

Chapter 4. Majors

4.1 Overview

Students pursuing an Associate’s Degree must satisfy several requirements for the degree. One requirement is the major requirement, which can be satisfied in several ways. One way this requirement can be satisfied is to take the courses identified as a major in the catalog. Students who pursue this option will have the name of the major appear on their City College transcripts.

Traditionally, City College of San Francisco did not create majors that would appear on student transcripts. Departments created Awards of Achievement to give students an opportunity to take an identified set of courses while pursuing the Associate’s degree and have the name of the Award of Achievement appear on the student transcript. We have now shifted to using majors, and almost all departments have converted their Awards of Achievement into a major. The process of converting an Award of Achievement to a major is fairly straightforward – see 4.4 Converting an Award of Achievement for details.

4.2 Creating a New Major

Considerations

Learning Outcomes

An important initial step in creating a new major is to identify the student learning outcomes for that major. The student learning outcomes should be broad and should drive the decision as to which courses to include in the major. Learning outcomes should be measurable, since as a part of the student learning outcome process you will need to assess these learning outcomes, evaluate the results, and plan and implement changes to the program as a result of this assessment.

Once you have developed the overall learning outcomes for the major, the next step is to map the individual learning outcomes into the courses that are included in the program. It may be helpful for you to develop a chart such as this:

	Program Learning Outcome 1	Program Learning Outcome 2	Program Learning Outcome 3	...
Course 1				
Course 2				
Course 3				
...				

The chart can be filled in simply, putting X's for the courses in which the various learning outcomes are covered, or can be filled in with more complete information, such as the course in which a particular learning outcome is initially addressed and another course in which the same learning outcome is more fully discussed.

As you do this mapping process you may find that certain learning outcomes you think are important are not directly covered in any of your courses or are only covered in an optional elective. You may decide that it is necessary to adjust the outlines of some of your courses so that the proposed courses fully address your desired learning outcomes.

Finally, remember that the assessment of program-level learning outcomes will be an ongoing effort in your department. Once you have created the program, gotten approval, had students enroll and complete the program, assessed your learning outcomes, and analyzed the results, you may find that changes to the courses in your program, or changes to the structure of the program itself, are necessary.

Levels of Approval

Creating a new major requires approval at several levels. Departments should be aware of the entire process before starting, to minimize the complexity of this process.

The final level of approval of a major is at the State Chancellor's Office. The paperwork required varies based on whether a department already has a similar approved program. Departments creating career technical majors will also need to get approval from our regional consortium. Departments are encouraged to meet with the Dean of Curriculum early in the process to review the applicable paperwork. Completed applications that have been accepted at the State Chancellor's office are available in the Curriculum Office for reference.

The first step in approaching this paperwork is deciding whether the program is transfer or career technical in nature. Table 1 Elements of New Major Applications identifies some of the items departments will need to identify in the application for approval of a new major.

Table 1 Elements of New Major Applications

New Transfer Program	New Occupational Program
<ul style="list-style-type: none"> • Identify the four-year institutions the program will transfer to, including articulation agreements between the campuses. • If the program is based on a model curriculum, identify that model curriculum. 	<ul style="list-style-type: none"> • Identify relevant labor market information, such as the number of projected job openings and its relation to the number of projected program completers. • Survey of prospective employers • If there's an advisory committee, the names of members and minutes of key meetings with the committee

Departments pursuing a new transfer program can research articulation agreements online at www.assist.org. Contact the Articulation Officer early in the process of developing your major.

Curriculum Committee

Once the relevant courses totaling 18 or more units for a major have been identified, the next step in the process is for departments to bring the major to the Curriculum Committee for approval. Departments should prepare a document with the following information:

- Name of the Major
- Description of the Major, including Learning Outcomes
- Required and optional courses, with units
- Total number of units

In general, the format of this document should mirror how the major is to be printed in the Catalog. See Figure 1 Sample Major Text for one example; review the current Catalog for more examples.

