

## **IMPERIAL COMMUNITY COLLEGE DISTRICT AP 4020 Program, Curriculum and Course Development**

### References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

ACCJC 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

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

Consultants

Chief Instructional Officer	Vice President for Student Services
Dean of Economic and Workforce Development	Director of Admissions and Records
Dean of Math and Science	Student Success and Support Director
Dean of Arts, Letters and Learning Services	Child, Family and Consumer Sciences Director
Dean of Counseling	Transfer Center Director
Basic Skills Coordinator	SLO Coordinator
Non-Credit Coordinator	

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

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 as needed to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, Student Success and Support Program 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 Curriculum and Academic Systems 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

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

### **Credit Hour**

#### **Hour Requirements for One and Two Units of Credit**

One unit of credit is 54 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Two units of credit is 108 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

## Minimum Unit Increment and Thresholds

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are treated as a threshold. Examples of common thresholds are:

Units	Hour Threshold
0.5	27
1	54
1.5	81
2	108
2.5	135
3	162

If the number of total student learning hours is between thresholds, then the unit value for the course will be the unit value for the maximum crossed hour threshold. For example, if a course has 120 total student learning hours, then the maximum crossed hour threshold is 108 hours and the unit value would be 2.

## Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit:

Divide the total of all student learning hours  
(lecture, laboratory, activity, and/or outside-of-class hours)  
by 54, then round down to the nearest .5 units.

Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{54} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest .5 increment. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{54} = \frac{180}{54} = 3.33, \text{ which is rounded down to 3 units of credit}$$

Definitions for terms used above:

- **Total Contact Hours:** The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- **Outside-of-class Hours:** Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.

Total student learning hours are provided using common ratios of Total Contact Hours to Outside-of-Class hours. The terms that correspond to these ratios are below:

Instructional Category	In-class Hours	Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar, and Similar)	1	2
Activity (Activity, Lab with Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

## **Cooperative Work Experience**

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit:

One unit of credit is 75 hours of paid work experience.

One unit of credit is 60 hours of non-paid work experience.

## **Clock Hour Courses / Programs**

Code of Federal Regulations Title 34 (§668.8k2iA) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 (§668.8l).

## **Establishing and Modifying Class Size**

### **Definitions**

**Class Size** is the maximum for student enrollment for each section of a course as listed on the Course Outline of Record for each course. When, by necessity, a course is assigned to a room with a capacity less than the class size, the class size will not apply. The term “class size” has also been referred to (as equivalents) as “class caps,” “enrollment maximums,” and “class quotas.”

### **Principles for the Initial Establishment and for Modification of Class Size**

1. Class size will be established initially by using the current class size as reflected in CurricUNET for each course.
2. Department chairs or coordinators have the authority to submit a major course revision to the Curriculum Committee to modify the existing class size based on the criteria outlined below with the consent of their fellow department faculty and with appropriate documentation.
3. If the Curriculum Committee approves a major course revision to modify the class size, then the new class size will become the official maximum for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

## **Process for Changing Existing Class Size**

1. Department chairs and coordinators may submit a major course revision to the Curriculum Committee to modify an existing class size based on established criteria as explained below, each of which must be supported and/or justified with appropriate documentation.
  
2. Based on the criteria for the modification of class size listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:
  - A. Comparative research of class sizes for similar courses at other California community colleges;
  - B. Recommendations or requirements from a professional or academic publication or organization; and/or
  - C. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.
  
3. Proposals to change the existing course cap for a course will be reviewed by the Curriculum Committee, which will make the final decisions regarding the proposal to change the existing enrollment maximum for a course.

## **Criteria for the Modification of Class Size**

Modifications to a class size must be justified with one of the below criteria; it is recommended that two or more criteria be considered in a proposal. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a class size modification. In addition, department chairs and coordinators who propose a new course to the Curriculum Committee should establish the class size based on one or more of the below criteria:

1. Health and Safety
  - Fire codes
  - Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.
  
2. Facility or Other Class Capacity Limitations
  - Availability of seats, desks, or workstations
  - Availability of equipment or supplies
  - Availability of required or necessary teaching or lab assistants



3. Course Modality
  - Lab courses vs. combined lecture and lab courses – class size may be determined differently for labs, which may have different limitations compared to lecture-only courses.
  
4. Student Skill Level
  - Basic skills
  - Transfer
  
5. Instructional Delivery
  - Nature of classroom activities
  - Nature of interaction between instructor and students
  - Use of group work or group projects
  
6. Student Assessment
  - Types and/or amount of individual assignments, projects, and/or papers to assess
  - Methods of student assessment, feedback, or evaluation
  - Course-level or Program-level Student Learning Outcomes
  - Course objectives in the COR
  
7. Use of Existing Class Size for a similar course(s) within the discipline
  - For new courses only—cannot be used as one of the required criteria for modifying an existing course cap
  - New course should be comparable (i.e. objectives, topics and scope, assignment, assessment, and pedagogy) to other course(s) in the discipline

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
2. 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 Curriculum and Academic Systems 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 Curriculum and Academic Systems Specialist and are housed in the Academic Services Office.