Academic Senate
for California Community Colleges

L E A D E R S H I P .   E M P O W E R M E N T .   V O I C E .

Beginning Noncredit Programs and Moving from Credit to Noncredit

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Overview

- What are Noncredit Courses and Programs?

- What are Career Development and College Preparation noncredit courses?

- What is involved in creating a noncredit program?

- What are the pros and cons of noncredit programs?

Noncredit Courses

- Noncredit courses = zero unit courses offered with no registration fees
- 10 categories of noncredit courses are eligible for state funding (§58160, CB22) (p. 96 and 190 of PCAH, Program Course Approval Handbook, 5th Edition)
  - English as a Second Language
  - Immigrant Education (including citizenship)
  - Elementary and Secondary Basic Skills (incl. supervised tutoring)
  - Health and Safety
  - Courses for Adults with Substantial Disabilities
  - Parenting
  - Home Economics
  - Courses for Older Adults
  - Short-Term Vocational (incl. apprenticeship)
  - Workforce Preparation

Noncredit Programs

- Certificate of Completion
  - A sequence of 2 or more noncredit courses coded Short-term Vocational or Workforce Preparation

- Certificate of Competency
  - A sequence of 2 or more noncredit courses coded ESL or Elementary & Secondary Basic Skills

Pros of a Noncredit Program

- Students can progress at own rate--repeatability
- Very useful for short-term courses and courses that provide a foundation for credit
- Also very useful for short-term employment programs that can be accessed by students who may not be able to or may not consider enrolling in credit = gateway
- Classes are free! No financial aid impact
- Meet local and legislated need
  - Local short-term employment
  - Initiatives and legislation like AEBG, BSI, Strong Workforce

Cons of a Noncredit Program

- Students do not receive financial aid

- Students do not receive college credit

- Courses are not usually transcripted

Noncredit/Adult Ed/CDCP

Noncredit	AEBG	CDCP
• ESL • Basic Skills • Short-term Vocational • Workforce Preparation • Immigrant Education • Courses for Adults w/ Substantial Disabilities • Parenting • Programs for Older Adults • Family & Consumer Sciences • Health & Safety	• ESL • Basic Skills * • Short-term Vocational • Workforce Preparation • Immigrant Education • Courses for Adults with Disabilities • Parenting *may include supervised tutoring, high school diploma or equivalency, and classes for adults helping students	• ESL • Basic Skills * • Short-term Vocational • Workforce Preparation *may include supervised tutoring and high school diploma or equivalency

CDCP – What is it?

Career Development College Preparation

- Preparation for for employment OR success in college-level credit coursework

- Four categories of courses that, if combined into a noncredit certificate, can be eligible for apportionment funding equal to credit

- Four categories: ESL, Basic Skills, Short-term Vocational, Workforce Prep

- Requirements established in Ed. Code 84760.5

Workforce Preparation

- Provide instruction for skills necessary for job-specific technical training
  - Speaking
  - Reading
  - Listening
  - Writing
  - Mathematics
  - Decision-making
  - Problem-solving
  - Career Development

Short-term Vocational

- Designed for high employment potential
- Lead to a CTE objective, certificate, or award related to employment
- Should do one or more of the following:
  - Improve employability,
  - Provide job placement opportunities,
  - Prepare students for further college-level vocational coursework
- Also need to
  - Meet documented labor market demand

Noncredit Course

- Open entry/Open exit OR Managed enrollment

- Activity/Lab OR Lecture Environment

- Graded (P, PN, SP) OR Ungraded

- It can look like credit OR It can look very different

Starting a Noncredit Program

- Evaluate need, including labor market data for CTE
  - Different LMD requirements than for credit
  - No consortia recommendation needed
- Involve faculty
- Involve external partners – employers, community agencies, AEBG consortium members, etc.
- Write courses
- Develop certificate
- Get local approval from Curriculum Committee, Academic Senate, and Board (depending on your local process)
- Submit courses to CCCCO for approval
- Submit certificate to CCCCO for approval, then recode courses

Moving Credit to Noncredit

- Involve faculty! Be sure to include faculty in related disciplines
- Reach out to Noncredit Community of Practice
  - ACCE (acceonline.org) and ASCCC (asccc.org) websites
- Discussion most likely in basic skills and some CTE
- Evaluate advantages, disadvantages for credit and noncredit; what is best for students?
- Consider ways noncredit can compliment or augment credit
- Consider ways noncredit can bridge to credit
- Parallel or mirrored offerings can be options

Approval Process for Noncredit Courses

Course Approval Process

Approval Process for Noncredit Certificate

Certificate Approval Process

Noncredit Program Development
Common Questions / Places for Discussion

- Overlap between credit & noncredit basic skills
- Overlap between credit CTE & noncredit CTE
- Repeatability of noncredit
- Matching student needs with type of course
- Faculty minimum qualifications
- Assigning faculty to noncredit courses
- Inequities between credit and noncredit faculty compensation/teaching hours *bargaining unit issue
- Student Information System (SIS) capabilities

Noncredit Program Development
Common Questions / Places for Discussion

- Student-related logistics

    - Registration processes

    - Student services, ed plans, fees

    - Library, health services, & other access

- Campus-related logistics

    - Noncredit "place" within campus org charts

        - Within dept., separate division, or college?

        - Under which dean or administrator?

    - Commitment regardless of economy?

    - Accreditation

Questions?
Thank you!

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References

Program and Course Approval Handbook (PCAH)

- http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf

Chancellor's Office Noncredit Info

- http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum/NoncreditCurriculumandInstructionalPrograms.aspx

Noncredit Instruction: Opportunity and Challenge (ASCCC paper)

- http://www.asccc.org/sites/default/files/publications/noncredit-instruction09_0.pdf

Preparing Students for Careers and College through Noncredit Enhanced Funding (CCCCO Report – Dec 2016)

- http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-CDCP-Report-ADA.pdf