



Chapter 2

Procedures and Approval Processes

Typical Activities

The typical activities of the Curriculum Committee are to:

- Approve new credit and non-credit course proposals*
- Approve standalone course proposals*
- Approve course modifications*
- Approve course deactivations or reactivations *
- Approve the inclusion of prerequisites, corequisites, and recommendations on courses*
- Approve the cross listing of courses
- Approve courses for inclusion in general education patterns*
- Approve courses for distance education delivery*
- Approve the inclusion of courses in families for enrollment limitation purposes*
- Approve new local baccalaureate degree proposals*
- Approve new local and transfer associate degree proposals*+
- Approve new Associate Degree for Transfer; Associate of Arts for Transfer (AA-T) and Associate of Science for Transfer (AS-T) proposals *
- Approve University of California Transfer Program (UCTP) proposals*
- Approve Career Development and College Preparation Programs (CDCP)*
- Approve noncredit apprenticeship programs*
- Approve certificate of achievement proposals (16 or more units)*+
- Approve certificate of achievement proposals (8 to 15.5 units)*+
- Approve certificate of competency proposals (noncredit)*
- Approve certificate of completion proposals (noncredit)*
- Approve verifications of completion (less than 8 units, but not Chancellor's Office approved)
- Approve associate degree modification proposals*
- Approve Associate Degree for Transfer, Associate of Arts for Transfer (AA-T) and Associate of Science for Transfer (AS-T) modification proposals*
- Approve certificate program modifications*
- Approve verification of completion modifications*

* Proposal and revision approvals are pending further Board of Trustees and/or Chancellor's Office approvals.

+ Career Technical Education (CTE) certificates and degrees also require Los Angeles Regional Consortium (LARC) Review



The role of the Curriculum Committee includes assuring course and program proposals meet the mission of the college and comply with state and local standards.

In the event of conflict with existing Curriculum Committee rules or procedures, *Roberts Rules of Order* are to be followed.



Approval Process

The typical approval process includes the following steps:

Course:

1. **New:** Discipline Faculty initiate, complete, and submit the new course outline of record utilizing the Curriculum Management System (CMS)
OR
Revision: department chairperson initiates and Discipline Faculty and/or department chairperson completes, and submits the revised course outline of record utilizing the Curriculum Management System (CMS)
2. Review and submission of course by the department chair in the CMS. In curriculum matters, the signature of a department chair during the course creation or revision process is intended to acknowledge receipt rather than signify approval or rejection. This signature must represent the collective will of the department.
3. If necessary, course authors/revisors notify other department chairs about the potential impact of the addition or revision of the course proposal (e.g. overlapping content or change of catalog information triggering a program revision)
4. Preferred review and submission by the appropriate Dean (i.e., preferred but not required for advancement through the approval process)



