

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Temporary Process to Streamline Certificates of Achievement**

Background

In August, the California Community Colleges Chancellor's Office (CCCCO) approved changes to the total units allowed for credit certificates (certificates of achievement). Whereas these certificates used to require 27 quarter units, now they have a minimum of 24 quarter units.

A second type of certificate of achievement, sometimes referred to as a "low unit certificate," previously had a range of 18-26 quarter units—this has been lowered to a range of 12-23 quarter units. Although the college is not required to submit to the CCCCCO these low unit certificates, it has the option of doing so, which also enables the college to list these certificates on students' transcripts.

As a result of these changes, 13 of Foothill's existing certificates (either non-transcriptable certificates or low unit certificates of achievement) must be submitted to the CCCCCO for approval, if the college wishes to continue to offer them. Additionally, 34 existing non-transcriptable certificates fall within the low unit range of 12-23 and may be submitted to the CCCCCO. Therefore, the CCC has created the following process to help streamline the local program approval process for these certificates. Additionally, if a Division wishes to increase the units on an existing non-transcriptable certificate that currently falls under the 12-unit minimum, to bring it within the range of a certificate of achievement, the process may be used. All documentation and local approvals required by the CCCCCO are included in the process.

**Two deadlines will apply, for Divisions to submit certificate proposals for CCC review:**

- **Friday, December 14, 2018: deadline for certificates to be considered for inclusion in the 2019-20 college catalog**
- **TBD: deadline for certificates to be considered for inclusion in the 2020-21 college catalog** (this deadline will be established once the CCCCCO has released their guidelines and deadline)

**Note that this process shall be used only to streamline local approval of existing (i.e., listed in the 2018-19 college catalog) non-transcriptable certificates and low unit certificates of achievement. Any certificate being modified past the second deadline, as well as any new certificate being developed, shall follow the normal program creation process.**

Process

- A. The Instruction Office will send each Division a report, listing their existing non-transcriptable certificates and low unit certificates of achievement. The Division will complete the report for submission to the CCC (see step F).
- B. Prepare the Narrative document, based on the type of program (Workforce or Local [non-workforce], determined by program TOP Code), that includes the following:
  - a. Workforce Certificate:
    - i. Program Goals and Objectives
    - ii. Catalog Description
    - iii. Program Requirements (list of courses)

- iv. Master Planning
  - v. Enrollment and Completer Projections
  - vi. Place of Program in Curriculum/Similar Programs
  - vii. Similar Programs at Other Colleges in Service Area
  - viii. Labor Market Information and Analysis (in a separate document)—*refer to pp. 86-89 of the PCAH 6<sup>th</sup> Edition*
  - ix. Apprenticeship only: approval letter from the California DAS
- b. Local Certificate:
- i. Program Goals and Objectives
  - ii. Catalog Description
  - iii. Program Requirements (list of courses)
  - iv. Master Planning
  - v. Enrollment and Completer Projections
  - vi. Place of Program in Curriculum/Similar Programs
  - vii. Similar Programs at Other Colleges in Service Area
  - viii. At least one piece of additional documentation (in a separate document), for example:
    - 1. Programmatic articulation agreements
    - 2. ASSIST documentation*For further information, refer to pp. 85-86 of the PCAH 6<sup>th</sup> Edition*
- C. The certificate is forwarded to the Vice Presidents to determine if adequate resources are available.
- D. The certificate is forwarded to the Division Curriculum Committee for approval.
- E. Upon Division Curriculum Committee approval, the certificate is forwarded to the Instruction Office.
- F. Once the Division Curriculum Committee has approved all certificates involved in this streamlining process, the Division will send their completed report (see step A) to the Instruction Office. The Division's report will be included on the Consent Calendar for the next available meeting of the CCC, with the Narrative for each submitted certificate included in the attachments to the CCC agenda. The CCC will have the option of pulling an individual certificate for additional discussion or to exclude it from approval.
- G. Upon College Curriculum Committee approval, the Instruction Office will prepare a FHDA Board Agenda Item, attach all appropriate documentation and ensure that it is agendaized at the next available Board meeting.
- H. Upon FHDA Board approval:
- a. Workforce applications will be sent to the appropriate Regional Consortium and the BACCC (Bay Area Community College Consortium) for approval. After their approval, the Instruction Office will submit the application and all attachments to the CCCCCO. *Note: Apprenticeship applications do not require Regional Consortium or BACCC approval and will be submitted to the CCCCCO immediately following FHDA Board approval.*
  - b. Local applications and all attachments will be submitted by the Instruction Office to the CCCCCO.