

**YUBA COLLEGE**

**CURRICULUM COMMITTEE  
TRAINING**

**2025-2026**

# CCCCO ANNUAL CERTIFICATION

The Chancellor's Office does not review every type of award when it is submitted to COCI.

Awards that are reviewed at submission:\*

- New and Revised ADTs, New CTE Certificates of Achievement, New CTE AS/AA Degree, New and Revised CDCP Noncredit (short term vocational)

\*Colleges are still responsible for maintaining supporting documents for all awards, as specified in PCAH, even if the Chancellor's Office does not review them at submission.

- The Chancellor's Office requires each college to self-certify that, among other things:
  - All submitted courses/programs comply with Title 5 and the *Program and Course Approval Handbook (PCAH)*
  - All Curriculum Committee members have received training in Title 5 and *PCAH*

# CURRICULUM BASICS

- Curriculum is an area of faculty primacy under Ed Code and Title 5
  - Academic Senate has “primary responsibility for making recommendations in curriculum and academic standards to Board of Trustees” [Ed Code §70902\(a\)\(7\)](#)
  - Policies and procedures related to “curriculum, including establishing prerequisites and placing courses within disciplines” and “degree and certificate requirements” are defined as “rely primarily” areas of 10+1 under BP 2510
- [Title 5 §55002\(a\)\(1\)](#) requires community colleges to establish a Curriculum Committee as either a district committee or Academic Senate committee
  - At Yuba College, the Curriculum Committee is a Yuba College Academic Senate sub-committee

# ROLE OF THE COMMITTEE

- The Curriculum Committee exists to evaluate and make recommendation primarily on matters related to credit and noncredit curriculum and to ensure that the college is complying with Title 5 regulations
- AP 4020 directs the Curriculum Committee to establish its own processes for reviewing new and revised courses and programs (through the Curriculum Handbook)
- All course and program additions and deletions must be approved by the Curriculum Committee (along with the Board of Trustees).

# COMMITTEE CHARGE

- Ensures that general education and associate degree requirements are appropriate to meet the goals of the College and the needs of students and the communities the College serves.
- Determines the appropriateness of new and revised course or educational program proposals for departments or disciplines.
- Ensures the quality, consistency, integrity, and feasibility of the College curriculum.
- Ensures compliance with statewide educational policy and articulation with other educational institutions.
- Ensures that all Course Outlines of Record are updated every five years.
- Ensures that courses that have not been offered in more than three years and degrees and certificates that have not been awarded in more than five years are inactivated.

# LEVELS OF POLICY

## State

- [California Education Code](#) (California State Legislature)
- [California Code of Regulation, Title 5](#) (Board of Governors, ASCCC for 10+1)
  - [Program and Course Approval Handbook](#) (CCCCO with constituent input)

## Local

- [YCCD Board Policies](#) and [YCCD Administrative Procedures](#)
- [Curriculum Handbook](#) (maintained by Curriculum Committee on the CC website)

# COURSE OUTLINE OF RECORD

- Course Outline of Record (COR) is a legally required document defined in [Title 5 §55002](#) that describes the catalog description, minimum objectives, content, assignments, methods of instruction, methods of evaluation, etc., for all scheduled courses
  - Faculty use published CORs to develop course syllabi
  - Articulation Officers and faculty from other institutions use CORs to determine content of courses
  - Students may look at CORs to determine whether they should take a class
- ASCCC recommendations published in [Course Outline of Record: Revisited \(2017\)](#)
- Program Outline of Record should include program narrative and supporting documentation (depending on program)

# TITLE 5 COR UPDATES

BOG approved regulations pending chaptering by Secretary of State

Faculty driven updates via resolutions process for incorporating IDEAA into the COR

- Process to include in the COR “approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students”

Restructures sections of title 5 with separate sections for

- Curriculum committee
- Course outlines of record
  - Newly required COR elements
- Standards and criteria for courses
  - Revised language for Student Learning Outcomes (SLOs)
  - Clarification of lab vs. lecture hours for CTE and STEM disciplines





# STEPS IN THE LOCAL REVIEW PROCESS

- Step 1: Discipline faculty with min quals (of designated division rep) creates/submits proposal
- Step 2: Division Dean and Outcomes Committee review proposal
- Step 3: Curriculum Specialist and Faculty Curriculum Technical Support Coordinator review for completeness and compliance, as well as CALGETC, C-ID eligibility and transferability (UC/CSU)
- Step 4: Curriculum Committee reviews the proposal, discusses, then votes at a meeting
- Step 5: Curriculum Committee approves proposal on a consent agenda at the following meeting
- Step 6: Approved curriculum sent to BOT. Curriculum Specialist moves curriculum forward to next stage after BOT approval
- Step 7: Curriculum Specialist completes approval process and sets effective term once proposal receives state approval or chaptering and control number if needed.

