

YCCD Course Cap Review Cycle

Regular Review Process – 5-year cycle

All course caps will be reviewed on a 5-year cycle utilizing the process outlined in Article 9.2 of the Faculty Association of Yuba Community College District contract.

The review will occur during the fall semester.

All course caps will be updated in Colleague during the spring semester and the course caps will be effective for the upcoming fall semester.

Academic Year	Review Conducted	Input into Colleague	Effective Date
2021-22			
2022-23	X(1/3 of disciplines)	Spring 2023	Fall 2023
2023-24	X(1/3 of disciplines)	Spring 2024	Fall 2024
2024-25	X(1/3 of disciplines)	Spring 2025	Fall 2025
2026-27			
2027-28			
2028-29	X(1/3 of disciplines)	Spring 2029	Fall 2029
2029-30 ...	X(1/3 of disciplines)	Spring 2030	Fall 2030

2022-23	
1	Administration of Justice
2	Agriculture/Plant Science/Environmental Horticulture
3	Art & Photography
4	Asian Studies
5	Athletics/Health/Health Education/Kinesiology/PE
6	Automotive Technology
7	Biology/Ecology
8	Business/Accounting/Business Computer Applications
9	Chemistry
10	Computer Science
11	Counseling
12	Culinary Arts

13	Drafting
14	Early Childhood Education
15	Economics
16	Education
17	Engineering
18	English
	2023-24
19	Cooperative Work Experience Education
20	English as a Second Language/English Speakers of Other Languages
21	Environmental Technology
22	Ethnic Studies
23	Fire Technology/Emergency Medical Technician
24	French
25	Geography
26	Geology
27	History
28	Human Services
29	Humanities
30	Learning & Development
31	Library Science
32	Manufacturing Technology
33	Mass Communications
34	Mathematics
35	Music
	2024-25
36	Nursing
37	Nutrition
38	Philosophy
39	Physical Science
40	Physics/Astronomy
41	Political Science
42	Psychiatric Technology
43	Psychology
44	Radiologic Technology
45	Sign Language
46	Sociology/Anthropology
47	Spanish
48	Speech
49	Statistics
50	Theatre Arts
51	Veterinary Technology
52	Welding Technologies/Welding

Changes to Existing Courses Mid-Cycle

Faculty or administrators can initiate an off-cycle review through consultation and the submittal of the Course Cap Form.

New Courses

Course caps are established after the course is approved by the Curriculum Committee and prior to the first time the course is scheduled. The course cap will be input into Colleague upon completion of the Course Cap Form.

Course Cap Report and Forms

A "Course Cap Report" will be run each fall and posted on each college's Curriculum Committee web page. The course cap forms will be posted on each college's and the district's webpage.

Process Documentation

The review process will be documented in the District Academic Employee Handbook.