

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 322-4005
<http://www.cccco.edu>



DATE: September 6, 2017 AA 17-52
VIA E-MAIL

TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate President
Curriculum Chairs
Academic Senate for California Community Colleges
Curriculum Specialists

FROM: Laura L. Hope
Executive Vice Chancellor, Education Services

SUBJECT: Annual Credit Course Certification Form

This memorandum provides information regarding the Credit Course Certification, which support the curriculum streamlining process of all credit course proposals with the exception of Cooperative Work Experience courses. Periodic reviews of these proposal types will be conducted by the Chancellor's Office in order to monitor data integrity.

Moving forward, the Chancellor's Office will require one certification form signed by Chief Executive Officers, Chief Instructional Officers, Academic Senate Presidents, and Curriculum Chairs to be submitted annually to the Chancellor's Office. The certification form will be due October of each year and the Chancellor's Office will send out the renewal of the annual certification form in September of each year.

The Chancellor's Office requests each required person to sign the attached certification form and for the college to submit it no later than 5 pm on **October 16, 2017**, to the Chancellor's Office. If the certification is not received by the due date, a manual review of credit course proposal submissions will continue to be reviewed by the Chancellor's Office until the certification is received.

Please contact Jackie Escajeda at jescajeda@cccoco.edu or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course Certification

California Community Colleges Chancellor's Office



Annual Credit Course Certification

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledges and certifies that:

- credit courses that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate in accordance with the current CCCCCO Program and Course Approval Handbook (PCAH);
- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- opportunities for training are provided for college personnel regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) & (b)); and
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit.

This certification applies to the following credit courses:

1. New proposals for new and existing approved credit programs
2. Substantial change proposals
3. Stand-alone proposals
4. Nonsubstantial change proposals

Please note the Chancellor's Office will conduct periodic reviews of these proposals to monitor data integrity.

Email a PDF of this form to: curriculum@cccco.edu

OR


Mail the original form to: California Community Colleges Chancellor's Office
Attn: Academic Affairs Division
1102 Q Street, Suite 4550
Sacramento, CA 95811

California Community Colleges Chancellor's Office



Annual Credit Course Certification

By signing this document, I certify as the Chief Instructional Officer that Modesto Junior College
has completed this process. *(College name)*



Chief Executive Officer *(Signature)*

9.14.17

Date

Jill Stearns, Ph.D.

Chief Executive Officer *(Print Name)*




Chief Instructional Officer *(Signature)*

7 Sept 17

Date

Jennifer Hamilton, Ph.D.

Chief Instructional Officer *(Print Name)*



Academic Senate President *(Signature)*

9/14/2017

Date

Curtis Martin

Academic Senate President *(Print Name)*



Curriculum Chair *(Signature)*

9-21-17

Date

Barbara Adams

Curriculum Chair *(Print Name)*