

ED 317 255

JC 900 228

AUTHOR Farland, Ronald W.; Cepeda, Rita
 TITLE Annual Report on Course and Program Approvals, 1988-89.
 INSTITUTION California Community Colleges, Sacramento. Office of the Chancellor.
 PUB DATE May 90
 NOTE 20p.; Discussed as agenda item 2 at a meeting of the Board of Governors of the California Community Colleges (Sacramento, CA, May 10-11, 1990).
 PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
 DESCRIPTORS *College Planning; Community Colleges; *Credit Courses; *Curriculum Development; *Noncredit Courses; Program Evaluation; State Boards of Education; *State Standards; Two Year Colleges
 IDENTIFIERS *California

ABSTRACT

The Chancellor of the California Community Colleges reports annually to the Board of Governors on the number and types of new community college programs and courses approved during the preceding academic year. This state-level approval is based on the following criteria: appropriateness to the system's mission, need for the program or course, quality of design, feasibility for the college/district, and compliance with relevant law and policy. In 1988-89, the Chancellor's Office approved a total of 21 new programs, 38 "stand-alone" degree credit courses, and 72 nondegree credit courses. In addition, the Chancellor's Office approved 693 noncredit courses. Over 65% of these courses were either short-term vocational courses with high employment potential, courses for older adults, or English as a Second Language (ESL) courses. Between 1978-79 and 1988-89, the number of community colleges offering noncredit courses increased from 64 to 97, while the number of courses offered increased from 10,782 to 13,821. There was a noticeable drop of 20% in requests for approval of precollegiate basic skills courses, but a significant increase new mandated noncredit courses in "Citizenship for Immigrants" and ESL. Two tasks forces have been convened to clarify policy and develop regulations governing the approval and conduct of nondegree credit courses in basic skills and to develop regulations governing the provision of instruction for adults. The Chancellor's Office is also making progress toward streamlining and strengthening state-level approval procedures and validating the program inventory in the systemwide management information system.
 (JMC)

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Annual Report on Course and Program Approvals, 1988-89.

by Ronald W. Farland
and
Rita Cepeda

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Paper discussed as agenda item 2 at the Board of Governors Meeting
(Sacramento, California, May 10-11, 1990).

ANNUAL REPORT ON COURSE AND PROGRAM APPROVALS, 1988-89

2

First Reading, Action Scheduled

Background

The Chancellor reports annually to the Board of Governors on the number and types of new community college programs and courses approved during the preceding academic year. This state-level approval, which is required by the *Education Code* and Title 5, is based on the following criteria: (a) appropriateness to the system's mission, (b) need for the program or course, (c) quality of design, (d) feasibility for the college/district, and (e) compliance with relevant law, regulation, and Board policy. This agenda item constitutes that annual report.

Analysis

For the 1988-89 academic year, the Chancellor's Office approved a total of 21 new programs (including two modifications of existing programs), 38 "stand-alone" degree credit courses, 72 nondegree credit courses, and 693 noncredit courses. Tables 1 through 7 detail the approval decisions. In section II, the report also indicates progress toward streamlining and strengthening State-level approval procedures and identifying and validating the program inventory in the systemwide Management Information System (MIS).

Recommended Action

That the Board of Governors accept the *Annual Report on Course and Program Approvals, 1988-89*, submitted by the Chancellor.

Staff Presentation: Ronald W. Farland, Vice Chancellor
Academic Affairs

Rita Cepeda, Dean
Educational Standards and Evaluation

Annual Report on Course and Program Approvals 1988-89

Background

The *Education Code* and Title 5 require the Chancellor's Office to:

- Approve each new program offered by a community college, each new course that is not part of any already approved program, and all new noncredit courses; and
- Report annually to the Board of Governors on the numbers and types of new programs and courses approved during the preceding academic year.

Section I of this report to the Board fulfills that requirement. Section II summarizes trends in course and program approvals, describes some long-range planning issues, and briefly reports on progress toward streamlining and strengthening approval procedures and implementing the curriculum data base for the systemwide Management Information System (MIS).