Major in Photography	
The major in Photography is designed to prepare students to transfer to a four-year school. Upon completion of this program students will be able to:	
<ul style="list-style-type: none"> • Create photographic images using traditional tools and techniques of photography • Apply digital technologies to the creation and editing of photographic images • Evaluate photographic images based on design aesthetics 	
Course	Units
PHOT 50A History & Aesthetics of Photography	4
PHOT 51 Beginning Photography.....	3
DSGN 101 Design Fundamentals	3
PHOT 55 Color Theory of Photography	3
PHOT 83 View Camera Angles	2
PHOT 60A Beginning Photoshop.....	2
PHOT 95A Beginning Color Printing	4
Total Units	21

Figure 1 Sample Major Text

Consider the following when preparing this document:

- The Description should include general information about the program of study and information about the transfer and/or occupational prospects of students who complete the program. The description should also enumerate the learning outcomes for the major.
- Clearly define the required and optional courses for the major. Do not use phrases like “or equivalent course.” Instead, list any course equivalencies explicitly.
- Departments have flexibility in the way courses are listed. Some departments choose to identify courses based on semesters (first semester, second semester, etc.). Others choose to list a set of core courses and then a set of optional courses.

Still others create a set of core courses and then sets of courses in different tracks. All of these approaches are valid and appropriate. See the Catalog for examples.

- In general, the courses listed in a major must include any prerequisite courses. In some instances it is possible to create program prerequisites for a major. Departments considering program prerequisites should consult with the Matriculation Office before proceeding.
- If a proposed major includes coursework from another department or could overlap the programmatic offerings of another department, departments should seek signoff from that department, using the spaces on the Program Actions cover sheet.

Once this document is complete, the department should attach the Program Actions cover sheet (available from the Curriculum Committee web site), obtain department chair and dean signatures, and submit the required number of copies to the Curriculum Office.

Post-Curriculum Committee

Once the Curriculum Committee has approved the major, the department needs to finish the appropriate paperwork for submission to the State Chancellor's Office. The Dean of Curriculum is available for assistance with this process.

Publication in the Catalog

Once a major has been approved by the Curriculum Committee, the name of the major will appear in the online catalog, and in the next printed version of the catalog, with a notation that the major is pending state approval. When the State Chancellor's Office has approved the major, the Dean of Curriculum will make appropriate announcements to the department, counselors, and Admissions and Records staff, indicating the date of acceptance and the date which students will be able to petition for the major. Full details of the major will be published in the next print catalog and online.

4.3 Revising a Major

Once a major has been approved, revisions of the major generally require much less paperwork. If the revisions are keeping within the original scope of the major, departments can submit a revised document describing the new requirements of the major, along with the Program Actions cover sheet. Follow the directions on the cover sheet when submitting copies to the Curriculum Office.

Please note that if a department revises the course number or title of one or more courses in a major, that these changes will propagate automatically to the text in the major. No separate Curriculum Committee action is required for these changes to take place.

Departments should take care when deleting courses that are included in a major. The deleted course will be removed from the set of required courses for the major. Adding a replacement course requires submission of a revised copy of the major.

Departments wishing to make significant changes to a major – adding a new option, changing the focus of the major, etc. – should consult with the Dean of Curriculum before proceeding.

Departments wishing to delete a major can do so by submitting one copy of the Program Actions cover sheet, with appropriate signatures. Deletion of a major will be handled as an informational agenda item by the Curriculum Committee.

4.4 Converting an Award of Achievement to a Major

If a department has an established Award of Achievement, they can convert this Award of Achievement to a Major. Departments should prepare the catalog listing as described above and submit it to the Curriculum Office, following the directions on the Program Actions cover sheet.

When converting an Award of Achievement into a Major, departments have some latitude to change the required courses. If the changes in required courses are significant, additional State Chancellor Office paperwork may be required. Contact the Dean of Curriculum before proceeding.

