

PROCESS FOR NONCREDIT COURSE DEVELOPMENT

Course development takes time. Start the process early and consult often with your AP&P Representative for guidance. In addition, the AP&P faculty cochair is available to discuss and review course materials throughout the academic year, including summer and intersession. The **AP&P Standards & Practices Handbook** contains all curriculum guidelines and Title 5 regulations. Refer to it before beginning the process of curriculum development. It is available on AP&P's web page, as all are forms (templates). Use only the most recent forms.

ONE

- 1) **Read the “Noncredit at a Glance” and “Noncredit Primer” documents from the Chancellor’s Office; they contain crucial information, Title 5 regulations, and criteria governing noncredit courses.**
(posted on AP&P web page)
- 2) Discuss course development with colleagues in discipline/division.
- 3) Research other community colleges for similar offerings.
- 4) Discuss with Dean and AP&P Representative.

TWO

- 1) Read relevant sections of **AP&P Standards & Practices Handbook**.
- 2) Read guidelines for filling out the Noncredit Course Proposal form (**CPF**) and the Noncredit Course Outline of Record form (**COR**); use only the most recent forms available on AP&P's web page.
- 3) Begin drafts of COR and CPF; review often with discipline colleagues.
- 4) Review all draft forms with AP&P Representative and Dean periodically; allow sufficient time (**several days**) for their review.

THREE

- 1) Submit draft of CPF/COR to division faculty for review and discussion.
- 2) Make any necessary revisions with assistance from AP&P Representative.
- 3) Submit final draft CPF/COR to division/area faculty for approval.
- 4) Have AP&P Representative and Dean conduct a technical review, ensuring that both forms (COR and CPF) are complete, accurate, and free from errors; allow sufficient time (**several days**) for their review.
- 5) Obtain all necessary signatures.

FOUR

- 1) Submit completed CPF and COR forms to AP&P for **Technical Review**.
- 2) Technical Review Committee reviews forms for completeness and accuracy; **allow one week**.
- 3) Forms are returned to instructor/AP&P Representative for corrections.
- 4) Instructor makes necessary revisions and corrections to forms, working with AP&P Representative.
- 5) Submit corrected CPF and COR forms to AP&P for agenda review.
- 6) Faculty cochair will inform instructor, AP&P Representative, and Dean when course has been placed on agenda for review by AP&P Committee.

FIVE

- 1) AP&P Committee conducts a first reading of CPF and COR.
- 2) Instructor who developed or revised the course must attend meeting, as must AP&P Representative and Dean.
- 3) Instructor presents course, responds to questions and suggestions by committee, and takes notes for completing necessary revisions.
- 4) Instructor makes necessary revisions with assistance of AP&P Representative.
- 5) Instructor submits revised forms to AP&P for a second (or third) reading by full committee.
- 6) Instructor meets with AP&P again to make sure all revisions have been completed. (The division's representative/dean may stand in for instructor.)
- 7) Once review process is complete, AP&P will take action.

SIX

- 1) Approved course is submitted to Board with committee's recommendation to adopt.
- 2) Board approves course based on "delegated authority" from Chancellor's Office.
- 3) Course is submitted to the Chancellor's Office for further review **and approval**. Form CCC-456 will be filled out by Academic Specialist/Academic Affairs.
- 4) ***After all required approvals have been granted, the course(s) may be placed in next schedule of classes and college catalog in consultation with the Vice President of Academic Affairs.**

*Printed class schedules are set in advance (generally one year) by the Enrollment Management Committee. Generally, in order to appear in a printed course schedule, curriculum approval should occur one year in advance. At the discretion of the VP of Academic Affairs, courses not approved in time for the printed schedule may be offered during any semester, providing there are wide-spread announcements available to the community.