

# CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

## AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; Accrediting Commission for Community and Junior Colleges Standard II.A; 34 Code of Federal Regulations Part 600.2; 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.

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 Program Review Committee, the Educational Programs Committee, and the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Academic Affairs provides the administrative oversight for the process.

### I. Program Development

Faculty interested in establishing a new instructional program, complete an Instructional Program Development Proposal and submit it to the Educational Programs Committee. The proposal addresses the following evaluative criteria for the program and related courses, degrees, certificates, and skill awards.

#### **Mission: Appropriateness to the Mission of the California Community Colleges** (See California State Education Code)

1. Is the program designed for lower division students pursuing a degree and/or for purposes of transfer, occupational preparation, or career supplement/advancement?
2. Does the program develop the ability of students to succeed in college level courses and adult noncredit instruction?
3. Does the program provide systematic instruction in a body of content or skills whose mastery forms the basis of the student grade?
4. Is the program designed to assist in the economic development of local businesses or the community?

#### **Need: Data based analysis in support of need**

1. Is there a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program?
2. The proposed new program would not cause harmful competition with any existing program at another college.
3. For transfer courses or programs, is there student demand and is there

- transfer applicability (i.e., the course substantially satisfies the lower division course requirements for the corresponding four-year institution major or is articulated to meet transfer general education requirements?)
4. For occupational and career technical courses or programs, is there a documented labor market need based on employer input or a job market analysis?

**Quality: Assurance of high educational standards**

Do the courses and program meet the standards set by Title 5 for each category of credit offered – degree credit, non-degree credit, and noncredit?

**Feasibility: Demonstration of institutional commitment for support**

Does the college have the resources to maintain the course or program in which the course is required at the level of quality described in the course outline of record and the new program application?

**Compliance: Assurance of adherence to related requirements**

Does the course or program comply with all other laws applicable to it, including federal regulations, licensing requirements, and the particular legal requirements for courses included in the ***Program and Course Approval Handbook?***

**New Programs:**

New instructional programs are initiated by faculty in consultation with the Academic Senate, the Curriculum Committee, the Program Review Committee, and the Educational Programs Committee as well as administrators as appropriate. Proposals including courses, degrees, or certificates respond to the California Community Colleges Chancellor's Office (CCCCO) approval process. In the development process, the following efforts and assurances are documented (See Instructional Program Development Proposal):

1. Proposals reference Chancellor's office approval process for proposal form, as appropriate.
2. The need for full-time faculty will be identified in the Instructional Program Development Proposal, and the Faculty Needs Identification Committee (FNIC) will consider such needs in its review of FNIC proposals.
3. The Articulation Officer will be consulted to determine articulation of courses, certificates and degrees. The Articulation Officer determines if a proposed program meets at least one transfer pattern.
4. The Career Technical and Continuing Education Office will be consulted to determine articulation of high school courses as appropriate.

The development process begins in the Educational Programs Committee. The Educational Program Committee appoints a review team whose membership is appropriate to the nature of the proposed program and which minimally includes representatives from the Academic Senate and the Curriculum Committee. This review team determines that a proposed program addresses the following:

- A proposed program is distinguished from other existing programs.
- Is this a distinct and separate program or rather, part of another program?
  - Will the development of the program trigger the need to file a Substantive Change report with the Accrediting Commission for Community and Junior Colleges?
  - Does the program proposal include curriculum development and modifications?
  - Does the program demonstrate the relationships of courses, to the program, degrees, and certificates through a curriculum map?
  - Are there program level learning outcomes?

## **II. Curriculum Approval Process**

The Curriculum Committee is responsible for the oversight of the curriculum approval process. All proposals for new courses, degrees, certificates, and skill awards, are submitted through the curriculum approval process. Courses that embrace honors and/or online instruction will include a separate addendum that addresses associated instructional practices. 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 Academic Affairs. Courses, degrees, and certificates are published in the Citrus College Catalog and class schedules.

The Curriculum Committee is responsible for the review and approval of courses, degrees and certificates of achievement. Regional Consortium endorsement is required for new or substantially modified degrees and certificates in Career and Technical Education areas. All new associate degrees, certificates and skill awards, and existing approved programs with substantial modifications are sent first to the Board of Trustees for approval, and then degrees and certificates are sent to the Chancellor's Office for review and approval.

Once approved by the Chancellor's Office, the degree or certificate is added to the CCCC inventory of approved programs. Skill awards are locally approved. All approved degrees, certificates, and skill awards are published in the Citrus College catalog. As required, a substantive change report or list of new programs is submitted to the Accrediting Commission for Community and Junior Colleges.

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

## **III. Curriculum Review**

At least every 6 years, as a regular part of the curriculum review process, the discipline faculty shall review each prerequisite, co-requisite, advisory, and honors and online education addenda to establish that each is still supported by the faculty in the discipline and is still in compliance with all other provisions of this procedure and with the law. Courses not part of a District approved program, degree, or certificate 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.

### **Credit Hour**

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. For the semester system, a course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

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 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.

### **IV. Program Review Process**

The Program Review Committee, with input from the Academic Senate and the Educational Programs Committee, is responsible for the oversight of the instructional program review approval process. Programs are examined using evaluative criteria established by the committee.

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

Instructional programs complete program review reports on a three-year cycle. Annually programs complete a brief update on goals and resource requests. In every third year, programs complete a comprehensive program review which addresses

1. Mission
2. Course Curriculum
3. Degrees, Certificates, Skill Awards, Transfer, and Employment

4. Program, Degree, Skill Award and Certificate Learning Outcome Assessment
5. Program Self-Evaluation and Summary

At least every three years, as a regular part of the program review process, instructional programs shall complete the "Course Curriculum Review" and thereby shall review each prerequisite, co-requisite, 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. Career and Technical Education programs review prerequisites, co-requisites, and advisories every two years as identified in the program review addendum for Career and Technical Education programs. The Program Review Committee evaluates this process.

See Board Policy 4020

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