Departments who want to create a Certificate of Achievement from an existing Award of Achievement will need to prepare additional paperwork to be submitted to the State Chancellor's Office. In most cases, the paperwork is less significant than the paperwork required to create a new program. Contact the Dean of Curriculum before proceeding.

Chapter 5. Certificates

5.1 Overview

Certificates are a way to recognize student achievement for students who are not pursuing an Associate Degree or who are taking noncredit coursework. Credit certificate programs can be oriented towards either career or general education. Noncredit certificate programs generally can be designed to prepare students to progress in a career path or to prepare for degree-applicable or nondegree-applicable coursework.

5.1.1 Types of Credit Certificates

A **Certificate of Achievement** is a sequence of courses consisting of 18 or more units of degree-applicable coursework. Certificates of Achievement must be approved by the Curriculum Committee and the State Chancellor's Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their transcript.

A **Certificate of Accomplishment** is a sequence of courses consisting of fewer than 18 units of degree-applicable coursework. Certificates of Accomplishment must be approved by the Curriculum Committee but do not need State Chancellor Office's approval. Students who successfully petition for a Certificate of Accomplishment will *not* have the name of the certificate appear on their transcript.

Note: it is possible to submit certificates of 12-18 units to the State Chancellor's Office for approval as a Certificate of Achievement. Contact the Dean of Curriculum for details.

5.1.2 Types of Noncredit Certificates

A **Certificate of Completion** is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

A **Certificate of Competency** is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

Both types of noncredit certificates require approval by the Curriculum Committee and the State Chancellor's Office. Contact the Dean of Curriculum for details.

5.1.3 Financial Aid Implications

Students pursuing a credit certificate of 16 or more units, or a noncredit certificate of 600 or more total hours, may be able to receive financial aid while they are pursuing the certificate. Contact the Dean of Financial Aid and Dean of Curriculum for details.

5.2 Creating a New Certificate

Considerations

Learning Outcomes

An important initial step in creating a new certificate is to identify the student learning outcomes for that certificate. The student learning outcomes should be broad and should drive the decision as to which courses to include in the major. Learning outcomes should be measurable, since as a part of the student learning outcome process you will need to assess these learning outcomes, evaluate the results, and plan and implement changes to the program as a result of this assessment.

Once you have developed the overall learning outcomes for the certificate, the next step is to map the individual learning outcomes into the courses that are included in the program. It may be helpful for you to develop a chart such as this:

	Program Learning Outcome 1	Program Learning Outcome 2	Program Learning Outcome 3	...
Course 1				
Course 2				
Course 3				
...				

The chart can be filled in simply, putting X's for the courses in which the various learning outcomes are covered, or can be filled in with more complete information, such as the course in which a particular learning outcome is initially addressed and another course in which the same learning outcome is more fully discussed.

As you do this mapping process you may find that certain learning outcomes you think are important are not directly covered in any of your courses or are only covered in an optional elective. You may decide that it is necessary to adjust the outlines of some of your courses so that the proposed courses fully address your desired learning outcomes.

Finally, remember that the assessment of program-level learning outcomes will be an ongoing effort in your department. Once you have created the program, gotten approval, had students enroll and complete the program, assessed your learning outcomes, and analyzed the results, you may find that changes to the courses in your program, or changes to the structure of the program itself, are necessary.

Minimum Grades

There is no Title 5 requirement or City College policy on minimum grades for courses taken towards a certificate program. Absent a departmental requirement, it is possible for students to apply towards a certificate courses in which they received a final grade of D.

Departments creating or revising a certificate are encouraged to establish a requirement of a grade of C or higher for each course in a certificate program, noting that requirement in the catalog description of the certificate. Using an overall GPA requirement of 2.0 instead of a grade requirement can be problematic, since a student could still apply courses in which they received a D if there were other courses that raised the overall GPA. Using an overall GPA requirement *above* 2.0 is also problematic, since student are normally prevented from repeating courses in which they received a satisfactory grade, so that a student who received a C in a course would not be able to improve his/her grade to qualify for the certificate.

