

# **CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS**

## **AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM**

**References:** Title 5 Sections 51021, 55000 et seq., and a55100 et seq.  
Accreditation Standard II.A

Program and curriculum development are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Instruction provides the administrative oversight for the process.

### **Program Review**

At least every 6 years, as a regular part of the program review process, the program review committee shall review each prerequisite, corequisite, and advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this procedure and with the law.

### **Program Approval Process**

The Office of Instruction, with input from the Educational Programs Committee, is responsible for the oversight of the academic program review approval process. Programs are examined using evaluative criteria established by the committee.

The Office of Instruction and the Educational Programs Committee submit reports of their actions and policies to the Academic Senate. In addition, they submit all actions to the Board of Trustees for review.

The Curriculum Committee is responsible for the oversight of degrees and Certificates of Achievement. All new Associate Degrees, Certificates of Achievement and existing approved programs with substantial modifications are sent first to the Board of Trustees for review, and then on to the Chancellor's Office for approval.

Once approved by the Chancellor's Office, the Degree, Certificate or program is added to the inventory of approved programs. Skill awards are locally approved. All approved programs are published in the Citrus College catalog.

### **Curriculum Approval Process**

The Curriculum Committee is responsible for the oversight of the curriculum approval process. All proposals for new courses, and all modifications to approved courses, are submitted through the curriculum approval process. The stages for initiation, review, approval, and evaluation are contained in the Citrus College Curriculum Handbook which is a publication of the policies determined by the Curriculum Committee and approved by the Academic Senate.

All approved courses are entered in the District database system. The database of approved courses is maintained by the Office of Instruction. Courses are published in the Citrus College Catalog and schedules.

The Curriculum Committee submits reports of its actions and policies to the Academic Senate. In addition, it submits all major actions to the Board of Trustees for review.

Courses not part of an approved program are submitted to the Curriculum Committee for stand-alone approval. Once approved, stand-alone courses are reported to the Chancellor's Office.

The Curriculum Committee is responsible for establishing timelines and limits for the curriculum approval process.

Board Approved 07/21/09