

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Curriculum Chairs  
Academic Senate for Community Colleges  
Curriculum Specialists

**FROM:** Raul Arambula,  
Dean, Educational Services & Support

**RE:** Annual Curriculum Approval Certification

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### **Background**

This memorandum provides information regarding the Annual Curriculum Approval Certification. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. Programs not included in the annual certification and streamline approval process include the Associate Degrees for Transfer (ADTs), noncredit Career Development and College Preparation (CDCP) certificates in the short-term vocational instructional domain, and new Career Technical Education credit programs that are not C-ID aligned.

### **Guidelines**

The Chancellor's Office Curriculum Inventory (COCI) system has yet to be updated to accommodate automatic approval for local programs and noncredit courses and programs authorized under this section for streamlined and auto-approval. Therefore, Chancellor's Office staff will manually approve affected courses and programs, which may result in an approval timeframe of one to two business days. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity beginning January 2, 2020.

### **Requested Actions**

Effective immediately, the Chancellor's Office will require each college to submit: (1) an annual certification form (signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair) and, (2) one PDF copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are to be submitted to the Chancellor's Office annually, during the month of October.

Each academic year, during the month of September, the Chancellor's Office will release an annual certification reminder to colleges. For the 2019-20 academic year, the certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5:00 P.M. on **October 18, 2019**. Colleges that do not submit the required certification documents by the due date, are out of compliance with auto-approval requirements and thus, affected credit and noncredit

## **Annual Curriculum Approval Certification**

September 26, 2019

course and program proposal submissions will be manually reviewed by the Chancellor's Office. The manual review process will remain in effect until the signed certification form and the local governing board policy documentation are received by Chancellor's Office. Since this is the first year that specific noncredit courses and programs will be automated, in an effort to support colleges with ensuring that their noncredit submissions follow title 5 and the PCAH, included with this memorandum is a noncredit guidance table.

### **Request for Support**

Throughout the academic year, colleges may request for a technical assistance team--comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff--to assist with any curriculum related matter. Please submit these requests to your point of contact at the Chancellor's Office.

### **Contact**

Should you have any questions or concerns, please contact Raul Arambula, Dean in Educational Services and Support, at [rarambula@cccoco.edu](mailto:rarambula@cccoco.edu) or (916) 322-1440.

**Attachment:** Annual Curriculum Approval Certification Form

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Marty Alvarado, Executive Vice Chancellor

**By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:**

- course hours and units are correct in accordance with CCCC Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCC Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCC PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

This certification applies to the following:

**1. Courses**

- a. Credit** – all credit courses
- b. Noncredit** – all noncredit courses

**2. Programs**

- a. Credit**
  - i.** Modified credit programs (excluding ADTs)
  - ii.** New credit programs with a Program Goal of “Local”

## Annual Curriculum Approval Certification

September 26, 2019

**iii.** Credit CTE C-ID aligned programs (Sample of a model curriculum templates, LMI, regional consortium recommendations, still must be contain in submission) with the exception of new CTE credit programs that are not C-ID aligned and Apprenticeship

**b.** Noncredit

**i.** All noncredit programs (see attachment)

The annual certification is **not applicable to** the curriculum listed below:

**1.** Certificate Programs

**a.** Credit: CTE not C-ID aligned

**b.** Noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of *Short-term Vocational* (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)

**2.** Degrees

**a.** Associate Degree for Transfer (AD-T)

Please note: the Chancellor's Office will begin periodic reviews as of January 2, 2020 of these proposals to monitor policy compliance and data integrity of the online curriculum inventory system.

Email a PDF of the required forms to: [dgarcia@cccoco.edu](mailto:dgarcia@cccoco.edu)

**Annual Curriculum Approval Certification Form**

By signing this document, I certify as the Chief Instructional Officer  
that \_\_\_\_\_ has completed this process.

*(College name)*

\_\_\_\_\_  
Chief Executive Officer *(Signature)* Date

\_\_\_\_\_  
Chief Executive Officer *(Print Name)*

\_\_\_\_\_  
Chief Instructional Officer *(Signature)* Date

\_\_\_\_\_  
Chief Instructional Officer *(Print Name)*

\_\_\_\_\_  
Academic Senate President *(Signature)* Date

\_\_\_\_\_  
Academic Senate President *(Print Name)*

\_\_\_\_\_  
Curriculum Chair *(Signature)* Date

\_\_\_\_\_  
Curriculum Chair *(Print Name)*