

Adopted

December 11, 2007

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July 12, 2016

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BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55100, 55130 and 55150;

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; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;

WASC/ACCJC Accreditation Standards II.A and II.A.9

The District shall accord the Academic Senate rights in the areas of course, program, and curriculum development as outlined under Academic and Professional matters in BP 2510 titled Participation in Local Decision-Making and its subsections as well as in BP 4000 titled Instructional Policies and Procedures. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration given to the job market and other related information for career and technical education programs consistent with the requirements of Ed Code.

Minor course changes and edits shall be approved by the Academic Senate of the college. Program discontinuances and changes shall be approved by the Academic Senate of the college and sent to the Board of Trustees for approval. All new programs, new courses, and program discontinuance shall be approved by the Academic Senate of the college and sent to the Board of Trustees for

approval. All new programs and courses shall be submitted to the California Community College Chancellor's Office for approval as required. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The District Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The District Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an inappropriate minimum number of clock hours of instruction for each credit hour it claims.