursing Programs**

*M/S (\_\_\_\_/\_\_\_\_) to approve the revision to Administrative Procedure (AP) and Board Policy (BP) 4106 Nursing Programs, effective upon Board approval, as presented. The motion:*

#### **III. Discussion Items**

#### **IV. Information Items**

1. **Proposed Revisions to Title 5 Regulations**
  - a. **Standards and Criteria for Courses – § 55002**
  - b. **Credit Hour – § 55002.5**
  - c. **Credit Course Approval – § 55100**
  - d. **Approval of Credit Programs – § 55130**
  - e. **Conditions for Claiming Attendance – § 58050**

#### **V. Other Items**

#### **VI. Next Regular Meeting: June 1, 2017, 12:50pm in the Board Room**

#### **VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, May 4, 2017  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input type="checkbox"/> Xochitl Tirado	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Velasquez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Andres Martinez	<input type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Kristen Gomez
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> ASG Representative	
<b>Consultants:</b>	<input type="checkbox"/> Efrain Silva	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Gloria Carmona	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> David Zielinski	<input type="checkbox"/> Norma Nunez	<input type="checkbox"/> Kevin Howell	<input type="checkbox"/> Jill Kitzmiller
	<input type="checkbox"/> Lennor Johnson			
<b>Ex-officio</b>				
<b>Visitors:</b>	Manfred Knack			
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Craig Blek called the regular meeting of the Imperial Valley College Curriculum Committee to order at 12:58 pm on Thursday, May 4, 2017.

**B. Approval of the Minutes**

**1. Regular Meeting of April 6, 2017**

*M/S/C (White/Leon) to approve the minutes of the April 6, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. AIS 108 – Indians of the Southwest (3.0)
- b. ANTH 102 – Cultural Anthropology (3.0)
- c. ANTH 108 – Indians of the Southwest (3.0)
- d. AU T 140 – Diesel Engine Maintenance and Repair (4.0)
- e. AU T 165 – Diesel Preventive Maintenance and Inspection (4.0)
- f. BLDC 101 – Safety Standards (Cal/OSHA) 30-Hour Card (3.0)
- g. ELTR 120 – Electronic Devices (4.0)
- h. ELTR 140 – Electronic Circuits and Semiconductors (4.0)
- i. ELTR 220 – Digital Instrumentation Measurements (3.0)
- j. ELTR 240 – Digital Logic Circuits (3.0)
- k. HE 102 – Health Education (3.0)
- l. MATH 119 – Elementary Statistics (4.0)
- m. WELD 100 – Welding Technology (5.0)
- n. WELD 115 – Flux Cored Arc Welding on Plate (3.0)
- o. WELD 125 – Gas Tungsten Arc Welding on Plate (3.0)
- p. WELD 135 – Shielded Metal Arc Welding on Plate (4.0)
- q. WELD 225 – Gas Tungsten Arc Welding on Pipe (3.0)

*M/S (Akinkuoye/Heumann) to approve the update to items a. through q. above as indicated in CurricUNET, effective 2017-2018, as presented. The motion carried.*

**r. PE 100 – Lifetime Exercise Science (2.0)**

*M/S (Leon/Robinson) to approve the class size increase from 40 to 45 for face to face sections only, and large quota designation, effective 2017-2018, as presented. The motion carried.*

**2. Deleted Course**

**a. AG 132 – Business Management (3.0)**

*M/S (Leon/Heumann) to approve the deletion of AG 132 from the credit curriculum, effective 2017-2018, as presented. The motion carried.*

**B. Degrees and Certificates**

**1. Revised Certificates**

**a. Diesel Farm Machinery and Heavy Equipment Technician Certificate**

*M/S (Akinkuoye/Leon) to approve the reduction of units from 22 to 20, effective 2017-2018, as presented. The motion carried.*

**b. Nursing VN Certificate**

*M/S (Akinkuoye/Aguirre) to approve the update to prerequisite requirements, effective 2017-2018, as presented. The motion carried.*

**III. Discussion Items - None**

**IV. Information Items**

Kristen informed members that there are issues pending for colleges that have ADTs that use a STATWAY model to meet the MATH 110 C-ID descriptor. The concern involves the lack of intermediate algebra on the STATWAY model. Our Statistics course is fine since the prerequisite for MATH 119 (C-ID MATH 110) is MATH 091 Intermediate Algebra. Ultimately the idea is that the student must demonstrate competency in intermediate algebra upon completing one of the nine affected TMCs, which can be attained through our MATH 119, assessment, or multiple measures process.