5. Review by the Technical Review Committee
 6. Approval by the Curriculum Committee
 7. Review by the VP of Academic Affairs (or Designee), who also assures those changes are incorporated in college publications
 8. (If required) Ratification by the Board of Trustees
 9. (If required) Approval by the California Community College Chancellor's Office
 10. (If required) Approval by California State University or University of California for transfer or general education credit
 11. Publication in the college catalog and schedule of classes
 12. Each of these steps must be completed before the course can be included in the college catalog/addendum and course schedule, and the CMS. These steps can take months to years to complete (depending on submission date and required outside approvals), so faculty hoping to introduce new courses or programs should start the process as early in the year as possible
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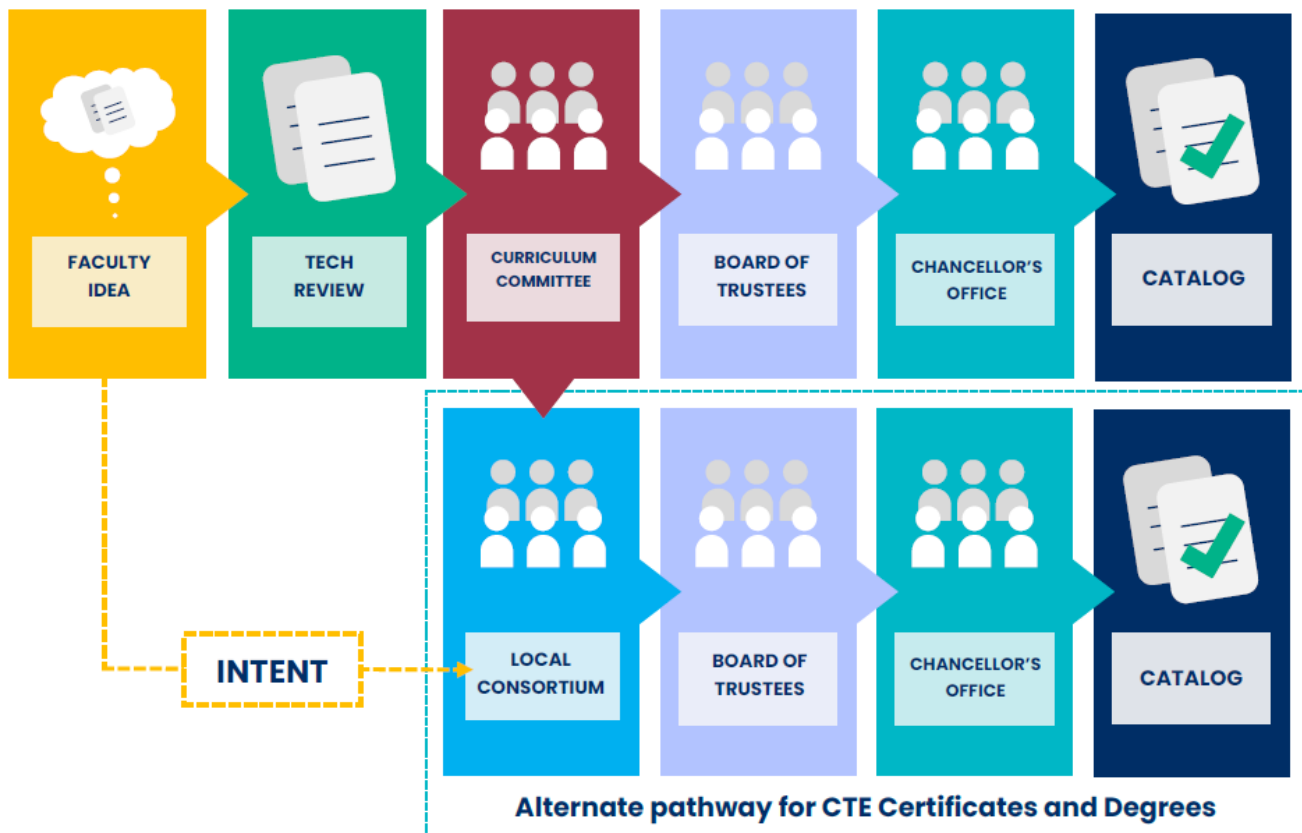


Program

1. **New:** Discipline faculty initiate, complete, and submit the new program (degree or certificate) outline and narrative utilizing the CMS
OR
Revised: department chairperson initiates and discipline faculty and/or department chairperson completes and submits the modified program outline (degree or certificate) and narrative utilizing the CMS
2. Review and submission of the program by the department chairperson in the CMS. Again, in curriculum matters, the signature of a department chair during the course creation or revision process is intended to acknowledge receipt rather than signify approval or rejection. This signature must represent the collective will of the department.
3. If necessary, course authors/revisors notify other department chairs about the potential impact of the addition or revision of the program
4. Preferred review and submission by the appropriate dean (i.e., preferred, but not required for advancement through the approval process)
5. Review by the Technical Review Committee
6. Approval by the Curriculum Committee
7. (CTE Only) Review by the Los Angeles Regional Consortium (LARC)
8. Review by VP of Academic Affairs (or Designee), who also assures those changes are incorporated in college publications
9. (If required) Ratification by the Board of Trustees
10. (If required) Approval by the California Community College Chancellor's Office
11. Publication in the college catalog
12. Each of these steps must be completed before the program can be included in the college catalog/addendum, and the CMS. These steps can take months to years to complete (depending on submission date and required outside approvals), so faculty hoping to introduce new courses or programs should start the process as early in the year as possible



