BP 4020 Program and Curriculum Development

Reference:
Education Code Section 70901(b), 70902(b), and 78016;
Title 5, Section 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;
ACCJC Accreditation Standards II.A and II.A.9
WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.2

1.0   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.

2.0   Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from the departmental level through the division to other points within the approval process.

3.0   Each college and the North Orange Continuing Education shall be responsible for adherence to its own intra-curricular process.

4.0   On completion of the campus process, curricular items will be presented to the District Curriculum Coordinating Committee by the appropriate curriculum committee chair or designee.

5.0   The Vice Chancellor, Educational Services & Technology, shall, in consultation with the faculty, establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. Furthermore, these procedures shall include:

   5.1   Appropriate involvement of the faculty and Academic Senate in all processes.

   5.2   Regular review of programs and courses.

   5.3   Opportunities for training for persons involved in aspects of curriculum development.

   5.4   Consideration of job market and other related information for vocational and occupational programs.

6.0   Definition of a Unit of Credit: Courses shall grant units of credit based upon a relationship specified by the Board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. Each course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

7.0   All new courses, programs, and program discontinuances shall be approved by the Board unless this authority is delegated to the Chancellor.

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8.0   After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

9.0   <u>Credit Hour</u>: 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.

   9.1   The Vice Chancellor, Educational Services & Technology, will establish procedures, which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

   9.2   The Vice Chancellor, Educational Services & Technology, shall establish procedures to assure that curricula in the District comply with the definition of "credit hour" or "clock hour," where applicable. The Vice Chancellor, Educational Services & Technology, shall also establish procedures 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 operation has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure AP 4020

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