At its July 1989 meeting, the California Postsecondary Education Commission (CPEC) received an agenda item on the program review activities of all three segments of public higher education, entitled *Program Review: The Heart of the Enterprise*. The report commended the Chancellor's Office for its efforts to improve the conduct of its program review functions under the law. A subsequent report from the Chancellor's Office to CPEC on program approval and review activities for 1989-90 noted further progress in making reforms to this function and included an updated timeline.

Supporting documentation, or the appendices, for this annual report, including pertinent excerpts from the *Education Code* and Title 5, have been bound separately. Copies of this material are available on request from the Chancellor's Office.

Section I

Course and Program Approvals, 1988-89

This section constitutes the annual report to the Board of Governors on course and program approvals. It is divided into three parts:

- A. Programs and Courses Submitted for Approval as Credit
- B. Courses Submitted for Approval as Noncredit

C. **Activities and Trends Affecting Course Development**

Part A includes information on courses and programs that were approved, as well as information on those that were not. Part C is included to acquaint the Board with some current activities that are likely to shape this report in coming years.

A. **Programs and Courses Submitted for Approval As Credit**

Table 1 displays the number of community college programs and courses approved for credit (both degree applicable and nondegree applicable from 1981-82 through 1988-89, classified according to categories in the Taxonomy of Programs (TOP). Table 2 displays the same information graphically. Table 3 lists each program and degree credit course approved by the Chancellor's Office in 1988-89, grouped by discipline and college. Table 4 lists each new credit course that does not count toward an associate degree. (These courses prepare students to succeed in college-level courses.)

Finally, Table 5 provides information on courses that were not approved by the Chancellor's Office, by curriculum category and number of courses. Staff concluded that 5 of the 26 programs and 5 of the 115 courses submitted in 1988-89 did not meet approval criteria.

1. *New Programs Approved*

A total of 21 new programs were approved for 1988-89, a drop from the previous year's 28. The subject areas and the number of new programs approved in each are shown in Table 1 below. (Currently, there are more than 7,000 programs in the systemwide inventory maintained by the Chancellor's Office.)

2. *New Degree Applicable Courses Approved*

For 1988-89, degree-credit courses requiring separate Chancellor's Office approval were distributed among the program areas shown in Table 1.

By far the largest number of courses initiated by community colleges in any given year are transfer, general education, and vocational courses. However, because most such courses do not require State-level approval, the Chancellor's Office has no record of them. For this reason, the new course approvals reported here do not portray new curriculum development in the System as a whole, but only in those few areas where State-level approval is required. With full implementation of the Management Information System, however, staff will be able to provide the Board with summary data on all new community college courses offered each year. The 38 new "stand-alone" degree-credit courses were across the curricu-

lum, with the greatest concentration in literature, health, foreign languages, and the fine and applied arts.

3. *New Nondegree Applicable Courses Approved*

There were 72 new nondegree applicable courses approved for 1988-89. As shown in Table 4, the great majority were in precollegiate basic skills, English as a Second Language (ESL), and special courses for the disabled.

4. *Credit Programs and Courses Not Approved*

There were five credit programs and five courses submitted in 1988-89 that were not approved. They are listed in Table 5 by curriculum category.

