AP 4020 Program, Curriculum and Course Development

References:
Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
Accreditation Standards II.A
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

BACKGROUND

California Education Code Section 70901 provides that the Board of Governors of the California Community Colleges has statewide responsibility to:

- establish minimum standards for credit and noncredit classes
- review and approve all educational programs offered by community college districts
- adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the Board of Governors, a credit course that is not part of an approved educational program, and monitor courses approved

The California Community Colleges Chancellor's Office uses the following five (5) criteria to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Section 70902 of the California Education Code provides that the governing board of each community college district shall:

- establish policies for, and approve, credit courses of instruction and educational programs
- establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the Board of Governors

Section 70902 further provides that the governing board of each community college district may offer, without the approval of the Board of Governors, a credit course of instruction that is not offered in an approved educational program, under conditions authorized by regulations adopted by the Board of Governors.

California Code of Regulations Title 5 Section 51021, Curriculum, requires that "each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Subchapter 1 (commencing with §55000) of Chapter 6."

Title 5 Section 55000, Definitions, defines "course" as "an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002" and "educational program" as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

Title 5 Sections 55002 and 55100 establish the criteria for courses and standards for approval, while Sections 55130 and 55150 provides the criteria and standards for approval of credit programs, and noncredit courses and programs, respectively.

In addition, Title 5 Section 55002(a)(1), Curriculum Committee, mandates that "the college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate."

CURRICULUM COMMITTEE ROLE, FUNCTION, AND MEMBERSHIP

The District's Curriculum Committee serves in an advisory capacity to the Academic Senate and provides policy recommendations and procedures in the areas of (1) curriculum, including establishing prerequisites and placing courses within disciplines, (2) degree and certificate requirements, (3) grading policies, and (4) educational program development. This responsibility includes initiation, review, and approval of programs.

The function, membership, and procedures of the Curriculum Committee are subject to review every two (2) years by the Board of Trustees, or its designee, and the Academic Senate.

The Curriculum Committee is composed of the following members:

Voting Members

Chief Instructional Officer	Behavioral and Social Science Department Chair
Academic Senate Representative (Chair)	
Distance Education Coordinator	
Disabled Student Programs and Services Director	Business Department Chair
Counseling Representative	Industrial Technology Department Chair
Articulation Officer	English Department Chair
Assistant Librarian	ESL Department Chair
Associated Student Government Representative	Humanities and World Languages and Speech Communication Department Chair and Coordinator
Exercise Science/Wellness/Sport Department Chair	Nursing and Allied Health Department Representative
Public Safety Department Chair	Science, Math and Engineering Department Chair and Coordinator

Consultants

	Vice President for Student Services
Dean of Economic and Workforce Development	Director of Admissions and Records
	Matriculation Director
Dean of Health and Science	Child, Family and Consumer Sciences Director
	Transfer Center Director
Dean of Arts, Letters and Learning Services	Non-Credit Coordinator (represented by Dean of Economic and Workforce Development)
Dean of Counseling	SLO Coordinator

	Basic Skills Coordinator

The Curriculum Committee meets regularly on the first and third Thursday of each month during the academic year.

At its first meeting of the academic year, Curriculum Committee members and all other persons who will be involved in the curriculum approval process will complete the training provided for in Title 5 Section 55100, which permits community college districts to approve, without prior approval by the California Community Colleges Chancellor's Office, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (i.e., "stand-alone" courses). The district must annually certify (by September 30) that all faculty and staff involved in the curriculum approval process have completed this training. The training will be provided by the Curriculum Committee Chair, who will have received prior official training for certification either at the annual Curriculum Institute or via online training sessions offered by the Chancellor's Office.

At its last meeting of the academic year, the Curriculum Committee develops the meeting schedule for the ensuing year. The meeting schedule includes the deadline for new and revised programs and courses to be added to the next catalog, and programs and courses to be deleted from the catalog.

The Technical Review Committee, a subcommittee of the Curriculum Committee, meets immediately following a Curriculum Committee meeting to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, Matriculation Director, Distance Education Coordinator, SLO Coordinator, Dean of Learning Services, Non-Credit Coordinator (Dean of Economic and Workforce Development), and the Director of DSPS. Faculty as Originators of curriculum proposals and/or Department Chairs and/or Division Deans participate in Technical Review Committee meetings on an as needed basis.

The Instructional Assistant/Curriculum Specialist serves as clerical support to the Curriculum Committee and recording secretary for both Curriculum Committee and Technical Review Committee meetings.

PROCEDURES

The District utilizes CurricUNET for the submission, review, and approval of proposals to:

- establish new courses and programs
- modify existing courses and programs
- inactivate courses and programs

- reinstate courses and programs
- delete courses and programs

(See attached CurricUNET Quick Reference Guide)

Stand-Alone Courses

When approving stand-alone courses, the Curriculum Committee must note the following requirements of Title 5 Section 55100:

- unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office

- students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree

- regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites

- all stand-alone courses approved must be reported to the Chancellor's Office

Credit Hour

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time; or

- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The definition described above is known as the Carnegie unit formula, which requires three hours of student work per week, either in or out of class, over the term of a full semester, for one Carnegie Unit of student credit. While some students will put in more or less time, depending on their ability and level of personal commitment, the structure of the course in terms of semester units presumes this standard and is the basis of scheduling within the academic calendar.

The course outline of record will state student units and the number of in-class contact hours – which are 50 minutes in length – as if each course were intended to be offered for a full term 18 week term. In reviewing and approving courses, the curriculum committee must assure that the units offered are commensurate with the hours necessary for the course, both in and out of the classroom.

Proposals for new, revised, inactivated, reinstated, and terminated courses and programs originate with department faculty (Originator). Following submission of curriculum proposal by the Originator, the proposal is reviewed and approved by the following in the order noted:

1. Department Chair or Coordinator
2. Division Dean
3. Technical Review Committee
4. Curriculum Committee Chair, Curriculum Consultants, Curriculum Committee

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. This separate review is achieved through the use of a "distance education addendum."

Proposals submitted must be approved by the Department Chair or Coordinator and Division Dean by 5:00 p.m. on Wednesday in the week preceding the Curriculum Committee meeting. Proposals submitted timely will be reviewed and acted upon by the Technical Review Committee. Proposals approved by the Technical Review Committee are then added to the agenda for the next meeting of the Curriculum Committee.

In order to take official action at any called meeting, there must be two-thirds of voting members in attendance. Proxy voting will not be allowed.

Following the Curriculum Committee meeting, the final approval process includes approval of the following:

1. Academic Senate appointed Curriculum Committee Chair
   Chief Instructional Officer

The Instructional Assistant/Curriculum Specialist submits approved curriculum items to the Academic Senate for approval on behalf of the Curriculum Committee. In addition, the specialist submits items requiring approval of the Board of Trustees (i.e., new programs and program deletions, new courses) to the Superintendent/President's Office for inclusion in the Board meeting agenda. Items requiring approval of the Superintendent/President (i.e., program and course revisions) are submitted to the Superintendent/President's Office.

Following Board approval, the Superintendent/President will sign the Application for Approval – New Credit Program (CCC-501) or Substantial Changes to an Approved

Credit Program (CCC-510) form and the Instructional Assistant/ Curriculum Specialist will submit to the State Chancellor's Office for final approval.

Following the end of the spring semester, the specialist submits curriculum items approved for inclusion in the catalog for the next academic year to the Chancellor's Office program database utilizing the Chancellor's Office's CurricUNET system.

All curriculum records, reports, and meeting minutes are maintained by the Instructional Assistant/Curriculum Specialist and are housed in the Academic Services Office.