

**PROGRAM, CURRICULUM AND COURSE DEVELOPMENT**

**BP No.  
4020**

Board Adopted: 3-15-06; 1-14-09; 1-15-14; 5-8-19

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- I. 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 Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.
- II. 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 of job market and other related information for vocational and occupational programs.
- III. All new programs and program discontinuances shall be approved by the Board.
- IV. Tracking of Associate Degrees for Transfer (ADTs) will be conducted and reported to the Board on an annual basis.
- V. 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.
- VI. 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.
- VII. 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.
- VIII. The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Superintendent/President 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 program

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has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**IX. Sources/References:**

Education Code Section 70901 (b), 70902(b); 78016;  
Title 5, Section 55100, 51022, 55130, 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, 603.24, and 668.8.  
ACCJC Accreditation Standards II.A and II.A.9

See Administrative Procedure 4020.

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Note: The following procedure is legally required in an effort to show good faith compliance with applicable federal regulations.

- I. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee (a sub-committee of the Academic Senate) shall be responsible for program and curriculum development.
- II. All new program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.
- III. The Rio Hondo College Board of Trustees must approve all new courses, programs, and program discontinuances.
- IV. Once approved by the Board, new courses, programs and program discontinuances must be submitted to the Chancellor's Office. The District shall provide annual certification to the California community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.
- V. Approval of new courses, modifications to existing courses, new programs, and modifications to existing programs rests first with the Curriculum Committee that includes representation from appropriate segments of faculty (discipline faculty, Counseling faculty, Articulation Officer), students, and administration (Dean of Career and Technical Education/Instructional Operations).
- VI. Courses and programs are reviewed and updated by faculty in discipline areas within the academic divisions at the time of Program Review. This review occurs every six years for academic programs and every two years for vocational programs. Courses and programs are reviewed regarding their relevance, appropriateness to mission, achievement of learning outcomes, currency, and potential for future needs.
- VII. The following criteria will be reviewed in regards to course offerings:
  - A. Hours
  - B. Units
  - C. Content
  - D. Prerequisites/co-requisites/advisories
  - E. Content review

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- F. Title/course number change
  - G. Course Description
  - H. Advisory Committee minutes (CTE programs only)
  - I. Labor market data if applicable (CTE programs only)
- VIII. Following submission to and approval by the Chancellor's Office (when required), new programs or courses, deletions, or modifications are placed into college publications as they are produced.
- IX. The Curriculum Committee Chair shall attend relevant state meetings to keep current with rules and regulations regarding curriculum offerings. Information shall be disseminated to the campus via Flex Day workshops, Curriculum meetings, and Curriculum reports given during Academic Senate meetings.
- X. The process for submittal and approval of courses and programs is specified in the "Red Notebook" and is also available on the Curriculum Committee website (<http://www.riohondo.edu/academic-senate/academic-senate-homepage/curriculum-committee/>)
- XI. 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 [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], 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 institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
- XII. Standard Formula: Credit Hour Calculation
- The standard formula for credit hour calculations is derived from Title 5, Section 55002.5 which establishes that "One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours." Title 5 established 48 semester hours of total work as the minimum for such calculations and 54 semester hours as the maximum.

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In its unit calculations, Rio Hondo College will use 54 hours (18 weeks x 3 hours) for total student work for this calculation. This number is referred to as the “hours-per-unit divisor.” The total of all student contact hours and outside-of-class hours divided by the “hours-per-unit-divisor” determines unit calculation. The total of all contact hours and outside-of-class hours is referred to as “total student learning hours” and is the divisor in the credit calculation formula. The formula for calculating course units is as follows:

$$\frac{\text{Total student learning hours (student contact hours + outside class hours)}}{54 \text{ (hours per unit divisor)}}$$

The College uses lecture and lab hours as the basis for determining in-class and out of class hours. Lecture presumes 2 hours of outside work for every 1 hour in class. One unit of lecture equates to 18 lecture hours and 36 outside of class works over the 18-week term used as the basis for this calculation. 1 unit of lab equates to 54 lab hours. The smallest incremental unit of credit permitted for all courses shall be .5 units. The units awarded for all courses shall be consistent with the units as calculated unless an exception is permitted by the Curriculum Committee. When deemed appropriate, outside-of-class hours may be moved to in-class (student contact) hours and documented on the course outline of record. Exceptions to the credit hour calculation policy may be granted in accordance with the policy and practice adopted by the Curriculum Committee. Exceptions, and their basis, will be documented on the course outline of record.

**XIII. References:**

Title 5 Sections 51021, 55000 et seq., 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, as amended.