# CURRICULUM TIMELINE

August – UC-TCA submission results

November – YCCD BOT deadline for Spring (emergencies only)

December – YCCD BOT deadline for ADTs for next Fall; CALGETC submission deadline

February – YCCD BOT deadline for courses and revised auto-approved programs for upcoming fall

May – CALGETC submission results (for upcoming Fall)

June – UC TCA submission deadline (for upcoming Fall)

\*\* CALGETC submission requires courses to be UC-TCA approved first.

\*\*\* UC-TCA, CALGETC results are not retroactive. Courses should not be scheduled until agreements are in place.

# STANDARDS OF APPROVAL

- Standards and Criteria for Course Approval are defined in [Title 5 §55002](#) and Part II, Section 2 of [Program and Course Approval Handbook](#)
  - Defines elements that should appear in a Course Outline of Record (COR)
- Three types of courses: Degree-applicable credit courses, non-degree applicable credit courses, noncredit course
  - For credit courses, COR must include: unit value, contact hours, outside-of-class hours, total student learning hours, prerequisites and corequisites, catalog description, objectives, content, assignment types and examples, instructional methods, evaluation methods, recent textbook (≤5 years for UC articulation)
  - For non-credit courses, COR must include: contact hours, catalog description, objectives, content, assignment or activity examples, instructional methods, evaluation methods

# UNITS AND HOURS

- Relationship between units of credit and semester hours defined in [Title 5 §55002.5](#)  
Total contact hours: total lecture/activity/lab hours each week x 18 weeks
  - Outside of class hours: lecture (2 hours), activity (1 hour), lab (no out of class hours)
  - Total student hours: total contact hours + outside of class hours
    - At YC, one unit of credit is 54 hours of total student learning
- Work experience education offered as a credit course: one semester unit of credit will be awarded for every 54 hours of work experience. Work experience education integrated as a component of a course: units of credit will follow standards for credit hour calculations in section 55002.5 for all activity, lab, or other instructional course components. [Title 5 §55253](#)
- [Title 34 Code of Federal Regulations §668.8](#) defines clock hours for federal purposes

# PROGRAMS AND DEGREES

- Title 5 §55000 defines an “Educational Program” as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.”
  - Program requirements are defined in more detail in PCAH
- YC offers Associate Degrees (AA and AS) and Associate Degrees for Transfer (AA-T and AS-T), as well as certificates
  - Associate Degrees are at least 60 units ( $\geq 18$  within major;  $\geq 22$  GE)
    - Local graduation requirements defined in AP 4100
  - Associate Degrees for Transfer require exactly 60 units including CALGETC

# CERTIFICATES

- Title 5 §55070 defines Certificates of Achievement as “patterns of learning experiences designed to develop capabilities that may be oriented to career or general education”
  - Sequence of courses should consist of at least 16 semester units
  - Shorter sequences of 8-12 units may be also offered
    - Other requirements described in more detail in PCAH
    - For federal financial aid eligibility, Certificates of Achievement must be at least 16 units.

For details refer to PCAH (8<sup>th</sup> ed):  
➤ **Certificates of Achievement: pp. 94-99**

# Credit Programs



## Review of AA/AS Degrees

- ☐ Compliance standards for associate degrees per title 5, § 55063
- ☐ All curriculum components will be reviewed
- ☐ CORs-Course Outline of Record for all courses
- ☐ Narrative (with all components)
- ☐ Supporting documentation for CTE associate degrees

For details refer to PCAH (8<sup>th</sup> ed):

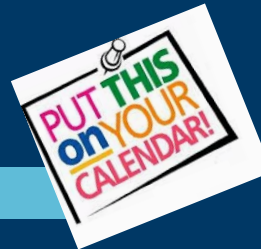
➤ AA/AS: pg. 79

# Credit Programs



## Review of CTE Programs

- ☐ Program Narrative and Associated Courses
- ☐ Labor Market Information (LMI) & Analysis
  - Within five years & regional for the college
  - Data on Wages should be included
  - **\*\*Employer survey can be used in lieu of LMI\*\***
- ☐ Regional Consortia Recommendation for the specific program
- ☐ Advisory Committee Recommendation for the specific program
- ☐ Program Review Date: Must be every 2 years (Education Code 78016)





