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 consideration and action. The College shall submit credit courses as recommended by the Board of Trustees for chaptering by 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 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