



Periodic Report on Credit Program Approval

California Community Colleges Chancellor's Office
Jack Scott, Chancellor

Prepared by the Academic Affairs Division
and the Office of Communications

September 1, 2009



*"Empowering Community Colleges through
Leadership, Advocacy, and Support"*

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September 1, 2009

Board of Governors
California Community Colleges
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Sacramento, CA 95811-6549

Dear Board of Governors,

I am pleased to present to you the Chancellor's Office *Periodic Report on Credit Program Approval*.

The California Education Code requires the California Community College Board of Governors to review and approve all new credit educational programs and stand alone courses. This is one of the board's oldest mandated functions.

The board has delegated this responsibility to the Chancellor's Office and has requested that the chancellor provide the board periodic updates on program approvals. The last such report was presented to the board in July 2007 and covered a 30 month timeframe that included July 1, 2004 through December 31, 2006.

This periodic report presents a summary of the number and types of credit certificates and associate degrees approved from January 1, 2007 through December 31, 2008.

Sincerely,

A handwritten signature in black ink that reads 'Jack Scott' in a cursive script.

Jack Scott
Chancellor

Introduction

The California Community Colleges serve more than 2.9 million students and is the largest system of higher education in the nation. The community colleges offer two types of associate degrees and two types of credit certificates. The colleges also offer apprenticeship programs which are approved by the Chancellor’s Office. Each associate degree and certificate is defined as an “educational program.” When an educational program consists of credit courses, it is considered to be a “credit program.”

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By law, the California Community College Board of Governors is responsible for reviewing and approving all new credit programs and stand alone courses. The board has delegated this responsibility to the Chancellor’s Office and has requested the chancellor to provide periodic reports on credit program approval.

The last such report was presented to the board in July 2007 and covered programs submitted for approval from July 1, 2004 through December 31, 2006, a period of 30 months. This periodic report covers two years of credit program approval activity, from January 1, 2007 through December 31, 2008.

Credit Program: Approval Process

The California Education Code mandates that the board of governors shall "review and approve all educational programs offered by community college districts" (Section 70901). Shortly after its creation, the board adopted title 5 regulations delegating this approval responsibility to the state chancellor.

There are four types of credit programs that are approved by the Chancellor's Office:

- Associate in Arts degree, with a major or area of emphasis;
- Associate in Science degree, with a major or area of emphasis;
- Certificate of Achievement, requiring 18 or more semester units (27 or more quarter units); and
- Certificate of Achievement, requiring 12 or more but fewer than 18 semester units (18 or more but fewer than 27 quarter units).

Within the Chancellor's Office, the Academic Affairs Division is responsible for credit program approval. Credit program approvals are determined following the criteria and instructions contained in the *Program and Course Approval Handbook*, 3rd Edition.

This handbook includes major revisions to the statewide curriculum approval processes and was developed in collaboration with the System Advisory Committee on Curriculum (SACC), which includes representatives from faculty, chief instructional officers, and the Chancellor's Office Academic Affairs Division. This revised handbook was approved by the board of governors in March 2009.

In addition, the California Postsecondary Education Commission (CPEC) is statutorily responsible for reviewing and providing recommendations regarding approval for most new credit programs in any segment of public higher education. CPEC's response to credit program approval requests from the Chancellor's Office is termed "concurrence" or "nonconcurrence." Although the Chancellor's Office has final approval authority, it will not ordinarily approve a credit program if CPEC indicates nonconcurrence.

Background

Credit Program: Evaluation Criteria

When evaluating credit program applications, the Chancellor's Office uses five criteria defined in the *Program and Course Approval Handbook*, 3rd Edition.

These criteria are derived from state statute, state regulations, intersegmental agreements, guidelines provided by transfer institutions and industry, recommendations of accrediting institutions, and established standards of good practice in the field of curriculum design.

A brief description of the five credit program evaluation criteria used by the Chancellor's Office is outlined below.

1. Appropriateness to Mission

The stated goals and objectives of the proposed program, or the objectives defined in the Course Outline of Record (COR), must be determined as consistent with the mission of the community colleges. For courses or programs to be mission appropriate they must provide systematic instruction in a body of content or skills whose

mastery forms the basis of student achievement and learning.

2. Need

There must be a demonstrable need for a program that meets the stated goals and objectives in the region the college proposes to serve and the proposed program may not cause harmful competition with any other college. For transfer curriculum, need is presumed to exist if it has been shown that the coursework required for the community college program substantially satisfies the lower-division coursework requirements for the corresponding university major. For programs that are primarily career technical education, documentation must be provided that jobs are generally available in the field of study.

