



Academic Senate
for California Community Colleges

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Title 5 and PCAH Updates

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Title 5 Updates

California Code of Regulations, Title 5, Division 6, Chapter 6, subchapter 1:

Sections updated to reflect new COCI/approval streamlining and make clarifications

- ▶ Phase 1 focuses on credit courses
 - ▶ goes to BoG for second read this month
- ▶ Phase 2 will focus on credit programs
- ▶ Phase 3 will focus on noncredit
- ▶ Changes to CWEE, high school articulation in progress - separate from the streamlining edit phases

Phase 1 – July 2017 BOG approval

Full text of changes:

<http://extranet.cccco.edu/Divisions/Legal/Regulations.aspx>

§ 55002. Standards and Criteria for Courses

§ 55002.5. Credit Hour Definition

§ 55100. Credit Course Approval

§ 55130. Approval of Credit Programs

§ 58050. Conditions for Claiming Attendance

§ 55002. Standards and Criteria for Courses (1/3)

- ▶ § 55002(a)(2)(B)
 - ▶ Proposed changes to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language to better align with section 55002.5.

~~(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.~~

§ 55002. Standards and Criteria for Courses (2/3)

- ▶ § 55002(a)(3)
 - ▶ Proposed adding outside-of-class hours and total student learning hours to the Course Outline of Record because these hours need to be part of the equation in addition to contact hours to determine the unit value of the course.
 - ▶ Similar addition to § 55002(b)(3) on COR.

(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.~~

§ 55002. Standards and Criteria for Courses (3/3)

▶ § 55002(b)(2)(B)

- ▶ Proposed deleting and clarifying language to this section to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language for this subdivision. Additionally, referenced section 55002.5 for consistency.

(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.~~

§ 55002.5. Credit Hour (1/2)

- ▶ § 55002.5(a)-(c)
 - ▶ Proposed changing the title to “Credit Hour Definition” in order to clarify to the colleges that the purpose of this section is to define “Credit Hour.”
 - ▶ Proposed changes to provide a better explanation of 96 semester hours and 33 quarter hours for at least 2 units.
 - ▶ Added language regarding cooperative work experience and referenced title 5, section 55256.5 for information.

(a) One credit hour of community college work (one unit of credit) shall requires 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.~~

(b) A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

(c) Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5.

§ 55002.5. Credit Hour (2/2)

▶ § 55002.5(d)-(f)

- ▶ Provided direction for local district to comply with federal regulations for the award of credit in clock hour programs, consistent with 34 CFR 668.8
- ▶ Deleted current language and replaced it with a more clear and concise version.
- ▶ Proposed an additional subdivision to ensure that the governing board of each community college district establishes policy consistent with the provisions of § 55002.5.

~~(cd)~~ 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.

~~(de)~~ 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.

~~(ef)~~ 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.

§ 55100. Credit Course Approval (1/4)

► Changes to support streamlining with COCI:

(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, college academic senate president, and college 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:

§ 55100. Credit Course Approval (2/4)

~~(b)(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;~~

~~(b)(32) 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.~~

§ 55100. Credit Course Approval (3/4)

(b)(3) 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);

(b)(4) 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.

§ 55100. Credit Course Approval (4/4)

~~(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~~ determines ~~ed~~ that a college and/or district has failed to comply with all any of the conditions set forth in these subdivisions ~~this section~~ until such time a college and/or district demonstrates compliance with all requirements for the certification requirements identified in this section.

§ 55130. Approval of Credit Programs (1/4)

▶ § 55130(a)

- ▶ Deleted current language and replaced it with proposed language to support and clarify the curriculum approval streamlining efforts. Also referenced articles 6 and 7 of subchapter 1 of Chapter 6, and the current Chancellor's Office Program and Course Approval Handbook for additional guidance.

(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).~~

§ 55130. Approval of Credit Programs (2/4)

▶ § 55130(b)

- ▶ Revised language to provide better guidance on the required components of a program and to support the curriculum streamlining efforts.
- ▶ "Place of proposed program in district master plan" is replaced with "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"
- ▶ Changes to CTE requirements:

~~(87) 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;~~
- ~~(C) 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.~~

§ 55130. Approval of Credit Programs (3/4)

▶ § 55130(c)(1)- (4)

- ▶ To support streamlining, added language to provide clear instructions on who should be required to certify that all requirements are met for credit programs and when certification should occur.