Course/Degree/Certificate/Verification Process





Faculty Submission

All curriculum submissions must be submitted and reviewed using the current CMS.

Before initiating new curriculum, faculty/program proposers should:

- **Consult with their Dean/Division leadership**
 - Discuss program/course viability
 - Confirm alignment with division priorities and strategic goals.
 - All new courses, with the exception of standalone courses, need to be assigned to a program (e.g., a certificate or degree major).
 - Identify any operational considerations or implementation challenges
- **Consult with Human Resources (as applicable)**
 - Confirm availability of faculty who meet minimum qualifications
 - Identify whether a new discipline assignment or MQ review may be needed
 - Consider faculty staffing implications
- **Evaluate resource and budget implications**
 - Equipment, facilities, technology, software, specialized materials, etc.
 - Ongoing operational or maintenance costs
 - Potential funding sources
- **Consider scheduling and enrollment viability**
 - Student demand
 - Enrollment projections
 - Impact on existing offerings
- **Review workforce/industry needs (when applicable)**
 - Labor market data
 - Advisory input
 - Regional or external approval requirements for CTE programs
- **Identify implementation logistics**
 - Support services needed
 - Facilities or space considerations
 - Timeline for launch



Technical Review Committee Meetings

The Technical Review Committee, which is a subcommittee of the Curriculum Committee, previews curriculum submissions to ensure proposals and revisions are complete, compliant, and meet necessary standards and guidelines (i.e., Title 5, Chancellor's Office). After previewing, the Technical Review Subcommittee will forward all course or program proposals to the Curriculum Committee. The subcommittee may also make recommendations for substantial change to ensure the integrity of the course or program where necessary, including the inclusion of current Student Learning Outcomes (SLOs) that meet the Curriculum Committee and SLO Committee standards. To ensure efficient communication, the subcommittee requires the presence of the faculty proposer or other representative (e.g., designee) familiar with the proposal's content and purpose to answer committee questions. Unrepresented or under-represented proposals may be delayed or tabled until a future meeting, so committee questions can be appropriately addressed.

When possible, the Technical Review Subcommittee will adjust agenda order to accommodate division representatives' class schedules, but requests must be submitted to the Curriculum Chair 72 hours in advance so that affected parties can be notified.

It is highly recommended that faculty proposers review notes/suggestions in the CMS prior to attending Tech Review Meetings.

Curriculum Committee Meetings

A quorum of the voting members must be present for the Curriculum Committee to take action on agenda items.

To assure efficient communication, the committee requires the presence of the faculty proposer or other representative familiar with the proposal's content and purpose to answer committee questions. Unrepresented or under-represented proposals may be tabled until a future meeting so Committee questions can be appropriately addressed. It is highly recommended that faculty proposers review notes in the CMS prior to attending the Curriculum Committee Meeting.

The Curriculum Committee may approve course and program proposals pending corrections or changes requested by the committee. It is the Curriculum Specialist and/or Curriculum Committee Chair's responsibility to ensure needed changes are made prior to moving on to the next stage of approval.

Meetings of the Curriculum Committee will meet the requirements of the California Brown Act for open meetings. As such, agendas of meetings and meeting venues will be posted and distributed 72 hours in advance. Additions to the agenda after posting will be made only under emergency conditions.



