



**TO:** Chief Instructional Officers  
Academic Senate for California Community Colleges  
Curriculum Chairs  
Curriculum Specialists

**FROM:** Jackie Escajeda, Dean  
Curriculum and Instruction

**RE:** Curriculum Update

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**Substantial Changes and Nonsubstantial Changes**

Through consultation with California Community Colleges Curriculum Committee (5C) and in support of curriculum streamlining, substantial changes and nonsubstantial changes for all credit programs will be merged and renamed as modified programs. These modified programs will not receive new control numbers nor generate new approval letters.

When submitting a modified credit program, please remove unnecessary course outline of records (CORs) and other documents. If historical documentation is important to retain, please label the documents accordingly. For example, “Original Narrative and date of origin.”

Required attachments for modified Certificates of Achievement (COAs) and local degrees:

- A. Required CORs
- B. Revised Narrative to include:
  - 1. Program Goals and Objectives
  - 2. Catalog Description
  - 3. Program Requirements

Required attachments for modified Associate Degrees for Transfer (ADTs):

- A. Required CORs
- B. Revised Transfer Model Curriculum (TMC)
- C. Articulation Agreement by Major (AAM), CSU Baccalaureate Course List by Department (BCT), and CS GE Certification Course List by Area (GETCC) as required
- D. Revised Narrative to include:
  - 1. Program Goals and Objectives
  - 2. Catalog Description

### **Modifications to title 5, section 55070: Credit Certificates**

In July 2018, the Board of Governors approved modifications to California Code of Regulations, title 5, section 55070, *Credit Certificates*. The purpose of the revision to the unit thresholds for the higher unit Credit Certificates was to align title 5 provisions with federal financial aid eligibility regulations and for lower unit credit certificates was to increase student transcript eligibility. Previously, title 5, required a Certificates of Achievement (COA) to have a sequence of courses consisting of a minimum of 18 semester units (or 27 quarter units), but with the change made in July, a sequence of courses consisting of a minimum of 16 semester units (or 24 quarter units) is now required. For low unit COAs, it has been changed from a sequence of courses with a minimum of 12 semester units (or 18 quarter units) to a minimum 8 semester units (or 12 quarter units).

The timeline for submitting existing COAs that are 16 semester units (or 24 quarter units) to less than 18 semester units (or 27 quarter units) that had not been previously submitted to the Chancellor's Office for chaptering and thus, have no control number will be early next year when the necessary technology changes occur to the Chancellor's Office Curriculum Inventory (COCI). In the meantime, the Chancellor's Office and 5C recommend that colleges start the curriculum process for such COAs, per the regular submission requirements for new COAs.

**NOTE:** Per the U.S. Department of Education, COAs requires gainful employment for [Financial Aid](#) eligibility.

### **IGETC and CSU GE-Breadth**

The Chancellor's Office has simplified the process for submitting IGETC and CSU-GE Breadth certificates. Colleges will still need to provide a narrative; however, for item three of the narrative, colleges may attach a copy of the CSU-GE Breadth or IGETC transfer requirements from the current college catalog. Colleges will not need to attach any CORs. Lastly, these COAs cannot have "transfer" in the title of the COA; therefore, the college can abbreviate "transfer" in the "Title" field in COCI.

**Sample language for the IGETC COA:** The student will select courses that fulfill the IGETC certification pattern detailed in the college catalog. IGETC is accepted by all CSU campuses and most UC campuses and majors. It is also accepted by some private/independent or out of state universities

**Sample language for the CSU-GE Breadth COA:** The student will select courses that fulfill the CSU GE certification pattern detailed in the college catalog. CSU GE is accepted by all CSU campuses and some private/independent or out of state universities. CSU GE is not accepted by the UC system.

### **Cooperative Work Experience**

In March 2018, the Board of Governors approved modifications to California Code of Regulations, title 5, section 55250: Approved Plan Required, section 55251: Requirements of the Plan, and section 55256.5: Work Experience Credit. The purpose of the revision was to transfer authority from the Chancellor's Office to local districts to approve Cooperative Work Experience (CWE) plans and courses to better respond to emerging community and workforce needs. Additionally, the proposed amendments would allow the awarding of units in .5 increments.

The modifications to CWE support curriculum streamlining and allow the colleges an opportunity to develop CWE courses that respond quickly to emerging community needs, including those workforce needs as stated in the Taskforce on Workforce, Job Creation and a Strong Economy. Thus, colleges are no longer required to submit their CTE plans to the Chancellor's Office, but should submit them to their district; and colleges can now award units in .5 increments for CWE courses.

### **Apprenticeship**

When submitting an Apprenticeship course or program, please remember the following:

- A. Attached the California Division of Apprenticeship Standards (DAS) approval letter (DAS24) signed by the DAS designee, which must include the following information:
  1. Apprenticeship Title
  2. File Number
  3. Program Sponsor or Employer
- B. Prerequisite for the course should read, "Student is a registered State indentured apprentice."
- C. Courses must be part of a program approved by DAS
- D. Course must have prerequisite open ONLY to registered apprentice

### **Revision Requests from the Chancellor's Office**

For continued improvement on curriculum streamlining, it is important that curriculum proposals move through the various stages of review and approval. Proposals that have been assigned Revision status need to be resubmitted or removed from COCI in a timely manner. Likewise, once a proposal has been approved, the college is responsible for changing the status to Active when appropriate, but no later than the Effective Date.

To check the status of a proposal, login to COCI and go to the "All Courses" or the "All Programs" tabs and select Revision or Approved from the Proposal Status dropdown. Information may be sorted by the last updated column to view changes since your last login.

### **Approval Letters**

The Chancellor's Office recommends colleges to save their approval letters generated from COCI

in the college's local filing system since approval letters are critical documentation required by the US Department of Education for financial aid purposes.

**Point of Contact for the Colleges**

The Chancellor's Office has staff assigned a curriculum point of contact to colleges to provide technical support, and consistent curriculum reviews and communication. If you would like to receive information regarding curriculum matters and COCI updates, you are welcome to join the [Curricassist listserv](#).

As a reminder, submit curriculum throughout the year as often as possible to avoid delays in the curriculum approval process. For any questions regarding this memo, please contact your curriculum point of contact at the Chancellor's Office.

cc: Alice Perez, Vice Chancellor of Academic Affairs, Chancellor's Office  
Virginia Guleff, Vice President of Instruction, Butte College and Co-chair of 5C  
Ginni May, Treasure of ASCCC and Co-chair of 5C  
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