**V. Other Items**

Committee members discussed the idea of standardizing the class size for online courses.

Items to consider:

- Be aware that attrition is an issue
- Ways to improve online retention
- OEL has resources on ways to help students learn to take online courses
- Offer online orientation prior to start of classes
- Evaluation methods

**VI. Next Regular Meeting: May 18, 2017, 12:50pm in the Board Room**

**VII. The meeting adjourned at 1:30 p.m.**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

CC Meeting 05-18-17				Banner	State
AJ 164	Regular Basic Course Modular Format Level I	17.5	Adjusted lecture/lab hours to reflect accurate lab hours to content. No change to unit value.		
PE 209	Introduction to Kinesiology	3.0	Update to title, description, objectives, content, SLOS, assignments, method of evaluation, method of instruction - to include reference to Kinesiology. Update to texts. Class size from 30 to 40. Addition of DE addendum.		
POLS 102	American Government and Politics	3.0	Class size for face to face from 40 to 45 and for online from 35 to 40.		
PSY 101	Introduction to Psychology	3.0	Text update, class size from 40 to 45.		
PSY 200	Biological Psychology	3.0	Class size from 35 to 40, text update.		
PSY 202	Learning	3.0	Class size from 35 to 40, text update.		
PSY 204	Developmental Psychology: Conception to Death	3.0	To add DE Addendum information. Class size from 35 to 40. Text update.		
SOC 101	Introduction to Sociology	3.0	Class size from 40 to 45, text update.		
SOC 102	Contemporary Social Problems	3.0	Text update		

PROGRAMS					
CISCO CCNA DISCOVERY Degree and Certificate			Degree inactivation. Certificate - removal of CIS 164 and 165. Unit value from 22-25 to 14-17.		
ALTERNATIVE ENERGY-SOLAR TECHNOLOGY Certificate			To remove RNEW 165. It has been determined that this course is not necessary to meet the requirements for NABCEP certification. Students are able to receive preparation within the other required courses for this certificate. Unit value reduced from 23 to 22.		

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**AP 4105 Distance Education**

Reference:

Title 5, Sections 55200 et seq.

34 CFR Section 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.1

The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The Chief Instructional Officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online classes.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program, ~~and~~ Curriculum and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses, in accordance with the procedures published on the Distance Education website.

Certification: When approving distance education courses, the Curriculum Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses, as expressed in the course outline of record.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Use of CMS for Distance Education: All distance education courses must utilize the IVC approved course management system (CMS) unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Chief Instructional Officer and the Distance Education Coordinator.

State Authorization for Distance Education: IVC is authorized to provide distance education in the states of California and Arizona.

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**AP 4106 ~~Multi-Criteria for Selection in~~ Nursing Programs**

References:

Education Code Sections 66055.8, 66055.9, 70101-70106, ~~70120, 70124, 70125, 70128.5,~~ 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq. and 55521;  
Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The District shall consider, but may not be limited to, all of the following when screening nursing students:

- (A) High school graduation, high school equivalency or a higher degree
- (B) Academic degrees or diplomas, or relevant certificates, held by an applicant.
- (~~B~~C) Grade-point average in relevant coursework (a minimum requirement of 2.5 grade-point average in the required sciences and general education nursing major requirements).
- (~~C~~D) Any relevant work or volunteer experience.
- (~~D~~E) Life experiences or special circumstances of an applicant, including, but not necessarily limited to, the following experiences or circumstances:
  - (i) Disabilities
  - (ii) Low family income
  - (iii) First generation of family to attend college
  - (iv) Need to work
  - (v) Disadvantaged social or educational environment
  - (vi) Difficult personal and family situations or circumstances
  - (vii) Refugee or veteran status
- (~~E~~F) Proficiency or advanced level coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the chancellor as high-frequency languages, as based on census data. These languages may include, but are not necessarily limited to, any of the following:
  - (i) American Sign Language
  - (ii) Arabic
  - (iii) Chinese, including its various dialects
  - (iv) Farsi
  - (v) Russian

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- (vi) Spanish
  - (vii) Tagalog
  - (viii) The various languages of the Indian subcontinent and Southeast Asia
- (G) Individual Composite Score for the Test of Essential Academic Skills Exam

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Should the District have a nursing instructor that successfully applies for a position and qualifies for a State Nursing Assumption Program of Loans for Education (SNAPLE) the following will act as the minimum criteria.