TABLE 1
APPROVED DEGREE CREDIT PROGRAMS AND COURSES
1981-82 through 1988-89

| | CURRICULUM CATEGORIES | 1981-82 | | 1982-83 | | 1983-84 | | 1984-85 | | 1985-86 | | 1986-87 | | 1987-88 | | 1988-89 | |
|------|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|-----------|
| | | Pgms | Crs | Pgms | Crs | Pgms | Crs | Pgms | Crs | Pgms | Crs | Pgms | Crs | Pgms | Crs | Pgms | Crs |
| 0100 | Ag. & Nat. Resources | 1 | 0 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 |
| 0200 | Arch. & Env. Design. | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0400 | Biological Science | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| 0500 | Business & Mgmt. | 7 | 6 | 1 | 0 | 0 | 2 | 3 | 5 | 2 | 7 | 0 | 0 | 2 | 0 | 1 | 7 |
| 0600 | Communications | 1 | 3 | 0 | 2 | 0 | 2 | 0 | 1 | 2 | 12 | 0 | 5 | 2 | 0 | 0 | 0 |
| 0700 | Computer & Info. Sci. | 6 | 11 | 2 | 1 | 5 | 9 | 1 | 7 | 3 | 5 | 3 | 0 | 0 | 0 | 0 | 0 |
| 0800 | Education | 0 | 4 | 0 | 7 | 1 | 6 | 1 | 7 | 0 | 12 | 1 | 7 | 0 | 10 | 0 | 2 |
| 0900 | Engin & Related Tech ¹ | 14 | 14 | 7 | 0 | 5 | 9 | 7 | 20 | 8 | 14 | 6 | 4 | 4 | 13 | 6 | 2 |
| 1000 | Fine & Applied Arts | 1 | 2 | 3 | 0 | 0 | 1 | 5 | 2 | 2 | 1 | 4 | 4 | 2 | 1 | 3 | 4 |
| 1100 | Foreign Language | 2 | 4 | 1 | 5 | 1 | 3 | 5 | 4 | 1 | 3 | 0 | 22 | 0 | 30 | 0 | 7 |
| 1200 | Health Occupations | 6 | 4 | 3 | 6 | 2 | 12 | 2 | 7 | 4 | 15 | 3 | 15 | 8 | 15 | 5 | 5 |
| 1300 | Cons Ed & Home Econ | 2 | 2 | 0 | 2 | 0 | 3 | 1 | 0 | 5 | 4 | 1 | 10 | 2 | 1 | 2 | 1 |
| 1400 | Law | 1 | 3 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 2 | 3 | 0 | 1 | 0 |
| 1500 | Letters | 4 | 1 | 0 | 1 | 0 | 1 | 1 | 9 | 0 | 2 | 0 | 7 | 0 | 4 | 0 | 0 |
| 1600 | Library Science | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 |
| 1700 | Math | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1800 | Military Science | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 |
| 1900 | Physical Science | 4 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 1 |
| 2000 | Psychology | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |
| 2100 | Public Affairs | 1 | 0 | 2 | 0 | 1 | 2 | 1 | 3 | 2 | 6 | 3 | 3 | 2 | 8 | 1 | 2 |
| 2200 | Social Science | 4 | 7 | 2 | 2 | 1 | 2 | 0 | 4 | 0 | 5 | 4 | 2 | 0 | 0 | 1 | 2 |
| 3000 | Commercial Services ² | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 | 5 | 0 | 0 | 0 | 2 | 0 | 1 | 0 |
| 4900 | Interdisciplinary ³ | 2 | 10 | 0 | 15 | 0 | 11 | 0 | 34 | 3 | 15 | 0 | 41 | 1 | 101 | 1 | 3 |
| 4903 | Non Degree Credit Courses | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 21 | 101 |
| 5300 | Apprenticeship | 3 | 1 | 13 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTALS | 63 | 76 | 37 | 45 | 16 | 71 | 29 | 125 | 38 | 109 | 26 | 128 | 28 | 194 | 21 | 38 |

¹ Technologies include electronics, mechanical, industrial, drafting, printing, construction trades.

² Commercial services include food services.

³ Interdisciplinary includes liberal studies, basic skills, English as a Second Language, and offerings for the substantially handicapped.

