

**Academic Affairs**

**AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**

**Reference:**

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,  
amended

**Curriculum Process**

All new and modified credit and noncredit program and course (curriculum) proposals shall be initiated by the faculty at each college. The faculty, acting through discipline areas with the academic divisions and through each college's Curriculum Committee as a sub-committee of their Academic Senate, shall be responsible for instructional program and course development.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate and applicable sections of the California Code of Regulations (Title 5) and the Education Code. The Curriculum Committee is charged with ensuring that all curricula meet the standards for approval contained within Title 5 and the Chancellor's Office publication: Program and Course Approval Handbook. The Curriculum Committee is responsible for ensuring the quality, currency, and academic soundness of programs and courses.

An ongoing review of curricula is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. CTE courses are reviewed on a two-year cycle through the Program Review process. The Curriculum Committee will publish an annual timeline for submission of new curriculum proposals and modifications. Distance education/hybrid modalities and course requisites are reviewed and approved as a separate action of the Curriculum Committee.

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

**Curriculum Cycle**

- New and modified curriculum proposals are developed by discipline faculty using curriculum development software, which maintains records and history of changes

- With their Dean's approval, discipline faculty forward the proposals to their respective college's Curriculum Committee
- The Curriculum Committee, as a sub-committee of the Academic Senate at each college, shall review and approve appropriate proposals from their respective faculty members
- The Curriculum Committee at each college is supported by their respective Vice President of Academic Services, who shall forward the approved proposals to the Board of Trustees for approval
- The Board of Trustees shall consider curriculum proposals at regular meetings. After Board approval, curricula shall be forwarded to the California Community Colleges Chancellor's Office for approval and/or charting

Curriculum development is outlined and defined in the current curriculum approval structure at each college in accordance with the District's Functional Map as it relates to the role of the Academic Senate/District in this process.

The following elements should be addressed:

- Develop a proposal for a new program that includes student needs, environmental scan, assessment study, etc.
- Demonstrate program initiation as a result of mission appropriateness, Educational Master Plan, program review, and/or advisory board input, if applicable
- Determination of available resources, levels of support, cost assessment, projected generated FTES, and an implementation schedule
- Dialog with other affected programs in the District, discipline faculty, advisory boards, community/employer partners, students, and other potentially interested contributors
- Occupational Programs should be forwarded to Career Technical Education Regional Consortium for approval.

District Chancellor/Board of Trustees approval is the final internal approval step within the District.

As appropriate, the following agencies may need to approve the proposed new program: California Community College Chancellor's Office, California Post-Secondary Education Commission, and Accrediting Commission for Community and Junior Colleges (ACCJC).

### **Credit Hour**

One credit of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work which may include inside and/or outside-of-class hours. A course requiring 96 hours or more of total student work shall provide at least 2 units of credit.

Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.