

## PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

### Initiation, Review, Approval, and Evaluation Processes and Related Criteria

Faculty are responsible for the initiation, revision, and review of curriculum. In the case of a new program or existing program with no full-time or adjunct faculty, the division chair, program director/coordinator, or curriculum coordinator will be responsible for initiating, revising, and reviewing curriculum. The Academic Senate has established the Curriculum Committee, which maintains curriculum review processes and related criteria, facilitates the review and approval of courses and programs, and provides regular training and guidance on curriculum regulations, updates, and policies. Curriculum committee policies and procedures, including curriculum workflow and guidelines for initiation and review, are maintained by the committee and available on its website.

### Designated Responsibility and Authority for Initiation, Review, and Approval of Curriculum

- *Academic Deans*: District administrators sit on the curriculum committee and are responsible to facilitate the established processes for curriculum development and revisions. Academic deans review curriculum proposals in their areas of responsibility to ensure that Division policies are followed, and that curriculum proposals are feasible, fiscally sound, and can be offered or successfully implemented.
- *Academic Senate*: Through the establishment of the curriculum committee, the Academic Senate establishes processes for curriculum development and review, ensures compliance with federal and state regulations, California Education Code, and guidelines published by the California Community College Chancellor's Office through the Program and Course Approval Handbook. The Academic Senate, through the curriculum committee, ensures that training opportunities are provided to faculty. The Academic Senate regularly reviews and approves curriculum proposals brought forward from the curriculum committee, and forwards approved proposals to the Board of Trustees.
- *Articulation Officer*: The articulation officer consults with discipline faculty in review of new and revised courses and transfer programs, and assists with articulation and transfer requirements. The articulation officer is a voting member of the curriculum committee and participates in technical review.
- *Board of Trustees*: Ed Code section 70902(b)(2) specifies that the governing board

for each community college district shall establish policies for and approve courses of instruction and educational programs. Title 5 requires that all credit and non-credit curriculum be approved by the college curriculum committee and district governing board pursuant to Title 5, beginning with section 55100. In compliance with Title 5 and Ed Code, the Board of Trustees regularly reviews and approves curriculum proposals brought forward by the Vice President of Academic Services from the Academic Senate.

- *Curriculum Committee*: The curriculum committee's structure is established by the Academic Senate. Faculty representatives are voting members, and are elected by their divisions and appointed by the Academic Senate. The full voting membership reviews and votes on changes to curriculum. Procedures and criteria for review are published and maintained by the committee, which provides training opportunities on curriculum policies, procedures, and regulations to faculty and administration. Curriculum approved by the curriculum committee is regularly forwarded to the Academic Senate.
- *Curriculum Coordinator*: The curriculum coordinator serves as faculty co-chair of the curriculum committee and assists faculty with the development and review of curriculum. The coordinator maintains and distributes the curriculum committee's review cycle and currency lists, tracks curriculum proposals throughout the review process, and submits curriculum proposals approved by the curriculum committee to the Academic Senate.
- *Curriculum Specialist*: The curriculum specialist maintains curriculum records at the District and with the state Chancellor's office, and reviews curriculum to ensure accuracy for the requirements of these systems during technical review.
- *Division Faculty*: Faculty are responsible for the development, initiation, and review of curriculum. Divisions and related departments review curriculum on a regular cycle established by the curriculum committee. Each division establishes processes and procedures for the initiation, review, and updating of curriculum; these procedures are submitted to and published by the curriculum committee.
- *Division Representatives*: Faculty members, elected by their divisions and appointed by the Academic Senate, are voting members of the curriculum committee, and assist faculty in their division with the initiation, review, approval, and evaluation of curriculum according to established division processes.
- *Vice President of Academic Services*: The Vice President of Academic Services or designee serves as the administrative co-chair of the curriculum committee and is responsible for facilitating the established processes for curriculum development and revision. The Vice President of Academic Services is accountable for moving faculty curriculum recommendations to the Board of Trustees for review and approval, and for reviewing curriculum, proposals to ensure that the requested proposals are feasible, fiscally sound, and can be offered or successfully

implemented. The Vice President of Academic Services serves as the District's Accreditation Liaison Officer and is responsible for obtaining any necessary substantive change approvals from the ACCJC for new curriculum or discontinued programs.

### Process Timelines and Limits

Courses and programs may be modified, created, or inactivated (by mutual agreement of the division and administration [see AP 4021]) at any point during the academic year. However, there are important deadlines governing the catalog and schedule of courses that impact when courses and programs are approved and when their effective dates for implementation begin. The curriculum committee maintains and publishes a recommended schedule of submission dates for curriculum review which takes into account the schedule of classes, publication of the District catalog and its Spring Addendum, and key dates for articulation.

Courses must be reviewed every five years to maintain currency. Programs must also be reviewed every five years to maintain currency, with the exception of Career Technical Education programs, which have to be reviewed every two years.

### Publication of Changes and Maintenance of Records

Proposed changes to curriculum are available for internal review within the curriculum management system. Proposed changes are available to the public through the Curriculum Committee report and agenda, Academic Senate curriculum report, and via the curriculum report presented to the Board of Trustees. Approved curricular changes are reflected in the District catalog and in publicly available Course Outlines of Record, which are published on the Curriculum Committee website. Curriculum records are maintained by the Office of Academic Services, through the Curriculum Specialist.

### Use of a Range of Delivery Systems and Modes of Instruction

The curriculum committee ensures that curriculum meets generally accepted academic standards for proposed modes of instruction, including Distance Education (online and hybrid delivery). Courses proposed for online delivery include a Distance Learning Addendum addressing standards for distance delivery, and are reviewed by the Distance Education Coordinator as part of the standard curriculum review process established by the curriculum committee.

### 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 17.5 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 District including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

- Procedures for Unit/Hour calculations are further specified in AP/BP 4090.

### Certification

The District's Superintendent/President, Chief Instructional Officer, Academic Senate president, and curriculum committee chair shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit programs:

- The curriculum committee and District governing board have approved each credit program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);
- The district promptly reported all credit programs approved by the District governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;
- District personnel involved in the credit program approval process, including members of the Curriculum Committee and Board of Trustees, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor's Office consistent with subdivision 55000.5(a);
- The development, establishment, and evaluation of approved educational programs included representative faculty involvement.

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; ACCJC Accreditation Standard 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.

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