TABLE 2

APPROVED CREDIT PROGRAMS AND COURSES
1981-82 through 1988-89

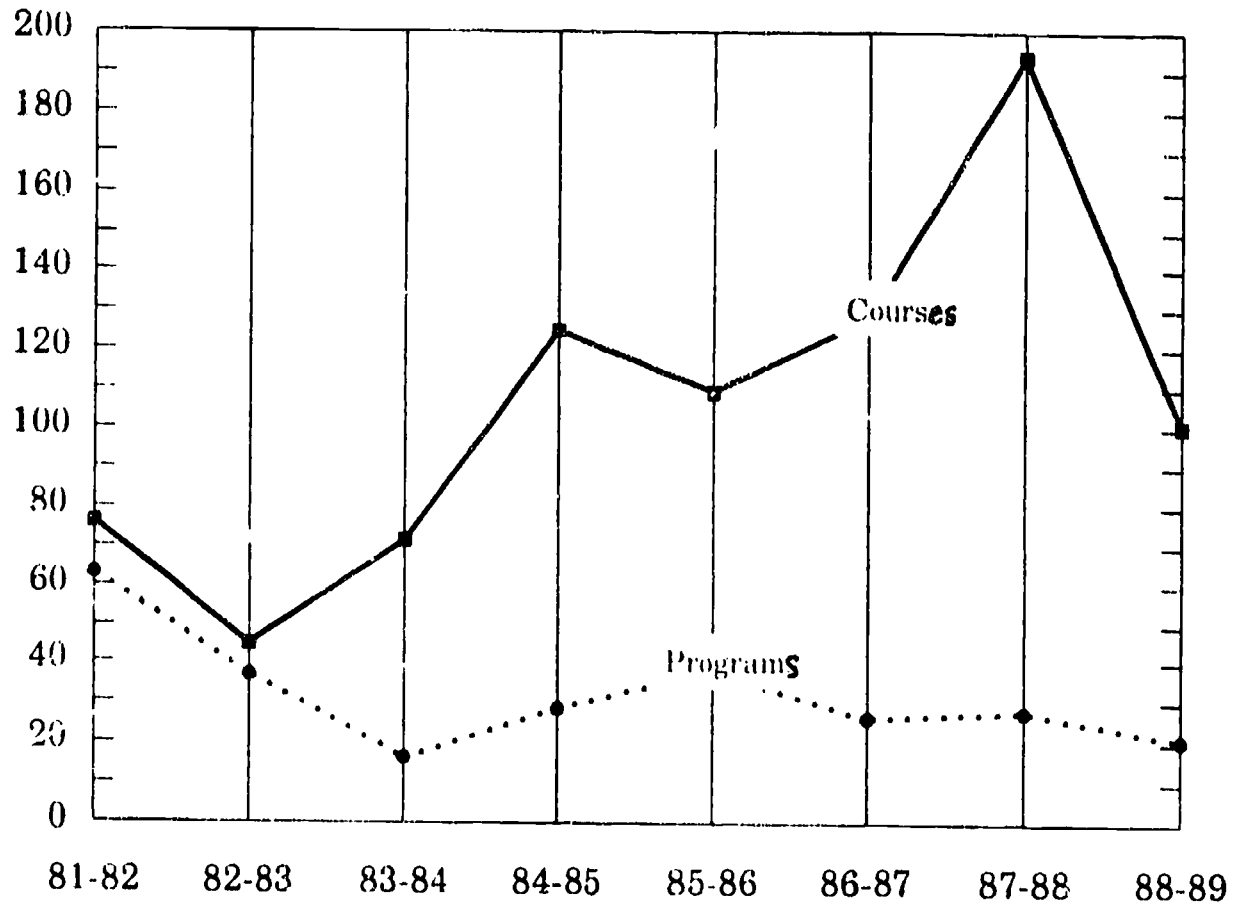


TABLE 3

APPROVED CREDIT PROGRAMS AND COURSES
(APPLICABLE TO THE ASSOCIATE DEGREE)
1988-89

| Curriculum Categories | College | Program Title | Course Title |
|---|---|--|---|
| 0100 Agriculture & Natural Resources | Merced | | Oenology 10: Introduction to Oenology |
| 0500 Business & Management | Evergreen | Real Estate (AA Degree) | Accounting & Finance |
| | Irvine | | Supervision: Introduction Supervision: Basic Skills Supervision: Issues Employee Relations: Difficult Employees Employee Relations: Motivation Employee Relations: Communication |
| 0800 Education | Bakersfield | | Introduction to Elementary Education |
| | Irvine | | -CHDV 48 PRESS 1, Corrective and Rehabilitative |
| 0900 Engineering and Related Technology | Bakersfield | Apprentice Program | |
| | Cabrillo | Operating Engineers | |
| | Foothill | Construction and Energy Management | |
| | Irvine | Electrical Workers Apprenticeship Training | |
| | Lassen | Laser Electronic Optics | Advanced C.A.D. Applications- ENGR 12 |
| | Palomar | Electrician Apprenticeship Training | |
| Santa Barbara | **Recreational Diving Industry Specialist | Electronic Equipment Construction ET 51 | |
| 1000 Fine and Applied Arts | Bakersfield | Technical Theater (Certificate) | |
| | Chabot | **Graphic Communications | |
| | Feather River | | Commedia dell Arte: History and Movement of Street Theater- Music 300 Introduction to Classical Guitar Drama 301' B |
| | Lassen | | Music Theory Music 6A Music Theory Music 6B |
| | West Valley | Photograph | |

