Board of Trustees Subcommittee on Educational Policies

June 3, 1982
7:30 A.M.

COURSE CLASSIFICATION SYSTEM

I. RATIONALE

A. Section 55001 Community College Instructional Program

(c) ... not later than June 30, 1982, the governing board of each district, after a public hearing, shall adopt and report to the Chancellor's Office on the classification of all existing courses and activities.

B. Requirements

1. Public Hearing

2. Meet to Adopt

II. BACKGROUND INFORMATION

A. Goes Back to Credit/NonCredit Issue

B. Section 84716 of Education Code

1. AB 8 (Funding measure for 1979-80 and 1980-81) required that "The Chancellor of the California Community Colleges conduct a study and recommend policy on the determination of credit and noncredit courses and submit the report to the Legislature and the California Postsecondary Education Commission on or before January 1, 1980."

C. Required Report Prepared by Advisory Committee Chaired by Dr. Glenn Gooder

1. Report was in two parts. Part I listed standards for credit and Noncredit Courses (Attachment A). The major element of Part II was the Course Classification System (Attachment B).

III. IMPLEMENTATION

A. Each college received a deck of computer cards representing all approved credit and noncredit curriculum for the campus.

B. Colleges were asked to include information on each card. REQUIREMENT WAS THAT FACULTY BE STRATEGICALLY INVOLVED IN CLASSIFYING COURSES

C. Procedures involved the use of standard format for credit offerings (suggested by Barbara Lindemann) which asked departments to classify all courses according to directions provided. Noncredit computer cards were completed by Dr. Bobgan and his staff.
D. Information was received from departments by a specified date and the information was transferred to each computer card manually.

E. Once the cards had been completed, they were taken to the Central Coast Computing Authority for key punch and transfer to the magnetic tape (both credit and noncredit).

F. Report was submitted prior to the deadline of December 15, 1982.

IV. CAMPUS ANALYSIS

A. Memo to Dr. Peter R. MacDougall dated December 23, 1981

B. Memo to Dr. Peter R. MacDougall dated March 19, 1982

V. PRESENT

A. Controversy over Reporting Mechanisms Statewide
   1. Legislature
   2. CPEC

B. S.B.C.C. Position

C. Future Classification

D. Ongoing

E. Prospects

RMS/jdm
Instruction Office

Att.
APPENDIX A

In the California Community Colleges, courses shall include, as minimum requirements, the following:

A. "Credit" Course

A credit course is a course which, at a minimum:

1. Is approved by the local district governing board in accordance with standards established by the Board of Governors of the California Community Colleges as a collegiate course meeting the needs of students eligible for admission, and has been approved by the responsible officials and faculty bodies as being of appropriate rigor.

2. Is taught by a credentialed teacher.

3. Teaches toward a set of instructional goals common to all students enrolled.

4. Provides for measurement of student performance and culminates in a formal recorded grade based on uniform standards which is permanently recorded and is available as an official student evaluation.

5. Grants units of credit based on a prespecified relationship between the number of units and performance criteria.

6. Enrolls only students who meet prerequisites.

7. Is offered as described in an outline and/or curriculum guide in official college files. That outline and/or curriculum guide must specify the scope, goals, content, instructional methodology and methods of evaluation for determining whether or not these goals have been met.

8. Permits repeated enrollment only with prior written approval of college authorities.

B. "Noncredit" Course

A noncredit course is a course, which at a minimum:

1. Is approved by the local district governing board in accordance with standards of the Board of Governors of the California Community Colleges as a course meeting the educational needs of students eligible for admission.

2. Treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement appropriate for students eligible to attend.

3. Is taught by a credentialed teacher.

4. Is conducted in accordance with a course outline.

5. Is open for admission to all those 18 years of age or older or are otherwise eligible to attend who can profit from the experience.
APPENDIX B

Classification System for Instructional and Community Services of the California Community Colleges

I. INSTRUCTIONAL SERVICES

Instructional services include all classroom lecture and laboratory instruction and independent study offered for credit and instruction offered in a noncredit mode in the areas of adult basic education, personal development and survival, parenting and family support, community and civic development, and trade and industrial/vocational training.

A. Liberal Arts and Sciences Education

Liberal arts and sciences and general education courses to meet the needs of students of the 13th and 14th grades and courses of study deemed necessary to provide for the civic and liberal education of the citizens of the community.