3. Curriculum Standards

Outlines of Record for the courses within the program must meet all requirements of title 5 §55002, including intensity, critical thinking, and college-level skills for degree-applicable courses. Programs and courses must be integrated with courses designed to effectively meet their objectives and the goals

and objectives of the programs for which they are required. The curriculum must be designed so that successful completion of the program requirements will enable students to fulfill the program goals and objectives.

4. Adequate Resources

The college must demonstrate that it has the resources to realistically maintain the program or course at the level of quality described in the application and COR, including funding for faculty compensation, facilities and equipment and library or learning resources. The college must also demonstrate faculty are available to sustain the proposed required course(s) and to facilitate student success. The college must commit to offering all of the required courses for the program at least once every two years unless the goals and rationale for the particular program justify a longer time frame as being in the best interests of students.

5. Compliance

The design of the program or the course must not be in conflict with

state and federal laws and regulations. Laws that particularly affect community colleges as well as any other laws, such as licensing laws in a particular occupation, need to be considered and may affect the program or course.

Credit Program: Program Type

California's community colleges offer two types of associate degrees and two types of credit certificates.

Below is a definition of each program type.

Credit Program Type: Associate Degrees

The associate degree must include 18 or more semester (27 or more quarter) units in a major.

In an effort to improve the quality and availability of associate degrees and to increase the number of associate degrees that prepare students for transfer, the associate degree requirements in title 5 §55063 were modified by the board of governors in August 2007.

As a result, a new option was added to allow colleges to offer an “area of emphasis” as an alternative to a major.

- A **major** may be defined by the lower-division requirements of a specific major at the University of California or California State University or a minimum of 18 semester (27 quarter) units in a field or related fields selected by the community college. The requirements for a major usually consist of courses that all students are expected to complete for a specific number of units.
- The requirements for an **area of emphasis** specify a number of units that students will select from a list of appropriate courses that prepare students for a specific academic or professional goal. An area of emphasis is considered to be a broader group of courses and may be defined as 18 or more semester (27 or more quarter) units in:
 - related fields intended to prepare the student for a particular major or related majors at a four-year institution; or

- preparation for a particular field as defined by the community college.

Credit Program Type: Certificates of Achievement

Credit certificates approved by the Chancellor’s Office are defined in title 5 §55070 as Certificates of Achievement. Any certificate that requires 18 or more semester (or 27 or more quarter) units must be submitted for approval by the chancellor.

- Community colleges may now award a Certificate of Achievement in California State University General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC).
- Credit certificates of fewer than 18 semester (or 27 quarter) units may be awarded locally by colleges without Chancellor’s Office approval, but these certificates may not be listed on student transcripts and may not be called certificates of achievement, completion or competency, which are titles reserved for credit and noncredit certificates that are approved by the Chancellor’s Office.

- As an alternative option, credit certificates of 12 or more but fewer than 18 semester (or 18 or more but fewer than 27 quarter) units may be submitted to the Chancellor's Office for approval as Certificates of Achievement. Such a program may be approved if it satisfies the requirements for an approved certificate of 18 or more semester (27 or more quarter) units despite requiring fewer units.

Key Findings

Credit Program: Applications 2004 through 2008

Previous reports on instructional program approval focused on the number of applications that were processed. However, a single program application may propose multiple certificate or degree programs in the same discipline.

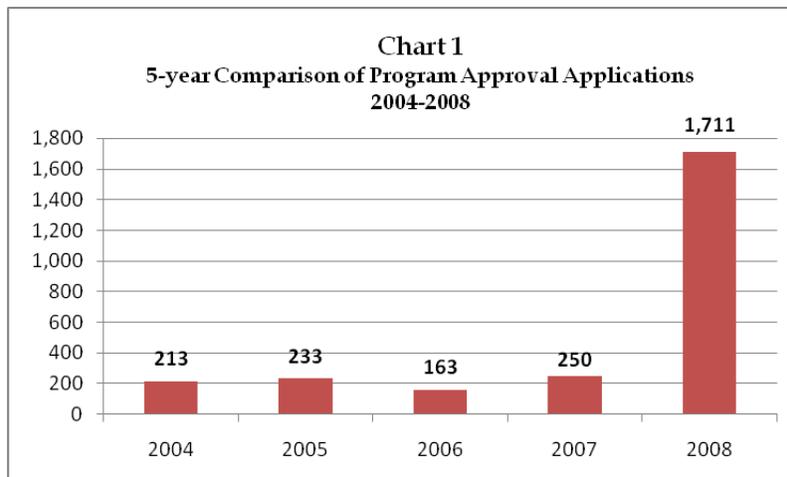
For this report, the credit program approval process records the number of certificate or degree programs proposed within each application for approval. Multiple certificate or degree programs submitted with a single application are approved separately.