* With Commendation
** Modified Approval

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TABLE 3 - Continued

| Curriculum Categories | College | Program Title | Course Title |
|--------------------------------------|---|--|---|
| 1100 Foreign Language | Glendale | Licensed Vocational Nursing (Apprenticeship) | Part I Preoperative Nursing ORN 295 |
| | Golden West | Psychiatric Technician Apprenticeship Training (Certificate) | |
| | Merced | Emergency Medical Technology | |
| | San Jose City | Occupational Therapy Assistant | |
| | Sequoias, College of the | Sports Medicine Technician | |
| | Saddleback | | Emergency Medical Technician 220-Paramedic Emergency Medical Technician 230-Paramedical Clinical Experience Emergency Medical Technician 240-Paramedic Field Internship |
| | Southwestern | | Part I Preoperative Nursing ORN 295 Part II Preoperative Nursing: Clinical ORN 295 |
| 1300 Consumer Ed. and Home Economics | Coastline Desert, College of the Imperial Valley | Early Childhood Education Nutrition Management | *Safety and Security for Seniors |
| 1400 Law | Shasta | Legal Assistant | |
| 1900 Physical Science | Lassen | | Engineering Physics Physics 4B |
| 2100 Public | Butte | Addiction Counseling | |

Affairs

Training

Rancho
Santiago

Counseling 115
Training for Supporti
Counseling of Older
Adults

Southwestern

FS925 Fire Tele-
communications I
FS925 Fire Technician
In-Service
High Rise Fire-Fighte
Strategy & Tactics

* With Commendation
** Modified Approval

Course and Program Approvals: Annual Report

Table 3-Continued

| <u>Curriculum Categories</u> | <u>College</u> | <u>Program Title</u> | <u>Course Title</u> |
|------------------------------|-----------------------------------|-------------------------------|---|
| 2200 Social Science | Lassen Merced Santa Barbara | Anthropology | You and Your Aging Parent SOC 61 International Studies |
| 3000 Commercial Services | Sierra | Apprenticeship- Cook, Chef | |
| 4900 Inter-disciplinary | Fresno Pasadena | | Honors Colloquium Humanities and the Social Sciences Independent study |

* With Commendation
** Modified Approval

Course and Program Approvals: Annual Report

TABLE 4 - Approved Credit Courses 1988-89
(Not Applicable to the Associate Degree)

| Curriculum Categories | College | Program Title | Course Title |
|--------------------------------|---------------------|--|--------------|
| 4900 Inter- disciplinary | Alameda | Computer Access Projects- LRNRE 255A C Computer Access-LRNRE 254A C Improving Cognitive Skills: Computer Assisted Instruction LRNRE 253A C *Independent Living Skills LRNRE 264 *Introduction: Math Concepts Math 258 | |
| | Allan Hancock | *Learning Styles and Strategies LEAKN 510 | |
| | Coastline | SPEED 007AF-Special Ed. SPEED 001AB-Special Ed. SPEED 002AB-Special Ed. SPEED 003AB-Special Ed. SPEED 004AB-Special Ed. SPEED 005AB-Special Ed. SPEED 006AF-Interact ESL 029-Citizenship Education for ESL Students | |
| | Evergreen Valley | Guidance 150 Adaptive Word Processing Guidance 115 Computer Assisted Instr. | |
| | Gavilan | Basic Reading Skills ENGL 218 Basic Grammar & Reading ENGL 239 Survival English as a Second Language ENGL 280 Basic Math Skills-Math 214 Math Skills Improvement-Math 215 | |
| | Glendale | English 150 Reading Skill Building for LD | |
| | Irvine | CISS 320-Adaptive Computer Assessment ESS 310-Basic English & Computer Skills ESS 330-Power Writing I ESS 331-Power Writing II ESS 340-Word Analysis Techniques ESS 345-Basic Reading and Vocabulary Development MSS 325-math: Basic Skills | |

