Course Implementation Date

The course implementation date is the point at which a college can schedule and offer an approved class and/or program. The SAC process for course and program approval follows the currIQunet Meta Flowchart: course "Draft", "In-Review", "Approved", then eventually "Active" statuses. While a course becomes approved after CIC vetting, the implementation date represents the point at which a course becomes active in Meta. The time between approved and active statuses has been a period of confusion for some. During this time, courses and programs move from approved status to the Board of Trustees for approval before being sent to the CCCCO inventory system for chaptering and a control number. The Board relies primarily on the faculty for all curricular matters, but it must approve courses and programs to become active. "All courses and programs that have been approved by the district governing board and have received a control number, whether through Chancellor's Office review or through automated approval via the Annual Course and Program Certification, are then Chaptered by the Chancellor's Office. This is considered to be approval by the Chancellor. A course or program is considered chaptered by the Chancellor's Office when it appears with a valid control number in the Chancellor's Office curriculum inventory system" (PCAH 7th, page. 22)

Occasionally, faculty would like to offer a class after being approved by CIC; however, this can be problematic for several reasons. One reason pertains to campus compliance with regulations and standards requiring approval, chaptering, and advertising. PCAH 7th (page 23) states, "Once a course or program has gone through the above process and has received a control number, the college is then authorized" to do the following:

1. Publish the description of a new program or course in the catalog or publicize a new program or course in other ways (CCR., Title 5, § 55005).
2. Schedule and collect state apportionment for student attendance in the required courses and restricted electives that are part of a credit program (Ed. Code § 70901(b) (10); CCR, Title 5, §§ 55130 and 58050). Colleges that do not secure the required program approval are subject to loss of revenues through audit or administrative action. Program and Course Approval Handbook California Community Colleges
3. Award a degree or certificate with the designated title and require specific courses for the completion of such degree or certificate (Ed. Code, §§ 70901(b)(10) and 70902(b) (2)). Degree or certificate awards for programs that have not been reviewed and chaptered by the Chancellor's Office when required will not be recognized as valid for any audit or accountability purpose.
4. List credit certificates and degrees on student transcripts (CCR, Title 5, §§ 55060- 55072).

Another reason pertains to students' benefit. Clear articulation needs to be in place for transparency. For credit classes above the 100 level, the articulation officer must wait for the receiving institutions' approval of appropriate articulation. Transferable courses need to go through the GE approval and course to course articulation processes before the students can obtain full benefit. Moreover, transfer institutions generally require courses for transfer to appear in the college catalog. Articulation partner institution process deadlines and exceptions to those deadlines are dictated by the transfer institutions and reported in CIC meetings, but faculty should expect articulation to take several months up to two years or more following the submission dates. For non-credit classes there is no consideration for articulation. Arguably, non-credit classes can be advertised following the CCCCO chaptering processes. After 1 month of advertising,

courses and programs can be scheduled and offered. <mark>Similarly, SAC faculty support the same rationale for below 100 level credit classes that may not be transferrable and definitely will not articulate.</mark>

While there is no legal requirement that a college wait until a course is published in the college catalog before it is offered, the aforementioned processes should inform decisions about advertising and scheduling. When a course or program is ready to be published and advertised, that can be done using the class schedule in addition to the college catalog and <mark>other ways.</mark>

Other ways include:

1. Class schedule
2. Flyers
3. Social Media Sites

Implementation dates assigned by the Curriculum Office shall be:

1. Credit above 100 level: August 1st of the current catalog cycle
2. Credit below 100 level: TBD
3. Non-Credit: February 1st; Spring approvals – June 1st (CIC approval – last meeting in March) or August 1st (CIC approval – after March)

§ 55005. Publication of Course Standards.

For each course offered, a community college shall make available to students through college publications all of the following facts before they enroll in the course:

(a) The designation of the course as a degree-applicable credit course, a nondegree-applicable credit course, a noncredit course, or a community services offering.

(b) Whether the course is transferable to baccalaureate institutions.

(c) Whether the course fulfills a major/area of emphasis or general education requirement.

(d) Whether the course is offered on the "pass-no pass" basis.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700 and 70901, Education Code.