

ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The Chancellor directs The Peralta Community College District comply with and use the *California Community Colleges Program and Course Approval Handbook* (6th edition, 2017).

I. Work Flow

The Peralta Community College District and the curriculum committees of the four colleges (Alameda, Berkeley City, Laney, and Merritt) (under the purview of the Academic Senate) use the curriculum management system, CurricUNET, for program, curriculum, and course development (credit and noncredit), and serves as a database for all curriculum documents.

- A. Each of the colleges has in place an approval process for courses and programs in the CurricUNET system, which includes distance education and student learning outcomes. Faculty have primary responsibility for curriculum management.
- B. Once curriculum actions have been finalized by the individual college curriculum committees, those actions are forwarded to the district Council on Instruction, Planning, and Development (CIPD) for review and approval. Because the district/ four colleges use uniform course numbering, there are instances when consultation between colleges or among the colleges must occur (see below). That consultation must happen prior to actions being sent to CIPD.

When a college submits a program (degree or certificate) to CIPD for approval, and that program will require approval by the State Chancellor's Office, all required state paperwork must be completed prior to bringing the program to CIPD.

- C. Career Technical Education programs must be recommended by the Bay Area Community College Consortium after approval by CIPD and before being sent to the California Community Colleges Chancellor's Office (Title 5 section 55130 (b) (8) (e) .
- D. All curriculum and program actions once approved by CIPD are forwarded to the Board of Trustees for approval.
- E. All credit and noncredit courses and programs approved are reported to the California Community Colleges Chancellor's Office.
- F. All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.

II. Goals for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

- A. Program integrity
- B. Appropriate use of district resources
- C. Program delivery to students in convenient locations
- D. Adequate enrollment in all programs at all colleges

III. Description of a Good Faith Effort at Consultation

Prior to proposing a substantive course change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate administrator and department chair at all affected colleges. The curriculum committee chair should be copied on this

email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within 4-6 weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

IV. Consultation is Required among Colleges regarding the following Curriculum Issues:

- A. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- B. Substantive change to existing UCN course
- C. New single course which overlaps courses offered as part of an approved program at another college
- D. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- E. Borrowing a course

V. For purposes of federal financial eligibility, a “credit hour” shall be as follows:

- A. One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work which may include inside and/or outside –of-class hours.
- B. A course requiring 96 hours or more total student work shall provide at least 2 units of credit.
- C. Cooperative Work Experience (COPED) courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5.
- D. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations

See the attached “Appendix: Hours and Units” for further detail

VI. Annual Report to the State Chancellor’s Office

The District/Colleges shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130

References:

Title 5 sections 51021, 55000 et seq., 55100, 55130 and 55256.5 et seq;
34 Code of Federal Regulations Part 600.2
Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
ACCJC Accreditation Standard II.A
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
Board Policy 4020 Program, Curriculum, and Course Development
CCCO Hours and Units Calculations
[HoursandUnitsCalculationsforCreditCoursesInstructions.docx](#)

Approved by the Chancellor: February 22, 2012

Revised and approved by the Chancellor: June 15, 2015

Revised and approved by the Chancellor: September 29, 2017

Revised and approved by the Chancellor: March 28, 2018

Revised and approved by the Chancellor: September 14, 2018

Appendix: Hours and Units

References:

Title 5: 55002, 55002.5, 55256.5 Code of Federal Regulations: 34 CFR 668

This document will define the specific relationship between hours and units at Peralta Community Colleges.

I. Hour Requirements for One and Two Units of Credit

At Peralta Community Colleges the primary terms are 17.5 weeks in length. This makes the hours-per-unit divisor 52.5

One unit of credit is 52.5 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Two units of credit is 105 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Calculations for short term and extended term courses will follow the same total hour calculation above

II. Minimum Unit Increment and Thresholds

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are treated as a threshold. Examples of common thresholds are:

Units	Hour Threshold
0.5	26.25
1	52.5
1.5	78.75
2	105
2.5	131.25
3	157.5

If the number of total student learning hours is between thresholds, then the unit value for the course will be the unit value for the maximum crossed hour threshold. For example, if a course has 120 total

student learning hours, then the maximum crossed hour threshold is 108 hours and the unit value would be 2.

III. Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit:

Divide the total of all student learning hours
(Lecture, laboratory, activity, and/or outside-of-class hours)
by 52.5 then round down to the nearest .5 units.

Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside -of-class Hours}]}{52.5} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest .5 increment. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{52.5} = \frac{180}{52.5} = 3.42, \text{ which is rounded down to 3 units of credit}$$

Definitions for terms used above:

- **Total Contact Hours:** The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- **Outside-of-class Hours:** Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of class work prorated appropriately for the instructional category.

Total student learning hours are provided using common ratios of Total Contact Hours to outside-of class hours. The terms that correspond to these ratios are below:

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar, and Similar)	1	2
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

***See Peralta Program and Course Approval Handbook, page # 124 for PCCD Units/ hours table posted in Academic Affairs/Curriculum/Curriculum Resources website:
<http://web.peralta.edu/curriculum/curriculum-documents/>***

IV. Cooperative Work Experience

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit:

One unit of credit is 75 hours of paid work experience.

One unit of credit is 60 hours of non-paid work experience.

COPED 450:

60 hours minimum for semester for one unit/17.5 (weeks in semester = (3.43 hours) as minimum per week

299 hours maximum for semester for 3 units/17.5 (weeks in semester) = (17.09 hours) as maximum per week

Can't earn more than 3 units, so top hours is 299

COPED 451 and all occupational COPEDs:

60 hours minimum for semester for one unit/17.5 (weeks in semester = (3.43 hours) as minimum per week

300 hours minimum for semester for 4 units/17.5 (weeks in semester) = (17.15 hours) as maximum per week

Can earn 4 units.

The difference is minimal because it is based on the fact that to bump up one unit in COPED 451, you only need one more hour.

Note: It is based on the hours students work on their paid or unpaid position but not on classroom hours

Hours of Paid Work Experience		Hours of Unpaid Work Exp.	
75-149	= 1 unit	60-119	= 1 unit
150-224	= 2 units	120-179	= 2 units
225-299	= 3 units	180-239	= 3 units
(If enrolled in COPED 451, you may earn up to 4 units)			
300 or more	=4 units	240 or more	= 4 units

V. Clock Hour Courses / Programs

Code of Federal Regulations Title 34 668.8(k)(2)(i)(A) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 §668.8(l).

a. Class Hour: The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). **It is a period of not less than 50 minutes of scheduled instruction** and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).

b. Clock Hour: A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.