

ACCE Annual Conference 2008

Title 5 Regulation Changes “New Rules” for

Noncredit Education in California Community Colleges

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New Rules for Noncredit Instruction

- ✓ Provides for enhanced funding for career development and college preparation certificate programs
- ✓ Requires Chancellor's Office approval for any noncredit program providing 288 hours or more of instruction

Noncredit Instruction

Ten Categories of Noncredit Courses Eligible for Funding

Eligible for Higher Rate (\$3,092)

- ✓ ES L/VESL
- ✓ Elementary and Secondary Basic Skills
- ✓ Short-term Vocational
- ✓ Workforce Preparation

Base Rate (\$2,226)

- *Citizenship for Immigrants
- *Health and Safety Education
- *Persons w/Substantial Disability
- *Consumer and Family Science
- *Programs for Older Adults
- * Parenting

Course Must Be Part of a Sequence/Program

Course May Be Single or Part of Program

PROGRAMS

Higher Rate Programs Criteria

§55151
§55152
§55153

Adult High School
Diploma Program Criteria
§55154

Apprenticeship Program

Base Rate Program Criteria

§55152
§55153
§55155

New Rules Reinforce Quality Educational Practices

1. All courses must be approved by local curriculum committee composed of faculty and others as agreed upon by the academic senate and the administration. (§55002).
2. All courses must be approved by the district governing board (§55002).
3. All courses must be approved by the Chancellor's Office, with the exception of courses being added to an approved noncredit program providing for 288 hours or more of instruction.

Course Outlines

- ✓ Courses must be submitted on the most current **CCC 456 Application** – located on the Chancellor’s Office Website www.cccco.edu
- ✓ CCC 456 Application includes an information data form and a copy of the course outline approved by the local curriculum committee
- ✓ Three copies of the application form should be submitted. One copy must have original signatures.

Components of Course Outline

Degree-applicable Credit	Nondegree-applicable Credit	Noncredit
Contact hours & units	Contact hours & units	Contact hours (no units)
Prerequisite, corequisite & advisories	Prerequisite, corequisite & advisories	Advisories or course entry expectations (optional)
Catalog description	Catalog description	Catalog description
Objectives	Objectives	Objectives
Content / specific body of knowledge	Content / specific body of knowledge	Content / specific body of knowledge
Methods of Instruction	Methods of Instruction	Methods of Instruction
Examples of reading, writing & out-of-class assignments	Examples of reading, writing & out-of-class assignments	Example assignments and/or activities . Out-of-class work is optional
Methods of Evaluation	Methods of Evaluation	Methods of Evaluation (Grades Optional)

Five New Noncredit Program Areas

- Section 55151 - Career Development and College Preparation – (Noncredit Enhanced Funding – Higher Rate)
- Section 55152 - Short-term Vocational Programs Providing 288 Hours or More of Instruction (Base Rate)
- Section 55153 - Other Noncredit Programs Providing 288 Hours or More of Instruction (Base Rate)
- Section 55154 - Adult High School Diploma Program (Base Rate)
- Section 55155 - Noncredit Certificates less than 288 hours of instruction (Base Rate)

New Title 5 Section - §55151 : Career Development and College Preparation (Enhanced Funding)

1. A sequence of courses/program eligible for enhanced funding must results in either:
 - a. **Certificate of Completion** leading to **improved** employability or job opportunities.

Certificate awarded must include name of certificate, the date awarded, be identified by TOP Code number and program discipline, identify goals of the program, and list courses completed by students.

Continued: New Title 5 Section - §55151

- b. Certificate of Competency** in a recognized career field **articulated** with degree applicable coursework, completion of an associate degree or transfer to a baccalaureate institution (Note: may be tied to non-degree applicable coursework that leads to degree applicable program.)

Certificate awarded must include name of certificate, the date awarded, be identified by TOP Code number and program discipline, and list relevant competencies achieved by the student.

Continued: Title 5 New Section - §55151

2. Noncredit categories that qualify for enhanced funding include:
 - Short-term vocational programs with high employment potential
 - Elementary and Secondary Basic Skills
 - English as a Second Language including VESL
 - Workforce Preparation (New Area of Eligibility)

Continued: Title 5 New Section - §55151

To be eligible for short-term vocational the sequence must:

- ✓ Demonstrate high employment potential
- ✓ Demonstrate that labor market exists using EDD labor market information
- ✓ **For programs 288 hours or more of instruction**
- ✓ Present a clear sense of purpose, goals and objectives Show the relationship with other college career education programs
- ✓ Explain impact of program or courses on nearby community college programs

Continued: Title 5 New Section - §55151

Application must be submitted electronically and include:

- ✓ Type of certificate
- ✓ Certificate Title and TOP Code
- ✓ Total Number of instructional hours
- ✓ Explanation of the curriculum design (e.g. number of core requirements and electives, purpose, goals and objective and expected results of the program)
- ✓ List of courses and attached course outlines
- ✓ Labor justification, including Occupation Code and Job Title
- ✓ Describe relationship and impact to other college programs and nearby college

Continued: Title 5 New Section - §55152 : Short-term Vocational Programs Providing 288 Hours or More of Instruction

- ✓ Similar criteria to short-term vocational programs for career development and college preparation programs
- ✓ Difference – College does not need System Office approval for adding a new course if program is 288 hours or more of instruction and the program is not requesting enhanced funding
- ✓ College needs to notify System Office of additions or deletions to the program

Title 5 New Section, §55153 : Other Noncredit Programs Providing 288 Hours or More of Instruction

Program Application for any other eligible noncredit category should include

- ✓ Certificate Title and TOP Code
- ✓ Noncredit Eligibility Category
- ✓ List of courses and attached course outlines
- ✓ Documentation of need for the program
- ✓ Explanation of relationship to other college programs and to nearby college programs
- ✓ Explanation of the curriculum design

Title 5, New Section 55154 - Adult High School Diploma Program

The adult high school diploma requires:

- An organized sequence of noncredit courses designed for the adult learner and leading to an adult high school diploma
- An adult high school diploma may be awarded by the community college district or jointly with a high school district

Title 5 New Section, §55155 : Noncredit Certificate Programs

- All certificates must be approved by the local curriculum committee and district governing body
- Certificates that are less than 288 hours of instruction and are not receiving enhanced funding do not need Chancellor's Office approval
- Certificates cannot be titled certificate of completion or certificate of competency
- All courses that are part of local certificate program must be submitted to Chancellor Office for approval. (Exception, if the course is part of a non-enhanced funded certificate that provides 288 hours or more of instruction)

Program Applications

- Career Development and College Preparation Program Applications must be submitted electronically.
- Substantial changes to application require colleges to resubmit an application.