- (A) Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption awarded. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated., if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.
- (B) Loan assumptions payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing students at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participants' undergraduate and graduate's degrees
- (C) The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:
  - Pregnancy
  - Serious illness
  - Natural causes, or
  - Being called to military active duty status
- (D) In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction

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## IMPERIAL COMMUNITY COLLEGE DISTRICT BP 4106 Nursing Programs

### References:

Education Code Sections 66055.8, 66055.9, 70101- 70107, ~~70120, 70124, 70125, 70128.5~~, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq., 55521;  
Health and Safety Code: Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by an applicant;
- Grade-point average in relevant coursework;
- Any relevant work or volunteer experience;
- Life experiences or special circumstances of an applicant; and
- Proficiency or advanced level coursework in languages other than English.

Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.

Loan assumptions payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing students at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participants' undergraduate and graduate's degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

- Pregnancy;
- Serious illness;
- Natural causes; or
- Being called to military active duty status

In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.

See AP 4106

**ATTACHMENT 1**

**BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES  
PROPOSED REVISIONS TO TITLE 5 REGULATIONS:  
of  
STANDARDS AND CRITERIA FOR COURSES - § 55002  
CREDIT HOUR - § 55002.5  
CREDIT COURSE APPROVAL - § 55100  
APPROVAL OF CREDIT PROGRAMS - § 55130  
CONDITIONS FOR CLAIMING ATTENDANCE - § 58050**

1. Section 55002 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

**§ 55002. Standards and Criteria for Courses.**

(a) Degree-Applicable Credit Course. A degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit ~~based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline~~ in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit. ~~The course also requires a minimum of three hours of student work per week, including class time~~

~~for each unit of credit, prorated for short-term, extended-term, laboratory and/or activity courses.~~

(C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside-of-class time.

(D) Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.

(E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.

(F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

(G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation ~~for determining whether the stated objectives have been met by students.~~

(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of ~~section 51002, article 4 (commencing with section 55040)~~ of subchapter 1 of chapter 6, (commencing with section 54040), and section 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (ju) of section 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-

specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

~~(B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short term, extended term, laboratory, and/or activity courses.~~

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside-of-class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class

assignments, instructional methodology, and methods of evaluation ~~for determining whether the stated objectives have been met by students. Taken together, these course specifications shall be such as to typically enable any student who successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives.~~

(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of ~~section 51002, article 4 (commencing with section 55040)~~ of subchapter 1 of chapter 6, (commencing with section 54040), and section 58161.

(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.

(1) Standards for Approval. The college and/or district curriculum committee shall 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. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation ~~for determining whether the stated objectives have been met.~~

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(d) Community Services Offering. A community services offering must meet the following minimum requirements:

- (1) is approved by the district governing board;
- (2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
- (3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
- (4) is conducted in accordance with a predetermined strategy or plan;

(5) is open to all members of the community willing to pay fees to cover the cost of the offering; and

(6) may not be claimed for apportionment purposes.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

2. Section 55002.5 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

**§ 55002.5. Credit Hour Definition.**

(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of lecture, study, or laboratory total student work at colleges operating on the semester system or 33 quarter hours of lecture, study or laboratory total student work, at colleges operating on the quarter system which may include inside and/or outside-of-class hours.

(b) ~~A course requiring 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system or 66 hours or more of lecture, study, or laboratory work at colleges operating on the quarter system shall provide at least 2 units of credit.~~ Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5.

(c) ~~The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments. For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2.~~

(d) ~~A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one half unit. Credit hours for all courses may be awarded in increments of one unit or less.~~

(e) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code; 34 Code of Federal Regulations part 600.2.



3. Section 55100 of article 1 of subchapter 2 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

**§ 55100. Credit Course Approval.**

(a) The governing board of each community college district shall establish policies for, and may approve ~~individual degree applicable~~ credit courses pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a) ~~which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.~~

(b) ~~A community college district may approve and offer nondegree applicable credit courses and degree applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor. The Chancellor will conduct a periodic review to ensure that districts are in compliance with the following requirements: The chief executive officer, chief instructional officer, and curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses:~~

(1) ~~the college curriculum committee and district governing board have approved each such credit course pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);~~

(2) ~~no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;~~

(3) ~~the college and/or district promptly reported all credit courses approved by the district governing board pursuant to this section subdivision to the Chancellor through the Chancellor's Office Curriculum Inventory and Management Information Systems;~~

(4) ~~college and/or district personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including, but not limited to, the provisions of section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);~~

(5) ~~the district governing board has established local policy or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours consistent with section 55002.5.~~

(c) ~~Districts shall separately submit to the Chancellor all courses which are not part of any approved educational program for certification of compliance with all requirements pursuant to sections 55000 et seq., and the Program and Course Approval Handbook pursuant to section 55000.5. The Chancellor may conduct reviews to ensure that~~

colleges and/or districts are in compliance with the certification requirements identified in this section.