▶ § 55130(d)

- ▶ Provided clarity as to the abilities of the Chancellor with regard to colleges who are out of compliance with this section:
 - ▶ "The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section."

▶ § 55130(e)

- ▶ Clarified consequences if districts or colleges do not comply:
 - ▶ The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if he or she ~~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.

§ 55130. Approval of Credit Programs (4/4)

- ▶ § 55130(f)
 - ▶ Proposed added language for clarity regarding multi-college districts.
 - ▶ (f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

- ▶ Additional clarification for ADTs added after first read:
 - ▶ (g) Before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code section 66745 et seq.), the governing board of a community college district shall obtain approval of the Associate Degree for Transfer from the Chancellor in accordance with the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

§ 58050. Conditions for Claiming Attendance

- ▶ § 58050(a)(1)

- ▶ Changed “Board of Governors” to “governing board of each community college district” to be consistent with the changes being done to all the above sections in reference to credit courses and programs.

Program and Course Approval Handbook, 6th edition

- ▶ Significant revisions to structure and new guidance on unit calculations, program goals, and supporting documentation, and more
- ▶ From one to three documents: PCAH, Submission Guidelines, Technical Document for COCI.
- ▶ Final version released July 12 on [CCCCO website](#)

New PCAH Structure

- ▶ Three separate documents
 1. Standards and guidelines - PCAH
 2. Implementation/submission - Submission and Approval Guidelines
 3. Technology - CCCCO Curriculum Inventory user's manual

- ▶ PCAH contents structure
 - ▶ Credit courses
 - ▶ Credit programs
 - ▶ Noncredit courses
 - ▶ Noncredit programs

Noteworthy Changes: Hours and Units Calculations

- ▶ Title 5 clarifies formula for calculating credit hours:

[Total Contact Hours + Outside-of-class Hours]

Hours-per-unit Divisor

Total Contact Hours = total time per term that a student is under the direct supervision of an instructor or other qualified employee... including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc.

Outside-of-class Hours = required for calculations, expressed in ratio of **in-class** to **outside-of-class** hours, for example:

- 1:2** for Lecture (lecture, discussion, seminar and related work)
- 2:1** for Activity (activity, lab w/ homework, studio, and similar)
- 3:0** for Laboratory (traditional lab, natural science lab, clinical, and similar)

Hours-per-unit Divisor = 48-54 for semesters, or 33-36 for quarters

Noteworthy Changes: Program Goals

▶ Goal classification for credit programs

▶ Transfer

- ▶ ADT
- ▶ IGETC/CSU GE Breadth Certificates of Achievement

▶ CTE

- ▶ Only CTE TOP Code
- ▶ May also include programs with transfer preparation as a goal if they have a CTE TOP Code

▶ Local

- ▶ Includes programs developed for transfer preparation that are not ADTs
- ▶ Includes programs develop to address community need or other local consideration
- ▶ May include either transfer or local GE

Noteworthy Changes: Supporting Documentation for Programs

Documentation/justification for Transfer Prep degree submissions (not ADTs):

- ▶ No longer requires 51% major articulation with one UC/CSU. May now include other types of documentation, such as:
 - ▶ Programmatic articulation agreements
 - ▶ ASSIST documentation - major articulation for majority of required courses
 - ▶ Table of program requirements from catalog of targeted transfer institution with crosswalk to CCC program requirements
 - ▶ Lower division major prep endorsed by professional bodies/program accreditors
 - ▶ Formal letters from targeted institution verifying program alignment

Documentation/justification for Local community need (not transfer prep) degrees or certificates:

- ▶ Letters of support
- ▶ Surveys
- ▶ Other evidence that program supports community needs

Noteworthy Changes: Additional Guidance

- ▶ **Collaborative programs**
 - ▶ Where college(s) rely on other college(s) to offer all courses required for degree
 - ▶ Some more background info added
 - ▶ Ideal option for ADT or CTE
 - ▶ Written agreement
 - ▶ Promise of submission guidelines in Submission and Approval Guidelines document
- ▶ **Grade of “P” OK for ADTs**
- ▶ **Guidelines for double counting major and GE units in ADT submissions**

Resources

Presenter Contact Info:

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Useful Links:

- ▶ PCAH 6th edition: http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH_6thEdition_July_FINAL.pdf
- ▶ Title 5 updates: <http://extranet.cccco.edu/Divisions/Legal/Regulations.aspx>
- ▶ ASCCC updated COR reference guide: <http://www.asccc.org/papers/course-outline-record-curriculum-reference-guide-revisited>