Pass/No Pass Grades

Courses that can be taken on a Pass/No Pass basis may be included in a certificate program. Departments may wish to consider whether they want to allow students to use grades of Pass, or if they want to limit how many courses can be taken Pass/No Pass. Any such limitation should be noted in the catalog description when the certificate is created or revised.

Note that limiting the number of Pass/No Pass grades allowed may make it difficult for some students to earn the certificate: a grade of Pass is a satisfactory grade, equivalent to a C, and students are limited in their ability to retake course in which they received a satisfactory grade. Furthermore, once a student has elected to take a course on a Pass/No Pass basis and the deadline for this election has passed, s/he cannot revert back to a letter grade.

Recency requirements

Many of our students take courses on a part-time basis, and so it is conceivable that it will take several years for a student to complete the requirements of a certificate program. Departments may find that a student is able to use a course they took many years ago towards the completion of a certificate program. Depending on the nature of the course, this may or may not be reasonable. Departments may wish to consider recency requirements for their certificates. Any such limitation should be noted in the catalog description of the certificate when the certificate is created or revised.

While there are limits on students retaking courses in which they have received a passing grade, both Title 5 regulation and City College policy allow for students to retake courses when a “significant lapse of time” has elapsed. City College policy allows departments to determine what constitutes a “significant lapse of time.”

Departments should also consider recency and certificate requirements when revising courses. For example, consider a course in which there has been a significant shift in the underlying technology used in the course. If the department revised the course outline to reflect this shift, it is conceivable for students who took an older version of the course to use it towards the requirement of the certificate. Alternatively, departments may wish to create a new course, phase out the old course, and revise the certificate requirements so that the nature of the certificate that a student is receiving is clear.

Limitations on Outside Coursework

The Associate Degree has a residency requirement:

The student may satisfy the residence requirement for graduation

- a. by completing at City College of San Francisco the last 12 of the 60 degree applicable semester units required for graduation, or
- b. by completing a minimum of 45 degree applicable semester units at City College of San Francisco.

No such residency requirement exists for certificate programs. Departments creating or revising certificate programs may wish to make clear in their catalog description how many non-CCSF courses students can use towards a certificate.

Process

As noted above, creating a new certificate may require approval at several levels. Departments should be aware of the entire process before starting to minimize the complexity of this process.

For Certificates of Achievement, the final level of approval is at the State Chancellor's Office. The paperwork required varies based on whether a department already has a similar approved program, and also on the size of the program. Departments creating career technical majors will also need to get approval from our regional consortium. Departments are encouraged to meet with the Dean of Curriculum early in the process to review the components of this application. Completed applications that have been accepted at the State Chancellor's office are available in the Curriculum Office for reference.

Credit certificates under 18 units can be approved locally as Certificates of Accomplishment, without approval by the State Chancellor's Office. Optional state approval is available for credit certificates between 12-18 units. Certificates between 12-18 units that are state approved are then designated as Certificates of Achievement and can be posted on transcripts. The approval for low-unit certificates is generally less involved than the process for higher-unit certificates. Contact the Dean of Curriculum for more information about this process.

For Certificates of Completion or Competency, the final level of approval is at the State Chancellor's Office. Unlike credit certificates, the application for approval of noncredit certificates is much less complex and can typically be done by Curriculum Office staff in consultation with the originating department.

Curriculum Committee

Once the relevant courses for a certificate have been identified, the next step in the process is for departments to bring the certificate to the Curriculum Committee for approval. Departments should prepare a document with the following information:

- Name of the Certificate
- Description of the Certificate, including Learning Outcomes

- Required and optional courses, with units (credit courses) or hours (noncredit courses)
- Total number of units (credit courses) or hours (noncredit courses)

In general, the format of this document should mirror how the certificate is to be printed in the Catalog. See Figure 2 Sample Certificate Text for one example; review the current Catalog for more examples.

