

APPENDIX 1 - TITLE 5 REGULATIONS

[Specific sections of Title 5 of the California Administrative Code have been excerpted to aid in the review of required components for the course outline of record. Readers should consult the complete text of the regulations to place all excerpted sections in proper context. Some words and phrases have been placed in bold type for emphasis.]

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 1. Program, Course and Class Classification and Standards

55002. Standards and Criteria for Courses and Classes

(a) Associate Degree Credit Course.

An associate degree credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of Section 55805.5 and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students eligible for admission.

(1) Curriculum Committee

The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

(2) Standards for Approval

The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:

(A) **Grading Policy.** The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with Section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of **essays, or**, in courses where the curriculum committee deems them to be appropriate, **by problem solving exercises or skills demonstrations by students.**

(B) **Units.** The course grants units of credit based upon a relationship specified by the governing board, between the number of units assigned to the course and the number of lecture and/or laboratory hours of performance criteria specified in the course outline. The course also requires a **minimum of three hours of work per week, including class time, for each unit of credit**, prorated for short term, laboratory and activity courses.

(C) **Intensity.** The course treats subject matter with a scope and intensity that requires students to **study independently outside of class time.**

(D) **Prerequisites and Corequisites.** When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of Article 2.5 (commencing with Section 55200) of this Subchapter.

(E) **Basic Skills Requirements.** If success in the course is dependent upon communication or computation skills, then the course may require, consistent with the provisions of Article 2.5 (commencing with Section 55200) of this Subchapter, as

prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.

(F) **Difficulty.** The course work calls for **critical thinking** and the understanding of concepts determined by the curriculum committee to be at college level.

(G) **Level.** The course requires **learning skills and a vocabulary** that the curriculum committee deems appropriate for a college course.

(3) **Course Outline of Record**

The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the **unit value, scope, objectives, and content** in terms of a specific body of knowledge. The course outline shall also specify **types or provide examples of required reading and writing assignments, other outside of class assignments, instructional methodology and methods of evaluation** for determining whether the stated objectives have been met by students.

(4) **Conduct of the Course**

All sections of the course are to be taught by a qualified instructor in accordance with a set of **objectives** and with other specifications defined in the course outline of record.

(5) **Repetition.**

Repeated enrollment is allowed only in accordance with provisions of Chapter 2 (commencing with Section 51000), Sections 55761-55763 and 58161 of this Division.

55002.5. Credit Hour; Allowance for Shorter Term.

One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks. Where a term is more or less than 16 weeks, more or less than one credit hour shall be allowed in the same ratio that the length of the term is to 16 weeks.

Article 2.5. Prerequisites, Corequisites, and Recommended Preparation

55201. Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation.

(a) The governing board of a community college district may establish prerequisites, corequisites, and advisories on recommended preparation, but must do so in accordance with the provisions of this Article. Nothing in this subchapter shall be construed to require a district to establish prerequisites, corequisites, or advisories on recommended preparation; provided however, that **a prerequisite or corequisite shall be required if the course is to be offered for associate degree credit and the curriculum committee finds that the prerequisite or corequisite is necessary** pursuant to Section 55002(a)(2)(D) or 55002(a)(2)(E).

(b) A governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall, in accordance with the provisions of Sections 53200-53204 of this Division, adopt policies for the following:

(1) The process for establishing prerequisites, corequisites, and advisories on recommended preparation. Such policies shall provide that in order to establish a prerequisite or corequisite, the prerequisite or corequisite must be determined to be **necessary and appropriate** for achieving the purpose for which it is being established. District policies shall also specify the **level of scrutiny** that shall be required in order to establish different types of prerequisites, corequisites, and advisories on recommended preparation. At a minimum, prerequisites, corequisites, and advisories on recommended preparation shall be based on **content review**, with additional methods of scrutiny being applied depending on the type of prerequisite or corequisite being established. The policy shall

provide that the types of prerequisites described in Subsection (e) may be established only on the basis of data collected using sound research practices. Determinations about prerequisites and corequisites shall be made on a course-by-course and program-by-program basis.

- (2) Procedures to assure that courses for which prerequisites or corequisites are established will be taught in accordance with the **course outline**, particularly those aspects of the **course outline** that are the basis for justifying the establishment of the prerequisite or corequisite.
- (3) The process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed. These processes shall also provide for the periodic review of advisories on recommended preparation.

The Model District Policy [on Prerequisites, Corequisites, and Advisories]

[The model] provides for all requirements of state law, [and] a district which simply adopts this model and submits it as its local policy will thereby have met all related provisions of law and will receive prompt approval and support by the Chancellor's Office. If, however, the district believes it has a better way to establish, review, and provide for challenges to prerequisites, corequisites, advisories, and limitations on enrollment, it is welcome to adopt the policies it deems most advisable and, then, to submit that policy to the Chancellor together with a rationale for changes in the crucial areas of the model.

II. Review of Individual Courses

A. Prerequisites and Corequisites

1. Levels of Scrutiny

b. Sequential Courses Within and Across Disciplines

A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts and/or information taught in the first course are presupposed in the second course, and **a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.**

55805.5. Types of Courses Appropriate to the Associate Degree.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- (a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
- (b) Courses that apply to the major in non-baccalaureate occupational fields.

- (c) English courses not more than one level below the first transfer level composition, typically known as English 1A. Each student may count only one such course as credit toward the associate degree.
- (d) All mathematical courses above and including Elementary Algebra.
- (e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for the courses specified in sections (c) and (d) above.

55000.5. Handbook; Monitoring and Review of Approved Courses and Programs.

- (a) The Chancellor shall prepare, distribute, and maintain a detailed handbook for use by the local educational agencies. The handbook shall contain course approval criteria, implementation plans for administrative regulations, and procedures for securing course and program approvals.
- (b) The Chancellor shall monitor and review courses and programs which were approved under the provisions of section 70901 of the Education Code for compliance with applicable statutes and regulations on a periodic basis.

[Excerpts from this Handbook are presented in the next Appendix.]

Chapter 6. Curriculum and Instruction
Subchapter 4. Article 2. Distance Education

55352. Number of Students.

The number of students assigned to any one course section offered by distance education shall be determined by and be consistent with other district procedures related to faculty assignment. Procedures for determining the number of students assigned to a course section offered by distance education may include a review by the curriculum committee established pursuant to Section 55002(a)(1).

55376. Instructor Contact

In addition to the requirements of Section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

- (a) Each section of a credit transferable course which is delivered as distance education shall include regular personal contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, or other in-person activities. Personal contact may be supplemented by telephone contact and correspondence.
- (b) All other approved courses offered by distance education shall include regular contact between instructors and students consistent with guidelines issued by the Chancellor pursuant to Section 409 of the Procedures and Standing Orders of the Board of Governors.

55378. Separate Course Approval.

Each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved, according to the district's certified course approval procedures.