New Course Proposals

New course proposals must be submitted by appropriate deadlines listed on the official Curriculum Committee Calendar utilizing the CMS. A justification for the new course and a culturally responsive curriculum statement must be included. Comparable courses should be included for courses requesting transfer and General Education credit.

If the course has a prerequisite, co-requisite, or recommendation (e.g., advisory), the submission must also include a Content Review with a list of the requisite course's student learning outcomes and objectives relevant to student success in this course. If the prerequisite or co-requisite is outside of the current discipline, content review and statistical validation must be completed within two years of the first course offering.

If the course is to be cross listed, a Cross Listing Agreement form must be included with the submission.

If the course is to be included in a family, this must be identified in the Curriculum Management System upon submission.

Please see [New Course Proposal Step-by-Step guide](#) on the Curriculum Committee website for more detailed direction on creating a New Course in the CMS

Course Modifications

Faculty are required to update their courses on a regular basis. Minor modifications that do not require catalog changes (e.g., updating a textbook or minor content changes) do not need a full Curriculum Committee review and will be placed on the Consent Calendar for approval. Major modification or modifications that impact catalog information (e.g., course description), seek new General Education inclusion, and/or seek Distance Education approval will go through a full review by the Technical Review Committee and the Curriculum Committee.

Modified course proposals must be initiated by the department chairperson using the appropriate workflow in the CMS (See Step by Step Guide on the Curriculum Committee website for more detailed information on the initiation of a course modification).

If the course modification adds a new prerequisite, co-requisite, or recommendation (e.g., advisory), the submission must also include a Content Review and a list of the requisite course's student learning outcomes and objectives with relevant outcomes indicated. If the prerequisite or co-requisite is outside of the current discipline, statistical validation must be completed within two years of the first offering of the course.



Please see modified Course Proposal Step-by-Step guide on the Curriculum Committee website for more detailed direction on creating a New Course in the CMS

Course Deactivation and Reactivation

Courses that have not been offered within the six-year program review cycle and are not likely to be scheduled in the foreseeable future should be deactivated and removed from the college catalog (though they remain in the college's official curriculum inventory). Deactivated courses can be reactivated when needed, although they may need modification.

Deactivations and reactivation must be initiated by the department chair who should contact the Curriculum Specialist to initiate a course deactivation

Reactivation must be included in a program of study and therefore a program modification may also need to be initiated.

General Education

Cerritos College maintains two general education patterns: the Local General Education Plan and the California General Education Transfer Curriculum (Cal-GETC).

Courses submitted for inclusion in one or more of the patterns must be accompanied by a completion of the General Education Questions (General Education Questions are available on the Curriculum website and CMS).

The Committee may approve courses for inclusion in the Local General Education Plan pattern and recommend inclusion into the Cal-GETC pattern pending approval by the CSU and UC systems. Courses may not be included in the catalog or advertised as meeting Cal-GETC until after receiving CSU and UC approval.



Distance Education

Title 5 Sections Related to Distance Education

Title 5 Section Number	Topic
55200	Definition and Application
55202	Course Quality Standards
55204	Instructor Contact
55206	Separate Course Approval
55208	Faculty Selection and Workload
55210	Ongoing Responsibility of Districts

Per Title 5, distance education is defined as “instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology.” Both credit and noncredit courses may be offered through distance education and are subject to the accessibility requirements of the Americans with Disabilities Act and section 508 of the Rehabilitation Act.

If any portion of the course is to be offered via distance education, a separate approval is required by the Curriculum Committee via a course addendum (referred to as [the Distance Education Questions at Cerritos College](#)). Faculty must complete the Distance Education Questions. Within these questions, faculty are required to address the minimum Title 5 requirements of regular and substantive interaction between the instructor(s) and student’s interaction among students, how the course outcomes will be achieved, and comply with the accessibility requirements of the Americans with Disabilities Act and section 508 of the Rehabilitation Act.

