



Curriculum Processes, Laws, and Regulations for Noncredit

Randy Beach, ASCCC Executive Committee

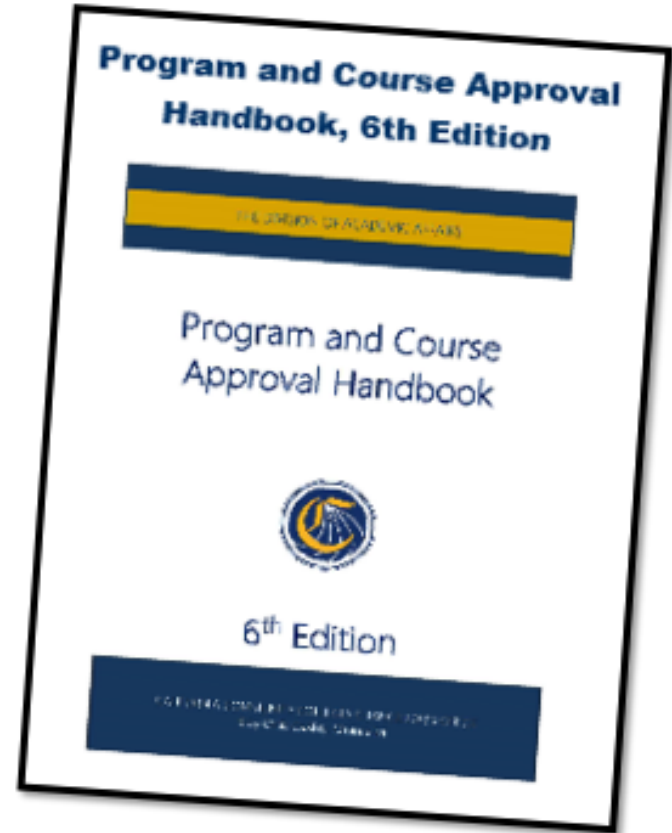
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PROGRAM AND COURSE APPROVAL HANDBOOK (PCAH) 6th EDITION

- **Part III...Noncredit Curriculum**



Noncredit Courses: Ten Categories (Ed Code 84757)

1. English as a Second Language (ESL)*
2. Immigrant Education
3. Elementary and Secondary Basic Skills*
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational*
10. Workforce Prep
11. NEW: Supervised Tutoring for basic skills & degree-applicable and transfer-level courses (July 2019) not yet in COCI



*Areas (1), (3), (9), (10) are eligible for Enhanced Funding if associated with an approved noncredit program.

Noncredit Funding (CA ED Code § 84750.5

	2006-07	2016-17	2017-18
Basic (Regular) Noncredit	\$2626	\$2840	\$3050
Enhanced Noncredit – Career Development & College Preparation (CDCP)	\$3254	\$4724	\$5072
Credit	\$4367	\$4724	\$5072

Side by Side Comparison

Credit and CTE

- Generate apportionment; student fees apply
- Fees
- Unit granting
- Degree applicable and non-degree applicable (basic skills)
- Certificates of Achievement
- Not designated as repeatable (except in limited circumstances)
- Auto-approval and chaptering at the CCCCCO

Noncredit

- Generate apportionment—two levels (noncredit and enhanced noncredit)
- Calculated using positive attendance
- Apportionment can be received for undocumented students with CA. residency
- No student fees
- No units
- Certificates of Competency & Completion (CDCP only)
- Designated as repeatable
- Can be open entry/open exit or traditional format
- Can receive “SP” Satisfactory Progress & continue next semester
- Requires CCCCCO approval (for now)

What's New in Legislation: CCCApply

- **Board of Governors of the CA Community Colleges revisions to Title 5 Regulations: 9/29/18**

- ~~§ 58003.3. Alien Students.~~ Apportionment for Noncredit Courses.
- Notwithstanding section 68062 of the Education Code, for the purposes of crediting community college attendance for apportionments from the State School Fund, a community college district may claim the attendance of students living in California ~~who have been lawfully admitted to the United States in accordance with all applicable laws of the United States~~ and enrolled in noncredit courses in the district.

Noncredit courses are free for students not eligible for financial aid based on legal status

Noncredit Courses: Standards & Criteria (55002(c))

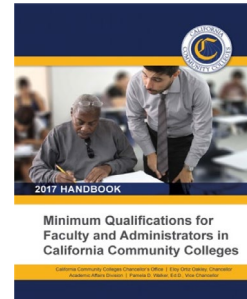
- CORs for courses intended for special populations must clearly demonstrate that the course meets the needs of those populations (Immigrant Education, Parenting, Persons with Substantial Disabilities, Older Adults)
- Apportionment by positive attendance the actual student contact hours of attendance procedure is based upon a count of students present at each course meeting), **not census**
- Title 5 § 58130 “No state aid or apportionment may be claimed on account of attendance of students in noncredit classes in **dancing or recreational physical education**”
- § 58006/58007. Application of Actual Student Contact Hours of Attendance Procedure & Noncredit attendance accounting
- Applies to
 - All noncredit courses
 - Students actively enrolled in apprenticeship courses of related and supplemental instruction

Laws and Regulations: Distance Education

- Noncredit can be taught online
- Course Outline of Record must indicate instructional hours, out-of-class hours, and instructor contact hours
- Must calculate “WSCH factor”(weekly student contact hours) which includes class instruction, out-of-class time, and instructor contact (as defined by Title 5 Section 55376(b) and found in Attendance Manual p. 3.13)
- Calculate $1/5$ and $3/5$ points of attendance hours using WSCH factor and taking an average
- FTES may be less than using traditional formula for calculating FTES

Laws and Regulations: Minimum Qualifications

- “Basic MQs” for credit instructors, counselors, and librarians are the minimum degree and experience requirements specified in Title 5 §53410.
- Discipline-specific MQs in the Disciplines List
- “Specialized” Minimum Qualifications
- Established in Title 5 regulations separately from the Disciplines List
- Noncredit included in title 5 and the *Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook*(2017)



Mirrored Classes

- Credit courses that have exact same noncredit version
 - Same course outlines
 - Same faculty, time, syllabi
 - Listed in Schedule of Courses
 - Usually CTE, some ESL
- Curriculum approval process is the same
- CRN created by CCCCO
- Number of noncredit seats held at registration
- Noncredit student registers for noncredit course
- Students attend class first day
- Students attend, do the work and all assignments
- Can receive a grade of Pass/No Pass
- No cost to the student
- Issues: apportionment is calculated differently for noncredit so instructors need to track attendance carefully and be aware of which students are taking the course for credit vs. noncredit.

Noncredit Programs

Title 5 § 55155 (for CDCP only)

- Noncredit certificate of completion - Short-term vocational
- Noncredit certificate of competency – Basic Skills or ESL

Require narratives, just like other certificates, address these criteria:

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance

Short-term vocational programs require labor market data/job availability

Curriculum Review and Timelines