This report defines each certificate or degree program as a unique

“educational program” which is defined in title 5 §55000 as “an organized sequence of courses leading to a ... degree [or] certificate.”

Data for this report is derived from the Chancellor’s Office Inventory of Approved Programs, which includes each program’s educational category, local program title, number of units required for certificates and degrees, type of degree, year it was approved, last year it was revised, and its program status as career technical education, apprenticeship, or transfer.

Chart 1 shows a five-year comparison of total applications the Chancellor’s Office received for credit program approval between 2004 through 2008. It should be



noted that in years 2004 through 2006, each application may have sought approval for multiple certificate or degree programs. In 2007 and 2008 each approved certificate or degree program was counted when an application proposed multiple programs. Approximately 500 applications were reviewed in order to approve 1,711 programs in 2008.

Credit Program: Applications Submitted in 2007 and 2008

In 2007 applications for approval of 250 certificate or degree programs were approved. The marked increase to 1,711 proposed certificate or degree programs in 2008 is the result of several incidents:

- In 2007 major revisions to California Code of Regulations, title 5, division 6, chapter 6, on Curriculum and Instruction were approved.

- In 2008 several sections in the same chapter 6 were further revised.
- The *Program and Course Approval Handbook, 3rd Edition* was developed and includes modifications to the approval processes for credit courses and programs. Although the handbook was approved by the board of governors in March 2009 many of the modifications were adopted in 2007 after the title 5 revisions were approved.

Credit Program: Approval by Discipline Areas in 2007 and 2008

Table 1 displays the number of program approval applications in 24 discipline areas as listed in the Taxonomy of Programs (TOP) manual, 6th edition. In summary:

- From January 1, 2007 through December 31, 2008, applications for approval of 1,961 credit programs were received.

Table 1
Credit Program Review Activity
January 1, 2007–December 31, 2008
Displayed by Taxonomy or Programs Discipline

TOP categories	Program Proposals Received	Credit Programs Approved	Credit Programs Denied	Program Proposals Withdrawn	Program Proposals Pending
01 Agriculture & Natural Resources	16	15	0	1	0
02 Architecture & Related Technologies	14	14	0	0	0
03 Environmental Sciences & Technologies	18	14	0	1	3
04 Biological Sciences	14	13	0	1	0
05 Business & Management	188	168	0	6	14
06 Media & Communications	69	57	0	1	11
07 Information Technology	96	67	0	4	25
08 Education	42	33	0	1	8
09 Engineering & Industrial Technologies	184	148	0	0	36
10 Fine & Applied Arts	98	82	0	1	14
11 Foreign Language	57	51	0	0	6
12 Health	68	51	0	3	14
13 Family & Consumer Sciences	106	85	0	2	18
14 Law	3	1	0	1	1
15 Humanities (Letters)	38	34	0	0	4
16 Library Science	0	0	0	0	0
17 Mathematics	7	7	0	0	0
18 Military Studies	2	2	0	0	0
19 Physical Sciences	18	17	0	1	0
20 Psychology	17	17	0	0	0
21 Public & Protective Services	94	71	0	3	17
22 Social Sciences	89	84	0	0	4
30 Commercial Services	23	20	0	0	3
49 Interdisciplinary Studies	700	637	11	28	24
TOTAL, ALL DISCIPLINES	1,961	1,688	11	54	202

- Eighty-six percent of certificate or degree program applications were approved.
 - Less than 1 percent of certificate or degree programs were denied.
 - Less than 3 percent of certificate or degree programs were withdrawn.
 - Roughly 10 percent of certificate or degree program applications are, at the time of this report, pending receipt of additional documentation from the colleges.
- The third column in Table 1 displays the number of approved certificate or degree programs.

The TOP disciplines with the most approved programs during the two-year time period are listed below.