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Course and Program Approvals: Annual Report
 TABLE 4 - Continued

| Curriculum Categories | College | Program Title | Course Title |
|--|-----------------|--|--------------|
| 4900 Inter-disciplinary (Continued) | Laney | Job Seeking Skills-LRNRE 302 Computer Access Projects-LRNRE 378A-B Orientation to College LRNRE 301 | |
| | Long Beach | College Learning Skills Workshop-LEARN II Basic Learning Skills: LEARN 17 AD | |
| | Merritt | Computer Access-LRNRE 378A-B Improving Cognitive Skills: Computer Assisted instruction LRNRE 377A-B Computer Access Projects LRNRE 379A-B | |
| | Ohlone | ESL 147-Second Language Communication Skills Level I ESL 148-Second Language Communication Skills Level II | |
| | Orange Coast | ESL 001 ESL 002 ESI 003 ESL 004 ESL 005 ESL 006 ESL 007 ESL 008 ESL 009 | |
| | Rancho Santiago | Counseling N43-Vocational Assessment Assessment of Prior Learning N40- Learning Inventory Special Services N70A Advances in Self-Adjust. Special Services N.0B Advances in Self Adjust. Counseling N42-Self-Directed Job Search Study Skills N75-Test Anxiety Workshop | |
| | Rio Hondo | *ESL Speaking and Listening Reading 54: A Phonetic Approach | |
| | Solano | CR3481-Computer Access II CR34811-Adapted Keyboarding Special Services 348A-Acquisition Strategies Special Services 348B-Concept Formation and Cognitive Interventions Special Services 348C-Math Concepts for LD Adults | |

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TABLE 4 - Continued

| Curriculum Categories | College | Program Title | Course Title |
|-------------------------------------|---------------------|--|--------------|
| 4900 Inter-disciplinary (Continued) | Solano, (Continued) | Special Services 348D-Process & Organization in Learning Special Services 348E-Disability and Social Resources Special Services 348F-CAI Cognitive Dev. Special Services 348G-CAI Adaptive | |
| | Southwestern | Remedial Speech Laboratory I-SPCH I Pronunciation for ESL Students ESL 15 English as a Second Language Reading ESL 50 Short Theme Mastery with the Word Processor-ENGL 46 Sentence Mastery Using Word Processor-ENGL 42 Paragraph Mastery with the Word Processor-ENGL 44 Fundamentals for Grammar & Usage-ENGL 60 | |

*With Commendation

TABLE 5

NUMBER OF PROGRAMS AND CREDIT COURSES
(Not Approved or Closed Without Action)
1988-89, by Curriculum Category

| Curriculum Category | Programs | Courses |
|---|----------|---------|
| 0900 Engineering and Related Technology | 3 | 1 |
| 1000 Fine and Applied Arts | 1 | 1 |
| 1300 Consumer Ed. and Home Economics | | 1 |
| 2100 Public Affairs | | 1 |
| 2200 Social Science | 1 | |
| 4900 Interdisciplinary Basic Skills | | 2 |
| Total | 5 | 5 |

P. Courses Submitted for Approval as Noncredit

Noncredit Courses Approved

During 1988-89, the Chancellor's Office approved a total of 693 noncredit courses, an increase of approximately 5.3 percent over the previous year. Table 6 displays the number and percentage of newly approved courses, grouped by State-supported categories. Over 65 percent (470) of these courses fell into one of three categories: (a) short-term vocational courses with high-employment potential, (b) courses for older adults, and (c) English as a Second Language. Eight noncredit courses were disapproved because staff deemed them to be either community service classes or not appropriate to the categories of courses eligible for state funding, as defined by Section 84711 of the *Education Code*.

TABLE 6

NUMBER OF NONCREDIT COURSES APPROVED STATEWIDE 1988-89

| Area | Number Approved | Percent of Total |
|--|-----------------|------------------|
| Parenting | 22 | 3.2 |
| Elementary and Secondary Basic Skills ¹ | 54 | 7.8 |
| English as a Second Language | 75 | 10.8 |
| Citizenship for Immigrants | 47 | 6.8 |
| Courses for Handicapped | 22 | 3.2 |
| Short-Term Vocational | 233 | 33.6 |
| Courses for Older Adults | 162 | 23.4 |
| Home Economics | 37 | 5.3 |
| Health and Safety | 41 | 5.9 |
| Total | 693 | 100.0 |

¹ Includes tutoring courses which, by Board action, must now be categorized as noncredit.

