

Annual Credit Course Certification

- Historically, all curriculum was sent to the Chancellor's Office to be approved: courses and programs, credit and noncredit, stand-alone
- Problem: massive delays
- Change first appeared in Fall 2016 with initial certification due December 16, 2016
- Certification is due annually on 1 October: CEO, CIO, Senate President, and Curriculum Chair signatures required.
- Credit course changes now receive automated approval. New courses and courses with substantial changes will receive immediate course control numbers and be ready for scheduling.
- All curriculum must still be submitted to the Chancellor's Office Curriculum Inventory for chaptering.

This Certification Applies to

Chancellor's Office *reviews* the following:

1. New and revised credit courses
2. New and revised non-credit courses (new 2019)
3. Nonsubstantial changes to approved credit programs

Chancellor's Office still *approves* the following:

1. New and substantial changes to existing credit programs

We certify that

- Course hours and units are correct in accordance with CCCCCO 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 CCCCCO Program and Course Approval Handbook (PCAH);
- Credit and noncredit programs have the required attachments in accordance with the current CCCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

Certification Assures Compliance with the Below Documents:



PCAH

- Education Code
- title 5
- Submission Guidelines



CCCCO Course Calculations

- Know the calculation
- Memo from CCCCCO
- Local Policy

Credit Hour Calculations

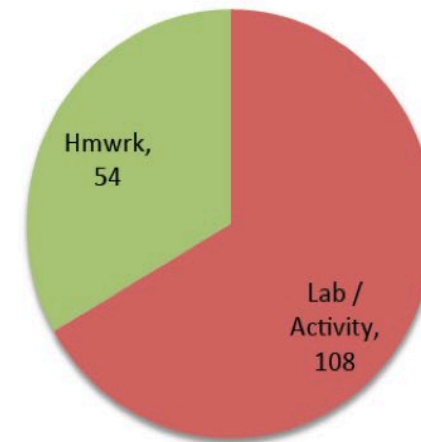
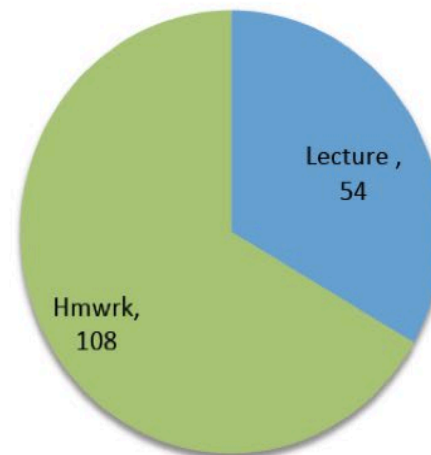
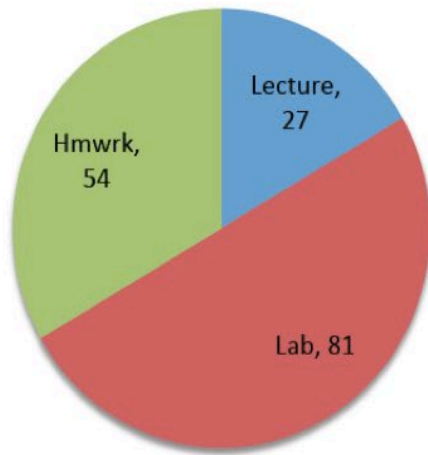
Standard Formula: Typical Ratios

The standard formula includes typical ratios for contact- to homework hours that are not specified in law but are drawn from standard practices in higher education. The three typical ratios are as follows:

Academic Activity	Weekly Contact Hours	Weekly Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar, and Related Work)	1	2
Activity (Activity, Lab/w Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Clinical, and Similar)	3	0

Principle Behind Standard Formula

Units of credit are awarded on the basis of total student time spent on learning. The ratio of contact to out-of-class hours can vary and still yield the same units of credit.



All three examples yield three units of credit for colleges using a 54 hour divisor.

Standard Formula: Fractional Unit Awards

Title 5 allows colleges to award credit in increments of less than one unit for hours of total student work, inside and outside of class. At Cerro Coso, we have traditionally used 0.5 increments. **BUT we approved a 0.25 unit class in 2021, so???**

Each unit-increment is determined by meeting a minimum threshold. The next increment of credit is only awarded once the total student work passes the minimum number of hours for that increment.

For example:

- EMT = 162 hours lecture, 27 hours lab = 324 hours outside-of-class work = 513 total hours / 54 = 9.5 = 9.5 units
- Intercollegiate Baseball = 175 hours lab = 175 hours / 54 = 3.241 = 3.0 units
- Addiction Field Studies = 255 hours lab = 255 hours / 54 = 4.722 = 4.5 units

New Title 5 Regs Impacting Curriculum

Recent changes adopted and filed:

- Work Experience Education, effective Aug 26, 2023
- DEIA Evaluation and Tenure Review of District Employees, effective April 26, 2023

In the queue:

- Dual Enrollment, 45-day notice July 13, 2023
- Associate Degree, 45-day notice June 28, 2023
- Supervised Tutoring Program, 15-day notice June 28, 2023