- TOP 49 Interdisciplinary Studies—38% (637)
- TOP 05 Business and Management—10% (168)
- TOP 09 Engineering and Industrial Technologies—8.8% (148)
- TOP 13 Family and Consumer Sciences—5% (85)

Credit Program: Approvals for Interdisciplinary Studies in 2007 and 2008

The high number of approved programs in interdisciplinary studies is attributed to implementation of the changes in the minimum requirements for the associate degree (title 5, §55063). Most of these programs were proposed in compliance with changes to §55063 and include associate degrees in liberal arts and sciences, interdisciplinary studies, general

studies and university studies, among others. These degrees often include areas of emphasis such as arts and humanities, social and behavioral science, and natural sciences. The Chancellor's Office approved 38 degrees in the TOP category 4901.20 liberal studies, which prepare students for transfer to a four-year institution to pursue the Multiple Subject Teaching Credential.

Although numerous associate degrees in interdisciplinary studies were approved in order to comply with title 5 §55063, 287 of such degrees were approved in other TOP categories as well.

The following is a list of TOP categories, other than interdisciplinary studies, with the highest number of approved degree majors or areas of emphasis in 2008:

- TOP 22 Social Sciences – 58
- TOP 11 Foreign Language – 35
- TOP 10 Fine & Applied Arts – 31

- TOP 05 Business & Management – 27
- TOP 21 Public & Protective Services – 26
- TOP 15 Humanities (Letters) – 22

Credit Program: Approvals for Business and Management in 2007 and 2008

Approved programs in this category are primarily in medical office and legal office management, including programs in bilingual business administration and interpreting. A few new programs in logistics and transportation, project management and a new area called virtual office professional were also approved.

Credit Program: Approvals for Engineering and Industrial Technologies in 2007 and 2008

The approved certificate or degree programs in engineering and industrial technologies include

engineering (civil, electrical, mechanical), automotive technology, electricity and electronics technology and construction. New programs were approved in “green” technology disciplines, such as alternate fuels service, energy management and climate policy and photovoltaic systems design and installation.

Credit Program: Approvals for Family and Consumer Sciences in 2007 and 2008

Another significant area of approved programs was family and consumer sciences.

In 2005 the community college professional faculty organization and the California Community College Early Childhood Educators (CCCECE) brought together more than 300 faculty to participate in a statewide alignment project.

A team comprised of 28 community college and four CSU faculty developed a set of eight lower-

division courses to serve as a consistent educational foundation for California's early child care and educational professionals. This effort resulted in 55 new or substantially changed programs.

Another area included in the family and consumer sciences is interior design. In this area, new programs have been proposed for green/sustainable design as well as interior restoration and preservation.

Credit Program: Approvals for Career Technology and Transfer in 2007 and 2008

Program applications submitted by community colleges must specify whether the proposed program is intended for career preparation (career technical education) or for transfer, based on the program's primary goal.

Each type of program requires documentation of the need for the program in terms of labor market

data and analysis or transfer articulation. Some proposed programs provide both types of documentation and specify the program as both career technical education and transferable.

Applications for approval of apprenticeships do not require documentation of job market because students in these programs are already employed by the apprenticeship sponsor.

In 2007 community colleges were permitted for the first time to propose programs that do not have career technical education or transfer goals. This "other" type of program may meet community needs and reflect the educational philosophy of the faculty in a discipline.

Thirteen such proposals were received in 2008 and only two programs were approved as proposed: journalism and peace and global studies.

The journalism degree program was specifically developed for students

who do not intend to transfer but wish to study journalism in order to write for a student newsletter or nonprofit publication. And, the Certificate of Achievement in Peace and Global Studies was developed to fulfill student interest.

Eleven proposals could not be approved until the college provides evidence of need in the form of either labor market information or transfer articulation.

Table 2 compares the number of approved certificate or degree programs with career technical education status or transfer status or as apprenticeships. The total certificate or degree programs column does not match the number of

applications for each status because some certificate or degree programs are approved as both career technical education and transfer.

In 2007 there were significantly more approved certificate or degree programs with career technical education status rather than transfer status. This trend reversed in 2008, after implementation of changes to the requirements for the associate degree and resulted in approval of more transfer-oriented programs than those with career technical education status.

It is significant to note that faculty in career technical education disciplines submitted slightly more than 400 applications for approval

Table 2
Comparison of Career Technical Education and Transfer Status Credit Programs
Approved Between January 1, 2007 and December 31, 2008

Year Approved	Career Technical Education		Transfer		Apprenticeships		Total Programs Approved
	Number of Approvals	Percent of Annual Total	Number of Approvals	Percent of Annual Total	Number of Approvals	Percent of Annual Total	
2007	98	42.06%	27	11.59%	18	7.73%	233
2008	381	26.18%	590	40.54%	6	0.41%	1,455
Two-year Total	479	28.38%	617	42.41%	24	1.42%	1,688

of certificates of 12 or more but fewer than 18 semester (18 or more but fewer than 27 quarter) units.

