

AP 4020 Program, Curriculum and Course Development

References:

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

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Aid Programs under Title IV of the Higher Edu

BACKGROUND

California Education Code Section 70901 pro
California Community Colleges has statewide

- establish minimum standards for credit
- review and approve all educational pro
districts
- adopt regulations defining the condition
district may offer, without the need for a
credit course that is not part of an app
courses approved

The California Community Colleges Chancell
criteria to approve credit and noncredit progra
Chancellor's Office review.

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Section 70902 of the California Education Co

Voting Members

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

Consultants

Dean of Behavioral and Social Sciences	Vice President for Student Services
Dean of Economic and Workforce Development	Director of Admissions and Records
Dean of Arts and Letters	Matriculation Director
Dean of Health and Public Safety	Child, Family and Consumer Sciences Director
Dean of Science/Math/Engineering	Transfer Center Director

Dean of Learning Services and Development

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

At its first meeting of the academic year, Curriculum Committee members and all other persons who will be involved in the curriculum approval process will complete the training provided for in Title 5 Section 55100, which permits community college districts to approve, without prior approval by the California Community Colleges Chancellor's Office, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (i.e., "stand-alone" courses). The district must annually certify (by September 30) that all faculty and staff involved in the curriculum approval process have completed this training. The training will be provided by the Curriculum Committee Chair, who will have received prior official training for certification either at the annual Curriculum Institute or via online training sessions offered by the Chancellor's Office.

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 immediately following a Curriculum Committee meeting to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Co-Chairs, Articulation Officer, Matriculation 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 Instructional Assistant/Curriculum 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

4. Curriculum Committee Chairs, 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 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 Co-Chair
2. Chief Instructional Officer/Curriculum Committee Co-Chair

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 Superintendent/President will sign the Application for Approval – New Credit Program (CCC-501) or Substantial Changes to an Approved Credit Program (CCC-510) form and the Instructional Assistant/ Curriculum 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 Instructional Assistant/Curriculum Specialist and are housed in the Academic Services Office.