Distance Education Definitions for Cerritos College

Title 5 Section Number	Topic
ONLINE	All instruction and interaction are online with no mandatory synchronous (remote) nor in-person meetings.
LIVE REMOTE/ONLINE	Required scheduled remote meetings in real-time that are noted in the schedule of classes. All instruction and interaction are online.
HYBRID	A combination of scheduled in-person or live remote meetings and online asynchronous teaching and learning with regular and effective interaction in both modalities.
ONLINE WITH REQUIRED ON CAMPUS ACTIVITIES	All instruction and interaction will take place online except for noted assessments and/or specified activities which will be in person.
HYFLEX	Flexibility to participate in-person, remote, and/or online asynchronously.



New Program Approvals

An educational program is defined in Title 5, section 55000(g), 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." However, in practice, the Chancellor's Office approves only the following types of programs.

- Baccalaureate Degrees that meet all the requirements of California Education Code § 78042
- Associate Degrees for Transfer (ADT) that meet all requirements of Education Codes § 66745-66747:
 - Associate in Science for Transfer (AS-T) - must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs
 - Associate in Arts for Transfer (AA-T) - must be used for all other disciplines
- Local Degrees:
 - Associate of Science (AS) – any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs as recommended by the Chancellor's Office
 - Associate of Arts (AA) - all other disciplines as recommended by the Chancellor's Office
- Certificates of Achievement
 - 16 or more semester units of degree applicable coursework (must submit to the Chancellor's Office)
 - 8 to 15.5 semester units of degree-applicable coursework (may be submitted to the Chancellor's Office)

Following are the criteria specified in the Program and Course Approval Handbook to consider in evaluating how a program or course fits within the system's mission:

- A program or course must be directed at the appropriate level for community colleges; that is, it must not be directed at a level beyond the associate degree or the first two years of college. Those colleges that have been approved to offer a baccalaureate degree may offer baccalaureate level courses appropriate to general education and the major.
- A program or course must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose. It must not be primarily avocational or recreational.
- Programs and courses should also be congruent with the mission statement and master plan of the college and district.

In addition, a course must provide distinct instructional content and specific instructional objectives. Non-instructional activities and services (e.g., assistive or therapeutic activities) that use college facilities or resources without specific instructional objectives or assessment testing are not considered to be courses and are not supported by apportionment.



The proposal must demonstrate a need for a new program or course that meets the stated goals and objectives in the region the college proposes to serve. Furthermore, the proposed new program must not cause undue competition with an existing program at another college.

A program proposal must include a list of courses to be included in the program – Core courses, additional department requirements, and restricted electives (electives from a specified list) along with a narrative answering questions from the Program and Course Approval Handbook.

Associate degrees for transfer require specific Transfer Model Curriculum templates for each discipline. The most recent versions of these forms are available at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum>. Courses required as part of the associate degree for transfer must also meet C-ID course descriptor standards. C-ID standards for each approved discipline may be found at <https://c-id.net/descriptors/final>. Contact the college Articulation Officer to begin the process for C-ID approval and submission.

Career Technical Education programs will need to be submitted and reviewed by the Los Angeles Regional Consortium (LARC). Labor market data request must be completed before Curriculum Committee Approval (<https://losangelesrc.org/program-recommendation/>).

Please see New Program Proposal Step-by-Step guide on the Curriculum Committee website for more detailed direction on creating a New Program in the CMS

Program Modifications

Modifications to programs must be approved both locally and with the Chancellor's Office.

Substantial changes to CTE programs will require re-approval by LARC (<https://losangelesrc.org/program-recommendation/>).

Please see modified program Proposal Step-by-Step guide on the Curriculum Committee website for more detailed direction on creating a modified program in the CMS



Program Deactivation and Reactivation

Program deactivation and reactivation should be initiated by the department chairperson by contacting the Curriculum Specialist to begin the process. Revision of the program and updating of the narrative will be required if reactivation is initiated.