(d) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer credit courses pursuant to subdivisions (b) and (c) if he or she it is determined that a college and/or district has failed to comply with all any of the conditions set forth in ~~those subdivisions~~ this section until such time a college and/or district demonstrates compliance with all requirements for the certification requirements identified in this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

4. Section 55130 of article 1 of subchapter 2 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

**§ 55130. Approval of Credit Programs.**

~~(a) Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor. The governing board of each community college district shall establish policies for, and may approve, an educational program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).~~

(b) ~~The application educational program submitted to the local governing board for approval shall contain at least the following components:~~

- ~~(1) The name of the proposed program.~~
- ~~(2) The description of the proposed program.~~
- ~~(3) a list of ~~required~~ all courses to be included in the program.~~
- ~~(4) course outlines of records for all courses in the program.~~
- ~~(5) The purposes and specific objectives of the proposed program.~~
- ~~(6) The place of the proposed program in the district master plan.~~
- ~~(6) An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.~~

~~(8) The need for the proposed For career technical education programs, ascertained with regard to at least the following additional information must be provided to the district governing board factors:~~

- ~~(A) a list of o~~Other community colleges in the area currently offering the program;
- ~~(B) Other programs closely related to the proposed program offered by the college;~~
- ~~(B) Relation of the proposed program to regional labor job market analysis, demand where applicable; and~~
- ~~(D) Enrollment projection for the proposed program;~~

~~(E) Recommendations of career technical education regional consortia, when applicable; and~~

~~(F) The classification of the courses in the program in accordance with section 55001.~~

~~(89) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:~~

~~(A) Library and media center resources;~~

~~(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.~~

~~(C) Availability of adequate or proposed financial support; and~~

~~(D) Availability of faculty.~~

~~(c) The development, establishment and evaluation of an education program shall include representative faculty involvement. The chief executive officer, chief instructional officer, and curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit programs:~~

~~(1) the curriculum committee and district governing board have approved each credit program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);~~

~~(2) the college and/or district promptly reported all credit programs approved by the district governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;~~

~~(3) college and/or district personnel involved in the credit program approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);~~

~~(4) the development, establishment, and evaluation of approved educational programs included representative faculty involvement.~~

~~(d) An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate an educational program, after its approval, on the basis of factors listed in this section. If on the basis of such an evaluation the Chancellor determines that an educational program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination. The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.~~

~~(e) In multicollge districts, program approval is granted for a specific college. The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if it is determined that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college~~

and/or district demonstrates compliance with the certification requirements identified in this section.

(f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5. Section 58050 of article 5 of subchapter 1 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended as follows:

**§ 58050. Conditions for Claiming Attendance.**

(a) All of the following conditions must be met in order for the attendance of students enrolled in a course to qualify for state apportionment:

(1) The course, or the program of which it is a part, must be approved by the ~~Board of Governors~~ governing board of each community college district in accordance with the provisions of subchapter 2 (commencing with section 55100) of chapter 6.

(2) The course must meet the criteria and standards for courses prescribed by section 55002.

(3) Unless expressly exempted by statute, the course must be open to enrollment by the general public, in accordance with section 58051.5 and article 1 (commencing with section 58100) of subchapter 2 of this chapter.

(4) The district may not receive full compensation for the direct education costs for the course from any public or private agency, individual or group of individuals in accordance with section 58051.5.

(5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. The number of contact hours for which apportionment is claimed shall not exceed the number specified in the course outline of record, subject to computation adjustments authorized pursuant to other provisions of this subchapter including, but not limited to, sections 58003.1, 58023 and 58164. If the course involves student use of district computers, other equipment, or facilities, the district shall monitor usage of such equipment or facilities as part of the course to ensure that they are used solely for the specified educational activities.

(6) The students must be under the immediate supervision of an employee of the district, unless provided otherwise by law.

(7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served.

(b) The regulations in this article are intended to clarify and interpret attendance accounting terminology used in subdivision ~~subsection~~ (a), and in sections 58051 and 58055.

Note: Authority cited: Sections 66700, 70901 and 84500, Education Code. Reference: Sections 70901, 78401 and 84500, Education Code.