# Noncredit Programs

## Certificate of Completion Certificate of Competency

- ❑ All curriculum components will be reviewed
- ❑ Narrative (with all components)
- ❑ CORs-Course Outline of Record for all courses
- ❑ Appropriate supporting documentation for short-term vocational (“CTE”) certificates
- ❑ Refer to PCAH 8th edition, Part III, Section 3 for noncredit program criteria and standards pg. 137
- ❑ Adult High School Diploma (AHSD) and apprenticeship see PCAH 8, Part III, Section 3 pg. 143



For details refer to PCAH (8<sup>th</sup> ed): **pg. 141**

# Noncredit Programs



- Only CDCP Programs in the domain of **Short-Term Vocational** require Chancellor's Office approval before chaptering:
  1. Program is a **Certificate of Completion**
  2. Includes New and modified Short-term vocational certificates
  3. Includes New and modified Apprenticeships
- The submission must include all required documentation (PCAH 8<sup>th</sup> ed, p. 139 including:
  1. Narrative – 4 items
  2. CORs-Course Outlines of Record for all associated courses
  3. Associated courses with predominantly CB11 – K and CB22 - I
  4. Labor Market Information
- All COCI fields must coincide with COR and supporting documentation

For details refer to PCAH (8<sup>th</sup> ed):

➤ **CDCP certificates: pp. 137- 145**



# AB928—STUDENT TRANSFER ACHIEVEMENT REFORM ACT OF 2021

- AB928 Committee—contemplating the next set of recommendations
- Cal-GETC Standards 1.3



# AB 2057 (BERMAN, 2024)

Extended AB 928 Committee to June 30, 2027

Aligned TMCs for 7 high-unit STEM degrees - in progress

Transparency of Faculty Discipline Review Group (FDRG) participants





# TITLE 5 REGULATIONS ON CERTIFICATES

- Removes restrictions on ESL certificates
- Updates sequence to grouping
- Clean-up language



# PROGRAM AND COURSE APPROVAL HANDBOOK UPDATES (9<sup>TH</sup> EDITION)

Reflects many regulatory updates since the previous edition

Common language additions

Incorporation of IDEAA



# PRIOR ATTENDANCE ACCOUNTING METHODS (TITLE 5 58003.1)

Weekly student contact hour procedure (credit)

Daily student contact hour procedure (credit)

Actual hours of attendance procedure—positive attendance (credit and noncredit)

Alternative attendance accounting procedure (credit, asynchronous distance education)

Alternative attendance accounting procedure (noncredit asynchronous distance education and independent study)



# NEW STANDARDIZED ATTENDANCE ACCOUNTING METHOD (TITLE 5 58003.2)

Standardized student contact hour procedure (credit)

- All credit except open entry/open exit courses

Actual hours of attendance procedure—positive attendance (credit and noncredit)

- Required for open entry/open exit credit courses

Alternative attendance accounting procedure—noncredit (noncredit asynchronous distance education and independent study)





# A FEW COMMENTS

Standardized attendance accounting provides the same FTES regardless of modality, course length, etc.

Colleges encouraged to create flexible scheduling options to meet the needs of students

Apportionment based on units instead of contact hours has potential ramifications





# DISCIPLINES LIST UPDATES

- [CCCCO Minimum Qualifications website](#)
- Minimum Qualifications for Faculty and Administrators in California Community Colleges



## RESOURCES (2)

- [CCCCO CCN Project website](#)

[Program and Course Approval Handbook](#)

[ADT Submission Forms](#)

[Proposed Revision to Title 5 Regulations Regarding the COR](#)

[Proposed Revision to Title 5 BDP Regulations](#)



# RESOURCES

- [Cal-GETC Standards 1.3](#)
- [eLumen Reviewer and Approver Guide](#) (Yuba College)
- [Course Review Checklist and Assignments](#) (Yuba College)
- [Program and Course Approval Handbook](#)
- ASCCC, [\*The Course Outline of Record: Revisited\*](#)
- [Taxonomy of Programs](#)
- [Minimum Qualifications Handbook](#)
- [Proposed Revision to Title 5 Regulations Regarding the COR](#)
- [Proposed Revision to Title 5 BDP Regulations](#)