

PROGRAM AND CURRICULUM DEVELOPMENT

AP No. 4020

Board Reviewed: 8/15/07; 4/11/12; 10/14/15

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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 College Board of Trustees must approve all new courses, programs, and program deletions.
- IV. Once approved by the Board, new courses, programs and program deletions must be sent to the Chancellor’s Office for final approval.
- 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
 - F. Title/course number change

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- G. Course Description
 - H. Advisory Committee minutes (CTE programs only)
 - I. Labor market data if applicable (CTE programs only)
- VIII. Following approval by the Chancellor’s Office, 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. References:
- Title 5 Sections 51021, 55000 et seq., 55100 et seq.;
- ACCJC Accreditation Standards II.A. and II.A.9
- 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.