



Book	Board Policies and Administrative Procedures
Section	CHAPTER 4 - ACADEMIC AFFAIRS
Title	BP 4020 - PROGRAM, CURRICULUM AND COURSE DEVELOPMENT
Code	4020
Status	Active
Adopted	March 15, 2006
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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 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.