

## 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	Anthropology
4	Art & Photography
5	Asian Studies
6	Astronomy
7	Athletics
8	Automotive Technology
9	Biology
10	Business/Accounting/Business Computer Applications
11	Chemistry

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

52	Spanish
53	Speech
54	Statistics
55	Theatre Arts
56	Veterinary Technology
57	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.