

Non-credit program notes form-College of Mt. San Antonio College visit

(Goetz, JAN 2017)

Non-credit Approval process timeline:

STEP 1: Campus curriculum development and approval.

- Requires a much time as the campus needs to create, submit and approve the curriculum. Must include LMI data.
- Ideally this step can be done in the first half of a semester so there is time for district approval and submission to the Chancellor Office.

STEP 2: District approval

- Can typical be done within 2-4 weeks of the completion of #1, depending upon where we are in the district meeting cycle.

STEP 3: Chancellor Office (CO) approval of COURSE/S

- Requires 1-3+ months from the time of submission. (Usually reviewed within 2 months)
- Courses can be offered as soon as they are approved at this level, before full programs are approved.

STEP 4: Chancellor Office PROGRAM approval

- Requires 3-6 month from the time of submission and immediately follows the course approval process. (Usually reviewed within 4 months of the initial submission)

SCENARIO: If you want to offer a non-credit PROGRAM in spring 2018, here is a sample timeline (ideal):

1. Faculty develop curriculum in JAN-MAR of 2017 and submit for committee approval at MC.
2. MC approves new curriculum in April of 2017 and submits to the VCCCD Board for approval.
3. VCCCD Board approves curriculum in MAY of 2017, and MC submits curriculum to CO in MAY.
4. COURSES are approved by the CO in or around August/September, and departments add course or courses to the spring 2018 schedule.
5. The full PROGRAM is approved by the CO by early-December, to be added to the websites and catalog for the 18-19 AY.

NOTE: The above scenario is a best-case scenario assuming a relatively quick curriculum development process at the campus. If step 1 requires more time of local faculty and the curriculum process, the timeline will be extended.

Non-credit program options:

- “Enhanced non-credit” programs earn FTEs and include at least 2 or more courses as part of a program. Mirrored courses.
- **Mirrored courses** are DUAL enlisted courses in which credit and on-credit student are in the same classroom. Credit courses save some seats for pass/no pass non-credit learners. This supports low-enrolled classes and can lead to certificate completion. NC student still do SLO assessments and positive attendance is taken for NC students.
- **Most successful non-credit programs attract a different audience** from our credit seeking students, including: skills builders, busy adult learners with families and full-time jobs, etc.
- Enhanced non-credit courses allow for: 1) flexible scheduling, 2) open access (free and easy admission), 3) are repeatable, and 4) serve as a bridge to and from Adult Ed programs, credit programs and employment.
- Serves as an **excellent partner to credit classes**, like ESL + welding or ESL + Rad Tech.
- **Not-for-credit** is fee-based and does not generate FTE’s (these are NOT non-credit courses)
- *Performing arts* programs cannot be offered as non-credit at this time.

Managing and Administering NC programs:

- **Online non-credit** does not follow the same FTEs formula as on-ground (and not worth it!).
- We must **manually enter certificates** in banner for non-credit programs.
- **No requirement to have an advisory board** for a NC programs.
- **Funding** sources: Basic skills, equity, SSSP, and Title V.

Career Development and College Preparation Courses (CDCP)

- > Intended to bridge students into higher education and/or earned employment
- > FTES reimbursement at the same level as credit courses (enhanced funding)
- > Must be part of a noncredit certificate to receive enhanced funding. Categories:
 - Elementary and Secondary Basic Skills
 - English as a Second Language
 - Workforce Development
 - Short-term Vocational (including CTE and Workforce prep for older adults)



Submitting Noncredit Courses

- > Completed Curriculum Management System Field for Data Elements for Noncredit Courses
- > Course Outline of Record meeting the standards in §55002 and approved by the local governing board

CD01	Course Number
CD02	Course Title
CD03	Department Number
CD04	Course Classification
CD05	TOP Code *
CD06	Grade Status
CD07	Transfer Status
CD08	Course Status
CD09	SAM Priority Code *
CD10	Program Name
CD11	Course Classification Status *
CD12	Approved/Disapproved
CD13	Prior Transfer Level *
CD14	Noncredit Category *
CD15	Funding Agency Category *
CD16	Program Status

Noncredit Certificates

- > Sequence of two or more courses that lead to:
 - "Certificate of Completion" for improved employability or job opportunities
 - Certificate of Completion should correspond to programs in Short Term Vocational or Workforce Preparation
 - OR
 - "Certificate of Competency" in a recognized career field transitioning to credit, a degree, or baccalaureate institution
 - Certificate of Competency should correspond to English as a Second Language or Elementary/Secondary Basic Skills, and Short Term Vocational
- > Included in your Scorecard Metrics

Program and Course Approval Handbook (PCH), starting on page 95, lists descriptions of each CDCP category and valid TOP Codes.