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  
  (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  
  (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, Vasconsellos, 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
  (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

  “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

• **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

- 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