Of these applications, 287 were approved by the time this report was released. The rest of the applications are pending submission of additional documentation, such as course outlines of record, regional labor market data, or enrollment and completer projections, among other requirements.

Credit Program: Approvals by Type of Credit Program in 2007 and 2008

Some degree programs are approved as both Associate in Arts and Associate in Science.

Previously, there was no difference in current law between the requirements for the two and there were no system guidelines regarding which majors should be assigned to arts or sciences.

In July 2009 the board of governors approved a new title 5 regulation that

re-defines defines the associate degree pursuant to a November 2008 Academic Senate resolution. Following this change, the Associate in Science degree is defined as an associate degree in the areas of science, technology, engineering and mathematics or in the area of career technical education.

All other associate degrees are given the title Associate in Arts. Both types of degrees include the same minimum general education requirements.

Table 3 shows the number of approved certificate and degree programs by type: certificate of achievement of 12–18 semester units; certificate of achievement of 18 or more semester units; Associate in Arts and Associate in Science degrees.

Chancellor Approvals: Apprenticeship Programs in 2007 and 2008

Apprenticeship programs in the community colleges provide “related and supplemental instruction” (RSI)

for persons who are employed in an on-the-job learning capacity according to an employment agreement approved by the state.

During the two-year report period, 18 of 24 proposed apprenticeships were approved.

Review of apprenticeship program applications differs from review of other career technical education programs. Many regulatory compliance issues that apply to other programs do not apply to apprenticeship programs. For example, no documentation of job market is necessary because every participant is already hired as an employee.

However, all apprenticeship programs must be approved by the

Division of Apprenticeship Standards (DAS) in the Department of Industrial Relations before the Chancellor's Office approves a community college proposal to offer the RSI.

Approval of an apprenticeship program by the Chancellor's Office does not guarantee the availability of funding. Apprenticeship instruction is funded from a separate line item in the State Budget Act.

Approval by Dr. Barry Noonan, Apprenticeship Coordinator in the Economic & Workforce Development Division of the Chancellor's Office, is required in addition to curriculum approval by the Academic Affairs Division staff.

Most of the approved apprenticeship

Table 3
Approvals by Certificate or Degree Program Type

Year Approved	Certificate of Achievement		Degree Type	
	12-18 Semester Units	18 or More Semester Units	Associate in Arts	Associate in Science
2007	0	92	41	55
2008	174	240	611	121

programs are in industrial technology specialties, construction and electricity-related jobs. During the two-year period, one apprenticeship was approved in automotive technology, two in culinary arts and one in training private security officers. Six apprenticeship certificate or degree programs are pending DAS approval at the time of this report.

Credit Program: Requests for Non-substantial Changes in 2007 and 2008

In addition to new programs and substantial changes to existing programs, the Chancellor's Office receives applications for non-substantial changes to existing programs.

Changes that are made to keep a program current with changing job requirements, evolving applications of technology within the same occupation, or evolving knowledge within a particular field, are reported

to the Chancellor's Office and entered into the Inventory of Approved Programs.

Appropriate changes for this category are in the following areas:

- local title changes;
- TOP code changes;
- certificate unit changes (adding or removing required courses);
- degree unit changes (adding or removing required courses);
- degree type changes (AA to AS or vice versa);
- deletion or inactivation of program; and,
- reactivation of an inactive program.

In 2008, applications for non-substantial changes were logged and counted for the first time in order to determine the volume of such changes.

The Chancellor's Office received 486 applications from 53 community colleges. At the time of

this report, 422 of the requested changes were processed. The remaining applications need additional documentation from the college or were incorrectly submitted as non-substantial changes.

Conclusion and Future Directions

Within the Chancellor's Office, the Academic Affairs division is collaborating with Management Information Systems and Governet to develop a process through CurricUNET and a web interface for colleges to electronically submit applications for approval of credit and noncredit courses and programs. The system soon is expected to be operational and will provide different interfaces for community colleges of the following three types:

- Community colleges that have adopted CurricUNET for curriculum management will interface directly with a new system at the Chancellor's Office.
- Community colleges using a different curriculum management system will be able to upload course and program data through an intuitive web interface.
- Community colleges that do not have an electronic curriculum management system will be able to complete forms online and upload attachments required for different applications.

This electronic submission process will provide an efficient and cost effective way for community colleges to submit credit program applications for approval.

Acknowledgements

The California Community Colleges Chancellor's Office would like to acknowledge and thank those individuals who have made significant contributions to this report.

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