



**NOTICE OF PROPOSED RULEMAKING
CALIFORNIA CODE OF REGULATIONS, TITLE 5, REGARDING
COURSE OUTLINE OF RECORD**

45-Day Notice published November 5, 2024

NOTICE IS HEREBY GIVEN, pursuant to Chapter 2 of the California Community Colleges Board of Governors (Board) Procedures and Standing Orders, that the Board proposes to adopt the regulatory action described below after a public hearing, and consideration of all comments, objections, or recommendations received regarding the proposed regulatory action during the public comment period, which closes on December 20, 2024.

BOARD OF GOVERNORS PUBLIC HEARING

A public hearing will be held during the next regularly scheduled Board of Governors meeting on November 18, 2024.

In-Person Participation

California Community Colleges, Chancellor's Office Building
Sixth Floor, Board of Governors Chambers
1102 Q Street
Sacramento, CA 95811

Parking options can be found on our website.

All Board of Governors (Board) meetings are held in locations that are open to the public and wheelchair accessible. Other disability-related accommodations, such as alternate media materials, sign language interpreters, or real-time transcription, may be provided to persons with disabilities upon request. Persons requesting such accommodations should notify the Board Liaison at ccastro@cccco.edu, (916) 323-5889, no less than five business days prior to the meeting.

Public Comments at the Board Meeting

Members of the public seeking to comment on the proposed regulatory action at the Board meeting should refer to the Board's agenda for information on how public

comment on Board items will be received. The [Board's agendas](https://www.cccco.edu/About-Us/Board-of-Governors/Meeting-schedule-minutes-and-agendas) are available here: <https://www.cccco.edu/About-Us/Board-of-Governors/Meeting-schedule-minutes-and-agendas>.

WRITTEN COMMENT PERIOD

Any interested person may submit written comments relevant to the proposed regulatory action. To help ensure comments are understood as they are intended, we suggest that they clearly identify the proposed regulatory action that each comment addresses, with reference to specific section and subparagraph numbers where appropriate. Please arrange comments in the same order as in the proposed regulatory action. Comments should be addressed to:

Regulations Coordinator
California Community Colleges
Chancellor's Office
1102 Q Street, Suite 4550
Sacramento, CA 95811-6549
regcomments@cccco.edu

Comments must be received by the Regulations Coordinator prior to 4:00 p.m. on December 20, 2024. All written comments received by Chancellor's Office staff during the public comment period are subject to disclosure under the Public Records Act.

CHANGES OR MODIFICATIONS TO PROPOSED TITLE 5 AMENDMENTS

Following the public hearing and considering all timely and relevant comments received, the Board of Governors may adopt the proposed regulatory action substantially as described in this Notice or may modify the proposed regulatory action if the modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposed regulatory action will be subject to a second 15-day notice period prior to its adoption at a subsequent Board meeting.

INFORMATIVE DIGEST

This proposed regulation concerns curriculum and course outlines of record to align Title 5 to Vision 2030, and Assembly Bills (AB) 1111 (2021) and 1705 (2022).

The California Community Colleges Curriculum Committee (5C) has prioritized the development of Vision-aligned practices for credit and noncredit instruction, and a

working group created a framework with principles and promising practices for both discipline/teaching faculty, curriculum committees, and local academic senates that could be implemented through community college course outlines of record, and provisions related to district curriculum committee processes. Course outlines of record are developed and approved by college faculty, and then are approved by district governing boards, and therefore reflect district academic policy. A course outline of record defines fairly broadly the parameters of a course offered for credit—including the topics that will be covered, but does not dictate how those topics will be taught. Faculty then teach the course content to students, exercising their academic freedom and expertise, within the defined parameters of the course. The proposed amendments encourage colleges to continue to develop and build upon innovative approaches to curricular design and program creation with a focus on diversifying curriculum and eliminating pedagogical equity gaps. Additional revisions were made to align with AB 1705 (2022) and AB 1111 (2021), which requires the development of a common course numbering system.

Specifically, the proposed regulatory action:

Adds new Section 55001 to separately establish the specific requirements of curriculum committees and require that faculty serve on them. Subdivision (b) also requires curriculum committees to ensure that course outlines of record “describe approaches that would accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.” Finally, subdivision (c) requires that curriculum committees have a documented procedure to guarantee accessibility for every student to ensure students with disabilities can meaningfully and equally participate in the course.

Adds new Section 55001.5 to separately establish the required elements of course outlines of record. These elements are set forth in subdivision (a) and include, the unit value, broken down by course components such as units of lecture, lab, or similar academic activities, the expected number of contact hours, prerequisites or corequisites, catalog description of the course, outcomes, objectives, and content in terms of a specific body of knowledge, textbooks, examples or explanations of assignments, etc. Subdivision (b) states that course outlines of record must “include representative descriptions of approaches faculty may use to accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.”

Additional revisions include:

- Section 55002 – Standards and Criteria for Courses. Sets forth the standards and criteria for approval of courses, such as the difficulty, grading policy, units, and enrollment requirements, such as prerequisites or corequisites. Section 55002 also removes basic skills requirements and adds language to nondegree applicable credit and noncredit course sections to reflect AB 705/1705 requirements and guidance.
- Section 55002 - Combines degree-applicable and nondegree applicable sections to reduce redundancy.
- Section 55100 – Credit Course Approval. Makes mostly cosmetic revisions to clean up language and include reference to newly adopted or revised sections specified above.

ESTIMATED COST OR SAVINGS OF PROPOSED AMENDMENTS

The estimated cost or savings attributable to the proposed regulatory action are anticipated to be as follows:

Mandate on local agencies or community college districts: *None*.

Cost or savings to state agencies: *None*.

Costs to local agencies or community college districts for which reimbursement would be required pursuant to part 7 (commencing with section 17500) of division 4 title 2 of the Government Code: *None*.

Other non-discretionary cost or savings imposed on community college districts: *None*.

Cost or savings in federal funding to state agencies: *None*.

CONTACT PERSON

Inquiries concerning the content of these regulations may be directed to the Regulations Coordinator, at regcomments@cccco.edu.

TEXT OF PROPOSED REGULATIONS AND CORRESPONDING DOCUMENTS

Copies of the language of the proposed regulatory action, and all of the information upon which the proposal is based, may be obtained online at:

[Office of General Counsel - Pending Regulatory Action](#)

Those who receive the Board of Governors Agenda package for the November 18, 2024, meeting can find a further description of the proposal and the full text of the regulatory

action. You may also request a copy of the proposal from the Regulations Coordinator using the contact information provided above.