PROGRAM AND CURRICULUM DEVELOPMENT

New Course/Program Development:
- New courses and programs are created and developed within departments and divisions by those who have expertise in the discipline. Each division reviews the course/program draft to determine need and to insure that it complements existing curriculum. New course/program proposals require approval by Vice President of Academic Services and may require approval by the Accrediting Commission for Community and Junior Colleges through the substantive change process. The course/program is entered into the curriculum management system, launched into an approval process workflow and is then reviewed by the Division Chair, Dean, Curriculum Rep, Articulation Officer, Curriculum Specialist, Curriculum Coordinator, Distance Education Coordinator, Academic Senate and the Vice President of Academic Services. Once approved, the curriculum report is sent to the Academic Senate for approval and then the Vice President of Academic Services presents new curriculum to the Board of Trustees. Throughout the approval process, various elements (i.e. student and program learning outcomes, labor market information as required, feasibility, demand and connection to the mission) of the curriculum are evaluated, depending on the reviewers’ area of responsibility or expertise, using criteria from the Program and Course Approval Handbook from the Chancellor’s Office.
- Courses and programs can be created at any point during the academic year. However, there are important deadlines governing the catalog and schedule of courses that impact when courses and programs are approved and when their effect dates for implementation begin.
- The changes to curriculum are available for viewing within the course management system and via the curriculum report that goes to the Academic Senate every two weeks. Ultimately, curricular changes are reflected in the college catalog. Curriculum records, at both the college and state level, are maintained by the curriculum specialist.
- Each course outline includes information about how the course is to be delivered, including in-person, online or hybrid. Course outlines also include distance learning addenda to help insure that distance education courses meet requirements governing those delivery methods.

Revised Course/Program:
- Existing courses and programs are reviewed within departments and divisions by those who have expertise in the discipline. Each division reviews the course/program draft to determine ongoing need, to insure that it complements existing curriculum and to determine the efficacy of the proposed changes. Revisions requiring additional resources must receive approval by the Vice
President of Academic Services and may require approval by the Accrediting Commission for Community and Junior Colleges through the substantive change process. The course/program is entered into the curriculum management system, launched into an approval process workflow and is then reviewed by the Division Chair, Dean, Curriculum Rep, Articulation Officer, Curriculum Specialist, Curriculum Coordinator, Distance Education Coordinator, Academic Senate and the Vice President of Academic Services. Once approved, the curriculum report is sent to the Academic Senate for approval and then the Vice President of Academic Services presents new curriculum to the Board of Trustees. Throughout the approval process, various elements (i.e. student and program learning outcomes, labor market information as required, feasibility, demand and connection to the mission) of the curriculum are evaluated, depending on the reviewers’ area of responsibility or expertise, using criteria from the Program and Course Approval Handbook from the Chancellor’s Office.

- Courses must be reviewed every five years to maintain currency. Programs must also be reviewed every five years to maintain currency, with the exception of Career Technical Education programs, which have to be reviewed every two years.

- The changes to curriculum are available for viewing within the course management system and via the curriculum report that goes to the Academic Senate every two weeks. Ultimately, curricular changes are reflected in the college catalog.

- Curriculum records, at both the college and state level, are maintained by the curriculum specialist.

- Each course outline includes information about how the course is to be delivered, including in-person, online or hybrid. Course outlines also include distance learning addenda to help insure that distance education courses meet requirements governing those delivery methods.

**Archived/Reinstated Course:**

- Archived courses may be returned to active status after being reviewed within departments and divisions by those who have expertise in the discipline. Each division reviews the course draft to determine ongoing need, to insure that it complements existing curriculum and to determine the efficacy of the proposed changes. Reinstated courses or programs require approval by the Vice President of Academic Services and may require approval by the Accrediting Commission for Community and Junior Colleges through the substantive change process. The course is entered into the curriculum management system, launched into an approval process workflow and is then reviewed by the Division Chair, Dean, Curriculum Rep, Articulation Officer, Curriculum Specialist, Curriculum Coordinator, Distance Education Coordinator, Academic Senate and the Vice President of Academic Services. Once approved, the curriculum report is sent to the Academic Senate for approval and then the Vice President of Academic Services presents new curriculum to the Board of Trustees. Throughout the approval process, various elements of the course outline are evaluated, depending on the reviewers’ area of responsibility or expertise, using criteria from the Program and Course Approval Handbook from the Chancellor’s Office.
Courses may be reinstated from the archive at any time, so long as they are revised under current conditions and approval processes.

The changes to curriculum are available for viewing within the course management system and via the curriculum report that goes to the Academic Senate every two weeks. Ultimately, curricular changes are reflected in the college catalog. Curriculum records, at both the college and state level, are maintained by the curriculum specialist.

Each course outline includes information about how the course is to be delivered, including in-person, online or hybrid. Course outlines also include distance learning addenda to help insure that distance education courses meet requirements governing those delivery methods.

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 17.5 weeks, or the equivalent amount of work over a different amount of time.

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; CCCC0 Units/Hours Worksheet; 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.

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