The data in Table 7 cover a twelve-year period, 1977-78 through 1988-89. They show the number of community colleges approved to offer noncredit courses; the total number of approved noncredit courses listed in the statewide inventory maintained by the Chancellor's Office; and the yearly percentage change.

Between 1978-79 and 1988-89, the number of community colleges offering noncredit courses increased by 35. Of these, twelve colleges use noncredit only in order to offer tutorial courses, since by Board regulation such courses may not be offered for credit.

TABLE 7
NUMBER OF COLLEGES OFFERING NONCREDIT COURSES AND
NUMBER OF NONCREDIT COURSES APPROVED STATEWIDE
1977-78 through 1988-89

| Year | Number of Colleges | Courses | | |
|---------|--------------------|-------------------|--------|----------------|
| | | Number of Courses | Change | Percent Change |
| 1977-78 | 64 | 10,782 | | |
| 1978-79 | 59 | 7,095 | 3,681 | -34.0 |
| 1979-80 | 63 | 8,928 | +1,833 | +25.8 |
| 1980-81 | 67 | 11,563 | +2,635 | +29.5 |
| 1981-82 | 65 | 10,067 | -1,496 | -12.9 |
| 1982-83 | 70 | 9,473 | -594 | -5.9 |
| 1983-84 | 71 | 9,740 | +267 | +2.8 |
| 1984-85 | 80 | 10,478 | +738 | +7.6 |
| 1985-86 | 86 | 11,742 | +1,265 | +12.1 |
| 1986-87 | 93 | 12,470 | +728 | +6.2 |
| 1987-88 | 94 | 13,128 | +658 | +5.3 |
| 1988-89 | 37 | 13,821 | 693 | +5.3 |

C. Activities and Trends Affecting Course Development

At this time, considerable policy development is occurring in both nondegree credit courses and noncredit courses. New policies are being sought that will carefully delineate two functions: (1) that of enabling underprepared students to succeed in college-level courses, as is the intent of nondegree credit courses; and (2) that of providing survival and high school equivalency to adults, part of the intent of the noncredit curriculum. The latter function is shared with the K-Adult system of public school districts, while the former is part of the mission of the community colleges.

Currently, two task forces are meeting on these questions: (1) the Basic Skills Task Force convened by the Chancellor's Office to clarify policy and develop regulations governing the approval and conduct of nondegree credit courses, and (2) the Adult Education Steering Committee convened jointly by the Chancellor's Office and the State Department of Education to clarify policy and develop regulations governing the provision of instruction for adults by both segments.*

* This steering committee is implementing the 14 recommendations from the mandated study, *Adult Education for the 21st Century: Strategic Plan to Meet California's Long-Term Adult Education Needs* (Adult Education Advisory Committee, State Department of Education, Sacramento 1988).

There has been a noticeable drop of 20 percent in the requests for approval of precollegiate basic skills courses. This may reflect the colleges' desire to defer seeking approval for new courses in this area until the Board of Governors defines precollegiate basic skills, adopts regulations, and publishes guidelines and suggestions for the development of such courses.

There also has been a decrease in the number of new noncredit courses submitted for approval in the area of elementary and secondary basic skills, although the reasons for this decrease are not clear. It may signify that colleges are awaiting clarification as to when such courses are to be viewed as "precollegiate" and when not; or, alternatively, it may simply mean that most colleges feel that their current offerings in these areas are sufficient.

Meanwhile, the proportion of courses in the mandated noncredit categories "Citizenship for Immigrants" and "English as a Second Language" increased significantly over 1987-88. Courses in the first category went from 0.6 percent of all new noncredit courses to 6.8 percent, while those in the second category went from 1.5 percent of new approvals to 10.8 percent. This responsiveness by community colleges to the federal government's amnesty program, designed to facilitate full citizenship for recent immigrants, is to be commended, especially in view of the fact that local districts have had to "carry" such courses in their own budgets over several years due to significant delays in the dispersal of federal funds.