1. Baccalaureate Oriented Programs and Courses

Courses of study certified as transfer by the local community college. These courses of study are equivalent in educational respects to courses offered at the freshman-sophomore level at four-year institutions of higher education and are recognized by the University of California, the California State Universities and Colleges, or an accredited independent college or university in California as part of the required or elective preparation toward a major degree or as part of a general education requirement and are subjected to the published standards for matriculation, attendance, and achievement of the university, college, or system.

2. Associate Degree Programs and Courses

Courses of study of freshman or sophomore college level leading to an Associate Degree as determined by the local district governing board.

Source: Credit and Noncredit Courses in the California Community Colleges: A Report to the Legislature (Chancellor's Office, California Community Colleges, July 1980).
3. **Developmental Programs and Courses**

Courses of study to develop basic skills in mathematics, reading and English for adults and for helping individuals acquire educational skills and knowledge necessary for pursuing freshman and sophomore level offerings in the community college.

a. **Compensatory Programs and Courses**

Courses of study to meet the academic and personal needs of educationally disadvantaged students and to bridge the gap between secondary school and college for the student with specifically identified deficiencies.

b. **Adult Elementary and Secondary Basic Skills Programs and Courses**

Courses of study in basic education and those subjects required for the high school diploma (Education Code Sections 8530 and 8531), and noncredit courses taken for the same purposes as those described in 3.a. above.

4. **Community (Continuing) Education Programs and Courses**

Courses of study in the liberal arts and sciences determined to be of public (versus private) benefit and designed to assist students and/or students' families to be more self-sufficient and more productive as citizens of the community.

a. **Personal Development and Survival Courses**

Courses of study designed to assist students with special needs to cope with their special problems and to become independent, participating, healthy persons.

b. **Parenting and Family Support Courses**

Courses of study designed to strengthen the family as a unit.

c. **Community and Civic Development Courses**

Courses of study designed to teach adult citizens procedures for effective participation in community and civic improvement.
d. General and Cultural Courses

Courses of study designed to prepare persons for the responsibilities they have in common as citizens in a democracy and to enhance the overall quality of life within a community.

B. Occupational Education

Occupational education courses of study prepare persons for an occupation without the need for subsequent training or education in an institution of higher education. Occupational education courses at a community college may also provide for upgrading of job related skills.

1. Vocational/Technical Associate Degree and Certificate Programs and Courses

Courses of study determined to be of college level providing educational preparation for an occupation at the semi-professional, technical or skilled level (including apprenticeship when offered in the credit instructional mode).

2. Supplementary Vocational Courses

Courses of study determined to be of college level but not in a degree or certificate sequence providing for retraining, upgrading, or advancement in a specific occupation or group of occupations.

3. Trade and Industrial Programs and Courses

Courses of study to provide vocational education services to the public and to meet the particular vocational education needs of the local community including Occupational/Vocational (Education Code Section 8532) programs and apprenticeship programs and home economics programs when offered in the noncredit mode.

II. COMMUNITY SERVICES

Community Services include all noncredit instruction classes and cultural and recreational activities exclusive of those defined under Instructional Services above. Community service classes and activities are characterized by the fact that they serve more personal than public interests.

A. Community Service Classes

Since it is presumed that classes as described below are of more personal than public interest they are categorized as community service classes. Also, when other courses which might be considered properly categorized under Instructional Services are determined to be of more personal than public interest they are offered to adults as community service classes even though they are not included in the following descriptions of community service classes.
1. **Avocational Classes**

Classes which meet a personal desire for a specialized though nonprofessional pursuit outside one's regular occupation and that one normally finds interesting, enjoyable, or relaxing.

2. **Recreation Classes**

Classes which meet the personal need for play or which restore the individual to health or create his or her energies anew. Recreational classes include classes which require physical activity but are not a part of the physical education instructional services program.

3. **Conferences, Seminars, Workshops, and Forums**

Community services education offered in specialized format of short duration to meet specific community needs.

B. **Community Service Activities**

1. **Civic Center Activities**

Activities occurring in community college facilities designated as civic centers in accordance with the provisions of Education Code Sections 82530-82547.

2. **Cultural Activities**

Activities of general cultural interest, including visual and performing arts.

3. **Community Development Activities**

Activities of particular service to individuals or groups of individuals within the community.

4. **Outreach Activities**

Activities of particular service to individuals or groups of individuals who for some reason are not able to participate in general community activities.

5. **Recreational Activities**

Activities which are designed to meet the need for play and to restore the individual to health or create his or her energies anew but are not provided in a class setting.

6. **Youth Service Activities**

Activities of particular service to youth within the community.