

**LBCC CURRICULUM DOCUMENTS VALIDATION**  
**Course Evaluation Subcommittee**  
**November 26, 2008**

The Course Evaluation Subcommittee uses the five criteria established by the System's Office to review and approve new courses. These five criteria have been derived from statute, regulation, intersegmental agreements, guidelines, and the standards of good practice established in the field of curriculum design. **The five criteria are Mission, Need, Quality, Feasibility, and Compliance.** These requirements are established through the curriculum documents as noted below.

**IMPACT ASSESSMENT FORM**

- PROGRAM AND COURSE APPROVAL HANDBOOK  
California Community College Chancellor's Office  
Second Edition, March 2003  
(Funding, faculty, facilities, and equipment each are specifically mentioned.)
- CALIFORNIA CODE OF REGULATIONS: TITLE 5, DIVISION 6, CHAPTER 6  
§55100 Course Approval

**NEW COURSE SUPPLEMENTAL WORKSHEET**

- PROGRAM AND COURSE APPROVAL HANDBOOK  
California Community College Chancellor's Office  
Second Edition, March 2003  
(Questions 1, mission; 2, need; 6, transfer; 7, vocational; 9, law compliance)
  - CALIFORNIA CODE OF REGULATIONS: TITLE 5, DIVISION 6, CHAPTER 6  
§55100 Course Approval  
(Questions 1, mission; 2, need)  
§55002 Standards & Criteria for Courses  
(Question 1, mission)
  - CALIFORNIA EDUCATION CODE  
66010.4 Educational Missions  
(Question 1, mission)
  - CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE  
Data Elements Dictionary  
January 2008  
(Questions 3, TOP Code; 9, economic development funds)
- Taxonomy of Programs: California Community Colleges  
Sixth Edition—Corrected Version, November 2004  
(Questions 3, TOP Code)

Faculty/Staff Minimum Qualifications (formerly Credentials)  
(Question 4, minimum qualifications)

- ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
“The Course Outline of Record: A Curriculum Reference Guide”  
Adopted, Spring 2008  
(Question 5, other department’s course; 6, transfer; 7, vocational; GE Plan placement;  
librarian initials)

“Placement of Courses within Disciplines”  
April 1994  
(Question 3, TOP Code)

“Joint Review for Library/Learning Resources by Classroom and Library Faculty for  
New Courses and Programs”  
Undated  
Curriculum Good Practices Webpage  
(Librarian initials)

- ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES (ACCJC)  
WESTERN ASSOCIATION OF SCHOOLS & COLLEGES  
Accreditation Standards  
Approved, June 2002  
(Questions 1, mission’ 6, transfer; 7, vocational; GE Plan placement; librarian initials)

- CALIFORNIA STATE LEGISLATURE  
AB 1725, Vasconellos, September 19, 1988  
(Question 4, minimum qualifications)

- CALIFORNIA STATE UNIVERSITY CHANCELLOR’S OFFICE  
Executive Order Number 1033: General Education-Breadth Requirements  
Effective Date: June 18, 2008  
(GE Plan placement)

Executive Order Number 167: Transfer of Credit AKA Baccalaureate List  
Effective Date: January 26, 1973  
(Question 6, transfer; GE Plan placement)

- ACADEMIC SENATE OF THE CALIFORNIA STATE UNIVERSITY  
“Considerations Involved in Determining What Constitutes a Baccalaureate Level  
Course”  
November 7, 1986  
(Question 6, transfer; GE Plan placement)

## **CURRICULUM GUIDE**

- PROGRAM AND COURSE APPROVAL HANDBOOK  
California Community College Chancellor's Office  
Second Edition, March 2003  
(Question 3, TOP Code)

- ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
The Course Outline of Record: A Curriculum Reference Guide  
Adopted, Spring 2008  
(Provides for local interpretation, to demonstrate program linkage, provide for program planning, and curriculum interpretation.)

## **COURSE OUTLINE OF RECORD**

- CALIFORNIA CODE OF REGULATIONS: TITLE 5, DIVISION 6, CHAPTER 6
  - §55002 Standards & Criteria for Courses
  - §55003 Policies on Prerequisites, Corequisites, Advisories on Recommended Preparation
  - §55100 Course Approval
  - §55182 Assessment of Needs & Preferences
  - §55150 Approval of Noncredit Courses & Programs
  - §55152 Short-Term Vocational Programs Providing 288 Hours or More of Instruction
  - §55153 Other Noncredit Programs Providing 288 Hours or More of Instruction

- CALIFORNIA EDUCATION CODE
  - 70901 Creation of the California Community Colleges

- CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE  
*Program and Course Approval Handbook*  
Second Edition, March 2003

“Supplemental Learning Assistance and Tutoring Regulations and Guidelines”  
April 2006

*Data Elements Dictionary*  
California Community Colleges  
January 2008

“Prerequisites, Corequisites, Advisories, and Limitations on Enrollment”  
Fall 1997

“The Model District Policy on Prerequisites, Corequisites, and Advisories on Recommended Preparation”  
Board of Governors

September 1993

The Intersegmental General Education Transfer Curriculum  
Board of Governors  
Adopted, March 15, 1991

- ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
“The Course Outline of Record: A Curriculum Reference Guide”  
Adopted, Spring 2008

“Good Practice for the Implementation of Prerequisites”  
Spring 1997

- ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES (ACCJC)  
WESTERN ASSOCIATION OF SCHOOLS & COLLEGES  
Accreditation Standards  
Approved, June 2002

Accreditation Reference Handbook  
August 2007  
Policy on Award of Credit  
Adopted, June 2004

### **MATERIALS FEE MEMO**

- CALIFORNIA COMMUNITY COLLEGE CHANCELLOR’S OFFICE  
Legal Opinion M 01-40 Update on Student Fees  
December 2001

- CALIFORNIA CODE OF REGULATIONS: TITLE 5, CHAPTER 6  
§51012 Student Fees

- CALIFORNIA EDUCATION CODE  
70902(a) Permissive code for student fees  
76395 Nondistrict Physical Education Facilities

### **HONORS ADDENDUM**

- PROGRAM AND COURSE APPROVAL HANDBOOK  
California Community College Chancellor’s Office  
Second Edition, March 2003

- ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
“Good Practice for the Implementation of Prerequisites”  
Spring 1997

## **DISTANCE LEARNING ADDENDUM**

- PROGRAM AND COURSE APPROVAL HANDBOOK  
California Community College Chancellor's Office  
Second Edition, March 2003

- CALIFORNIA CODE OF REGULATIONS: TITLE 5, DIVISION 6, CHAPTER 6, SUBCHAPTER 3
  - §55200 Definition & Application
  - §55202 Course Quality Standards
  - §55204 Instructor Contact
  - §55206 Separate Course Approval
  - §55208 Faculty Selection & Workload
  - §55210 Ongoing Responsibility of Districts

- CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE  
"Distance Education Guidelines"  
2008 Omnibus Version

- ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
Good Practices for Course Approval Processes  
Spring 1998

Guidelines for Good Practice: Effective Instructor-Student Contact in Distance Learning  
Spring 1999

Guidelines for Good Practice: Technology Mediated Instruction  
Fall 1997

- ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES (ACCJC)  
WESTERN ASSOCIATION OF SCHOOLS & COLLEGES  
Accreditation Standards  
Approved, June 2002

Accreditation Reference Handbook  
August 2007

Policy on Distance Learning, Including Electronically-Mediated Learning  
Revised, June 2005