

Curriculum Handbook

Chapter 5. Criteria and Standards

5.1 Overview

This chapter outlines the regulatory and statutory criteria for curriculum approval contained in California Education Code and California Code of Regulations (title 5). These standards and criteria guide the work of the Curriculum Committee in creating local curriculum forms and approval processes for:

- Degree-Applicable Credit Courses
- Nondegree-Applicable Credit Courses
- Noncredit Courses
- Degrees and Certificates

The most recent edition of the *Program and Course Approval Handbook*, published by the California Community Colleges Chancellor's Office and available on the Curriculum Committee

and master plan of the college; and must provide distinct instructional content and specific instructional objectives.

- B. **Need.** The proposal must demonstrate a need for a program or course that meets the stated goals and objective in the region the college proposes to serve with the program and must not cause harmful competition with an existing program at another community college.
- C. **Curriculum Standards.** Proposals must follow the requirements of the local curriculum

- 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 title 5 §55023 and Administrative Procedure 4230. The grade is based on demonstrated proficiency in 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

skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills

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4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational Programs
10. Workforce Preparation

In addition, community colleges can claim apportionment for supervised tutoring and learning assistance, subject to regulations under title 5.

The Curriculum Committee shall recommend approval of a noncredit course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students.

In order to be eligible for state apportionment, such courses must be approved by the Chancellor's Office pursuant to title 5 §55150 and satisfy the funding requirements of §58160 and other applicable provisions related to attendance accounting standards (commencing with §58000). The Chancellor's Office reviews and chapters noncredit course submission to ensure that courses meet these standards and to validate that the associated data elements for each course are correct and compliant with regulations.

When the Curriculum Committee deems appropriate, a noncredit course may serve as a prerequisite or corequisite for a credit course.

5.4 Degrees and Certificates

Napa Valley College offers defined courses of study that lead to an associate in arts (AA), associate in science (AS), associate in arts for transfer (AA-T), and associate in science for transfer (AS-T); certificates of achievement; and local and skills certificates (whhiae irat n2 Tw -35.75 0 Use (oss

be provided by Napa Valley College, but students will be allowed to take exams wherever an instructor approved proctor is available.

Hybrid: Approved instructional contact hours are conducted partially through distance education and partially face-to-face. This includes courses where contact hours are conducted mostly face-to-face with an online component such as laboratory and courses where contact hours are conducted mostly online with a face-to-face requirement such as orientation, field

“Regular interaction” means:

- Providing the opportunity for substantive interaction with a student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course
- Monitoring the student’s academic engagement and success and promptly and proactively engaging in substantive interaction with a student when needed on the basis of such monitoring or upon request by the student

Distance Education Review and Approval: Title 5 §55206 requires that for any new or existing course in which a portion of the instruction is provided through distance education the course outline of record address how the course outcomes will be achieved in a distance education mode and how the distance education portion meets the requirements for regular and substantive interaction and accessibility. To meet this requirement, Napa Valley College curriculum approval processes contain separate fields for distance education content and will ensure that all Curriculum Committee members reviewing courses receive training in these Distance Education requirements.

5.7 References and Resources

Academic Senate for California Community Colleges, [*Effective Practices for Educational Program Development*](#) (2018).

California Code of Regulations, [title 5 §55002](#) Standards and Criteria for Courses.

California Code of Regulations, [title 5 §55002.5](#) Credit Hour Definition.

California Code of Regulations, [title 5 §55023](#) Academic Record Symbols and Grade Point Average.

California Code of Regulations, [title 5 §§55040-55046](#) Course Repetition and Academic Renewal.

California Code of Regulations, [title 5 §55151](#) Career Development and College Preparation.

California Code of Regulations, [title 5 §55200-55210](#) Distance Education.

California Community Colleges Chancellor’s Office, [*Program and Course Approval Handbook*](#), 8th edition (2022).

California Community Colleges Chancellor’s Office, [Templates for Approved Transfer Model Curriculum](#).

California Education Code [§84757](#) Program-Based Funding for Noncredit Courses

Code of Federal Regulations, [Title 34 §600.2](#) Institutional Eligibility under the Higher Education Act of 1965, as Amended.

Napa Valley College, [Administrative Procedure 4025](#) Philosophy and Criteria for Associate Degree and General Education.