Certificate of Achievement in Marketing	
The Certificate of Achievement in Accounting offers specialized training for students interested in careers in advertising, professional sales, marketing research, business management, business promotion, and other marketing jobs. Upon completion of the certificate students will be able to:	
<ul style="list-style-type: none"> • Analyze the components of a marketing plan • Evaluate the effectiveness of a marketing campaign for a variety of businesses in both domestic and international arenas • Synthesize a marketing strategy that includes an understanding of the managerial and financial components 	
Course	Units
MRKT 140 Marketing	3
MRKT 122 Salesmanship	3
ACCT 1 Accounting	3
MRKT 148 Marketing Management and Supervision	3
SMBS 135 Small Business	3
INTR 163 International Marketing	3
Total Units	18

Figure 2 Sample Certificate Text

Consider the following when preparing this document:

- The description should include general information about the program of study and the transfer and/or occupational prospects of students who complete the program. The description should also enumerate the learning outcomes for the program.
- Clearly define the required and optional courses for the major. Do not use phrases like “or equivalent course.” Instead, list any course equivalencies explicitly.
- Departments have flexibility in the way courses are listed. Some departments choose to identify courses based on semesters (first semester, second semester, etc.). Others choose to list a set of core courses and then a set of optional courses. Still others create a set of core courses and then sets of courses in different tracks. All of these approaches are valid and appropriate. See the Catalog for examples.
- In general, the courses listed in a certificate must include any prerequisite courses. In some instances it is possible to create program prerequisites. Departments

considering program prerequisites should consult with the Matriculation Office before proceeding.

- If a proposed certificate includes coursework from another department, or could overlap the programmatic offerings of another department, departments should seek signoff from that department, using the spaces on the Program Actions cover sheet.

Once this document is complete, the department should attach the Program Actions cover sheet (available from the Curriculum Committee web site), obtain department chair and dean signatures, and submit the required number of copies to the Curriculum Office.

Post-Curriculum Committee

For Certificates of Achievement, once Curriculum Committee approval has been obtained, the department needs to finish the paperwork for submission to the State Chancellor's Office. Career technical programs also require approval of our regional consortium. The Dean of Curriculum is available for assistance with this process.

Noncredit Certificates also require approval by the State Chancellor's Office. Paperwork for this approval is typically prepared by Office of Instruction staff, but may also require input from the department. Contact the Dean of Curriculum for details.

Publication in the Catalog

Credit Certificates of Accomplishment submitted before the printed catalog deadline date will be published in the next version of the printed catalog.

Certificates requiring approval by the State Chancellor's Office will initially have only their name published in the online catalog, and in the next printed version of the catalog, with a notation that the certificate is pending state approval. When the State Chancellor's Office approval has been obtained, the Dean of Curriculum will make appropriate announcements to the department, counselors, and Registration and Records staff, indicating the date of acceptance and the date which students will be able to petition for the certificate. Full details of the certificate will be published in the next print catalog and online.

5.3 Revising or Deleting a Certificate

Once a certificate has been approved, revisions generally require much less paperwork. If the revisions are keeping within the original scope of the certificate, departments can submit a revised document describing the new requirements of the certificate, along with the Program Actions cover sheet. Follow the directions on the cover sheet when submitting copies to the Curriculum Office.

Please note that if a department revises the course number or title of one or more courses in a certificate, that these changes will propagate automatically to the text in the certificate. No separate Curriculum Committee action is required for these changes to take place.

Departments should take care when deleting courses that are included in a certificate. The deleted course will be removed from the set of required courses. Adding a replacement course requires submission of a revised copy of the certificate.

Departments wishing to make significant changes to a certificate – adding a new option, changing the focus of the certificate, etc. – should consult with the Dean of Curriculum before proceeding. If the certificate had required State Chancellor Office’s approval, additional paperwork may be required.

Departments wishing to delete a certificate can do so by submitting one copy of the Program Actions cover sheet with appropriate signatures. Deletion of a certificate will be handled as an informational agenda item by the Curriculum Committee.