

HARTNELL COMMUNITY COLLEGE DISTRICT BOARD POLICY AND ADMINISTRATIVE PROCEDURE ROUTING/TRACKING FORM

Review and approval by the various college governance groups is requested: Yes No

Policy/Procedure #: *AP 4022*
 Policy/Procedure Name: *Course Approval*

New Revised Replaces existing policy/procedure:

New policy/procedure or revisions initiated/proposed by: *Academic Affairs*
 Reason for new policy/procedure or revisions: *To establish college procedure*

| Reviewing Group | Date | Approval/Comments |
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| Routed to: | | Forward by: |
| • Council: | | |
| • Academic Senate President | <i>03/10/15</i> | <i>04/10/15</i> |
| • HCFA President | <i>03/10/15</i> | <i>04/10/15</i> |
| • CSEA President | <i>03/10/15</i> | <i>04/10/15</i> |
| • L-39 Chief Steward | <i>03/10/15</i> | <i>04/10/15</i> |

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| Hartnell College Faculty Association | Approved as presented |
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Comments: *No response*

Not approved

Comments: *Page 1: Under "Program" – second to last line should say "California Community Colleges..."*
Page 2: Under "Community Services Courses" – last sentence: Take out semi-colon and add a period. Strike out "and." Start new sentence with "It."

College Planning Council

Approved as presented
Approved with changes
Not approved

Comments:

**Superintendent/President's
Executive Cabinet**

Approved as presented
Approved with changes
Not approved

Comments:

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4022 Course Approval

Reference: Title 5, Section 55000, 55002, 55062, and 55100 et seq.;
Accreditation Standard II.A

Curriculum development is recognized as a collegial consultation and faculty-driven process. These administrative procedures apply to the processes for approving individual credit and noncredit courses.

Definitions:

Course: An organized pattern of instruction on a specified subject offered by a community college pursuant to Title 5, section 55002.

Program: An organized sequence of courses leading to a defined objective, such as a degree, certificate, diploma, license or transfer to another institution of higher education. When a college offers a group of courses in the same Taxonomy of Programs (T.O.P.) Code that totals 18 semester units and that are linked to one another as prerequisites or co-requisites, the courses are considered an “educational program” even though a certificate may not be awarded. Before offering any credit course as part of an educational program at a community college, the governing board must obtain approval of the educational program from the California Community Colleges Chancellor’s Office in accordance with the provisions of Title 5, article 55130.

Non-degree-applicable credit course: A course which has been designated as not applicable to the associate degree, and has been recommended by the curriculum committee and approved by the District governing board. Four types of non-degree-applicable credit courses are defined in Title 5, section 55002.

Noncredit course: A course which is recommended by the curriculum committee and approved by the District governing board as a course meeting the needs of enrolled students. Courses designated as noncredit do not provide unit credit upon completion.

Stand-alone course: A degree-applicable or non-degree-applicable credit course that is not part of an educational program approved by the California Community Colleges Chancellor’s Office. Effective January 1, 2013, stand-alone courses must be submitted for approval to the Chancellor’s Office. Students may not count more than 17 semester units of courses that have been approved as stand-alone courses to fulfill requirements for a certificate or degree major or area of emphasis.

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 Board of Trustees for approval. The College shall submit all credit courses for approval to the California Community Colleges Chancellor's Office.

Approval of Noncredit Courses

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- " 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 are appropriate for the course.
- " Appropriate review of the new course proposal will include two readings by the curriculum committee, when prepared, reviewed by faculty, technology, and education committees, and suggested by the instructor.

- “ Upon recommendation by the curriculum committee, courses are forwarded to the Board of Trustees for approval. The College shall submit all noncredit courses for approval to the Chancellor’s Office.

See Board Policy 4020

Approved by Superintendent/President:

New AP