Section II

Improvements in the Chancellor's Office Program and Course Approvals Procedures

In anticipation of upcoming demands that will be placed upon the system for the development of new programs and campuses, the Chancellor's Office is taking the following steps now to assure continuing quality in all current offerings, appropriate innovation in response to new opportunities, and an orderly planning process for the substantial expansion of system capacity:

1. Accurate identification of all existing programs and program requirements and validation of the current Inventory of Approved Programs that will form the heart of the curricular data base in the Management Information System (MIS).
2. Design of the MIS to permit flexible use of existing program and course data for planning and evaluation purposes oriented to both academic disciplines and occupational fields.
3. Revision of State approval procedures to make them both more flexible and more rigorous, allowing for rapid turnaround on approvals for limited-term and

pilot programs and for the approval of substantial changes to existing programs, as well as for better use of labor market data.

4. Clarification of the standards for new colleges with respect to the comprehensive core curriculum and new occupational programs; advance approval for courses in the traditional liberal arts disciplines that meet the recently strengthened standards.
5. Publication of a new handbook on curriculum and instruction to include not only regulations and procedures, but examples, suggestions, and background materials as resources for administrators and faculty in developing and reviewing curriculum.

Progress on Implementation of "Five-Point Plan"

The above actions represent in part a further refinement of the "Five-Point Plan" that was described in last year's report on course and program approvals. These refinements are the result of several meetings with the field and agreement as to the most feasible implementation of the original five points.

A streamlining of internal procedures has just been finalized that includes:

- (a) A data base for tracking applications through the approval process from which interim notifications or final determinations can be automatically printed out and which allows for a cross-referencing of course objectives, special cases, and precedent-setting determinations.
- (b) Checklists and instructions for Chancellor's Office staff to decrease the time required for each review and assure greater consistency among reviewers and over time.
- (c) In-house training for Chancellor's Office review staff on the use of these checklists.
- (d) Point-for-point relationship between the above procedures, standards, and terminology and the content of the handbook to be distributed to the field. In streamlining internal procedures, several levels of program approval have been introduced to increase the flexibility of the Chancellor's Office to respond appropriately to the diverse approval situations common to the community colleges and to allow for a speedier turnaround of some types of approvals. Specifically, the new procedures now permit a distinction to be made between the following levels of approval:

Full Approval: Authorizes the publication and issuance of degrees for a new program, as well as construction or remodeling of required facilities,

hiring of faculty with expertise in the new program area, etc. Full approval should be requested when a college proposes to make a major new commitment of resources and must be justified by documentation that shows significant need for the program. Processing of such approvals requires six months, and includes review and concurrence by the California Postsecondary Education Commission (CPEC).

Modified Approval: Authorizes the publication and issuance of degrees for a previously approved program that has been "modified in [a] substantial way." Modified approval should be requested when a college proposes to make a new use of available faculty and facilities' resources by modifying program requirements, defining new program options, establishing "spin-off" programs, or make other substantial changes. (A "substantial" change to a program is one which has, as a consequence, that students fulfilling the modified course requirements no longer meet the objectives for which the program was originally approved.) Requests for such changes require less documentation, do not require CPEC review and will be processed within three months.

Limited Approval: Authorizes a college to offer a program through one complete cycle or some other specified duration. Limited approval should be requested when a college requires a prompt decision in order to conduct short-term training programs, enter into industry partnerships, or pilot test a possible new program for a limited time. Applications for limited approval can be processed in as little as six weeks if all information is included. CPEC review for limited approvals is not required.

In 1988-89, for example, Chabot College received a modified approval permitting it to combine resources from its existing commercial art and commercial photography programs into a newly modified program in Graphic Communications. Santa Barbara also received modified approval for a vocational certificate in Recreational Diving and Industry as an option under its existing approval for Marine Technology. Cypress College received limited approval to pilot test two new desktop publishing programs, and Bakersfield College received limited approval to pilot test a new program in Clothing and Textiles.

Full explanations of these different levels of program approval, as well as explanations of the terminology and standards now being used for Chancellor's Office review, will be included in the new handbook to assure full understanding and to facilitate preparation of requests that will go through the approval process smoothly. The Chancellor's Office anticipates that given the new internal procedures, approvals will show some decrease in turn-around time in 1990, with more substantial decreases expected once the new handbook is in widespread use.

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MAY 17 1990