

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Course Approval

Adoption Date: 3/2/10

Revision Date: September 24, 2013; September 23, 2014; November 4, 2014

Responsible Office: Office of Instruction

Policy References: Title 5 Sections 55100; BP 4020; Program and Course Approval Handbook 5th Edition, California Community Colleges Chancellor's Office, Sept. 2013

Criteria for Course Development and Approval

The following criteria as set forth in Program and Course Approval Handbook (California Community Colleges Chancellor's Office, 2013) shall be utilized throughout the development and approval process:

- Appropriateness to mission
- Student Need
- Curriculum standards (Title 5 Section 55002)
- Adequate resources
- Compliance

Process for Course Development and Approval

- I. New courses – Credit & Noncredit Courses
 - A. Initiation

New course development shall be initiated by a community member, faculty member or an appropriate academic division, and discussed and approved by an appropriate discipline.
 - B. Approval

The course proposal shall be reviewed and approved according to the approval criteria by the following individuals and approving bodies:
 - a. Appropriate Dean or Director
 - b. A Curriculum Committee member who is assigned for technical review
 - c. Curriculum Committee
 - d. Chief Instructional Officer (CIO)
 - e. Board of Trustees
 - f. Chancellor's Office
 - C. Locally approved courses shall be submitted to California Community College Chancellor's Office for approval and assignment of a course control number.
- II. New Community Services Offerings
 - Community Services offerings are considered “activities” and therefore are not part of the formal college curriculum.

- Community Services offerings may be developed when the need and interest are identified.
- The Curriculum Committee shall review new Community Services offerings.
- The Superintendent or his/her designee shall review the proposal and make an appropriate decision.

III. Course reviews and revisions

- All individuals involved in curriculum approval process shall receive trainings on course approval as set forth in Title 5, Section 55100.
- No courses may be offered prior to Chancellor's Office approval.
- The number of courses in the same four-digit TOPS code that may be linked to one another by prerequisites or co-requisites shall not exceed 17.5 units in total.
- All courses shall be reviewed by responsible discipline faculty every three (3) years to ensure curriculum standards. Curriculum Committee and deans/directors shall help facilitate the review process.
- Course revisions outside of the regular course review cycle may be initiated by an appropriate discipline faculty member.
- Depending on the types of changes proposed (substantive or minor), Curriculum Committee may require the approval as a full review or consent agenda item. Technical changes may be placed as an information item only on Curriculum Committee agenda. The definitions of the types of changes are defined in Curriculum Handbook provided by Curriculum Committee.
- All revisions require Curriculum Committee approval.

For glossary and other details on course approval, also refer to Program and Course Approval Handbook at <http://www.cccco.edu> and College of the Siskiyous Curriculum Development Handbook. For more information on program development and approval, also see AP 4020-Program and Curriculum Development.