

Overview of the Program and Course Approval Handbook (PCAH) 6th Edition

1. Significant Structural Revisions

- a. The 5th edition was a single document
- b. There will now be three distinct documents
 - i. The PCAH 6th Edition which contains the standards and guidelines for curriculum
 - Credit courses
 - Credit programs
 - Noncredit courses
 - Noncredit programs
 - ii. The Submission and Approval Guidelines document
 - iii. The User's Manual for the Chancellor's Office Curriculum Inventory (COCI)

2. PCAH 6th Edition Changes

- a. Streamlined and reorganized into three sections
 - i. Overview and Introduction
 - ii. Credit Curriculum
 - iii. Noncredit Curriculum
- b. Calculation of Credit Hours (p.44-48)
 - i. Calculation for credit hours: Total contact hours plus outside-of-class hours divided by the hours per unit divisor. Both in-class and out-of-class hours must be listed on the Course Outline of Record (COR)
 - ii. Total contact hours is the time a student spends under the direct supervision of an instructor
 - iii. Ratio of in-class to out-of-class hours is calculated as follows:
 - Lecture: 1 in-class to 2 out-of-class hours
 - Activity: 2 in-class to 1 out-of-class hour
 - Laboratory: 3 in-class to 0 out-of-class hours
 - iv. The divisor at Mt. SAC is 54 hours.
- c. Fractional Unit Awards
 - i. Title 5 (55002.5 c) requires colleges to award units in minimum fractional units of .5
 - ii. Title 5 (55002.5 d) allows colleges to award units in smaller increments if permitted by local policy
- d. Open Entry/Open Exit Course Credit Calculation
 - i. One unit of credit is a minimum of 48 hours
 - ii. Fractional units follow this proportion (A minimum of 24 hours for .5 units of credit)
- e. Goal Classification for Credit Programs
 - i. Transfer
 - Associate Degree for Transfer (ADT)
 - IGETC/CSU General Education (GE) Breadth Certificates of Achievement
 - ii. Career Technical Education (CTE)
 - Programs with CTE Taxonomy of Program (TOP) codes
 - Programs with transfer preparation as a goal are allowed if they have a CTE TOP code
 - iii. Local
 - Programs developed for transfer preparation that are not ADTs
 - Programs to address community or local needs
 - May use transfer or local GE

- f. Supporting Program Documentation
 - i. 51% major articulation with one UC/CSU **NOT** required. Acceptable documentation includes:
 - Programmatic articulation agreements
 - ASSIST documentation – major articulation for majority of required courses
 - Table of program requirements from catalog of targeted transfer institution with crosswalk to CCC program requirements
 - Lower division major prep endorsed by professional bodies/program accreditors
 - Formal letters from targeted institution verifying program alignment
 - g. Documentation for Local Community Need (not transfer prep) Degrees and Certificates
 - i. This does not apply for Transfer Prep. Only required for terminal local degrees and certificates.
 - Letters of support
 - Surveys
 - Other evidence that program supports community needs
 - h. Collaborative Programs
 - i. Applies to colleges that rely on other colleges to offer all the courses for a degree
 - ii. Ideal for ADTs and CTE areas where colleges can't support developing their own programs
 - Written agreement required
 - i. Grades of "P" now allowed in courses in ADTs
 - j. Additional guidelines provided for double counting major and GE units for ADTs