Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

Title AP 4020 **INTRUCTIONAL** PROGRAM**S** AND CURRICULUM~~, AND~~ ~~COURSE~~ DEVELOPMENT

Number AP 4020

Status Active

Legal **~~Education Code Section 70901, 70902(b), 78016~~**~~: Title 5 Sections 51021, 55000-55005, 55100-55155;~~ **~~55001,~~** ~~51022, 55130,~~ **~~55150, 55150.5, 66700~~**~~;.~~

Education Code Section **70901,** 70902(b), 78016: Title 5, Section **55001,** 51022, **55002.5**, **55100**, 55130, **55150, 55150.5, 58023, 66700; 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.****Accreditation Standard II.A**

Adopted May 12, 2009

Last Reviewed June 21, 2011

~~To ensure the quality and relevance of its curriculum, VCCCD adheres to procedures established for the development and review of programs, curricula, and courses. Procedures address new development, additions, provisional or experimental designations, reinstatements, and deletions. Further, VCCCD adheres to established procedures for changes in course number, title, units, hours, or other essential elements in an official VCCCD Course Outline of Record. VCCCD procedures are based on best practices recommended by the Academic Senate of the California Community Colleges, and guidance provided by the California Community College Chancellor’s Office.~~

**College Curriculum Committees**

**The programs and curriculum of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The faculty, acting through discipline areas within the academic divisions and through each college’s Curriculum Committee, a sub-committee of their Academic Senate, shall be responsible for instructional program and curriculum development.**

**All new instructional 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.**

**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, administrators, and students.**

**Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs. Courses and instructional programs are reviewed regarding their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.**

Nothing in this AP shall preclude Curriculum Committees from reviewing courses on a more frequent basis for reasons such as to meet legally mandated changes or to reflect the input of advisory committees or for other reasons related to the maintenance of high quality curriculum.  

**The following criteria will be reviewed in regards to course offerings;**

1. **Title and course number**
2. **Hours**
3. **Units**
4. **Prerequisites/co-requisites/advisories on recommended preparation**
5. **Limitations on enrollment**
6. **Repeatability**
7. **Credit basis**
8. **Degree and/or transfer applicability**
9. **Catalog description**
10. **Field trips**
11. **Course content**
12. **Course objectives**
13. **Distance education**
14. **Minimum qualifications**
15. **Methods of instruction**
16. **Methods of evaluation**
17. **Textbooks**

**Relationship of Hours to Units**

In determining the number of units to be awarded for courses, colleges must consider total lecture, outside study, and/or laboratory hours. The combination of these hours are referred to as “student learning hours.” A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5 Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside study time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.

* One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system.
* A course requiring 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system shall provide at least 2 units of credit
* The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments.
* Colleges of the District may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one half unit.

**Credit Hour**

**Consistent with federal regulations applicable to federal financial and eligibility the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.**

**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.**

~~The curricula development is initiated by faculty, and reviewed in the Curriculum Committees of the District Colleges. The resulting curricula are reviewed for technical elements at the District level to ensure legal compliance. Final curricula from Curriculum Committees are recommended to the Board of Trustees for approval.~~

**~~College Level Development and Review~~**

~~College Curriculum Committee~~

~~The Curriculum Committee, formed under the auspices of the Academic Senate, is co-chaired by the Executive Vice President and a faculty co-chair.~~

~~The membership of the Curriculum Committee is widely representative of the academic disciplines of the College, and includes appropriate representation of academic managers. Representation ensures that discipline expertise and administrative input are present for deliberation and approvals.~~

~~The membership of the Curriculum Committee, as specified by Regulation, must include expertise in library resources and articulation. In the case of Distance Education review, expertise in accessibility is required.~~

~~The Curriculum Committee is delegated the responsibility to set forth the initiation, review, approval, evaluation processes, and related criteria for program and curricula.~~

~~The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance to the code of regulations set forth in California Code of Regulations, Title 5; and as guided by the~~ *~~Program and Course Approval Handbook~~* ~~published by the California Community College Chancellor’s Office.~~

~~The Curriculum Committee conducts curricular reviews in a timely and regular basis to ensure that the all courses are updated on a periodic cycle to ensure currency and viability for 4-year articulation.~~

~~The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor’s Office requirement for local curriculum approval certification.~~

**District Technical Review Workgroup – Instructional (DTRW-I)**

**The VCCCD Decision Making Handbook prescribes the membership and responsibility of District Technical Review Workgroup - Instructional (DTRW-I.)** . DTRW-I serves in an advisory capacity and makes appropriate recommendations on curricular and other related matters.

~~comprises the Curriculum Co-chairs, Senate Presidents, and Articulation Officers from each College. The co-chairs of DTRW are the Chancellor’s Designee and a faculty member selected by the group.~~

All new and substantially revised courses and instructional programs, and deleted instructional programs approved by the College Curriculum Committees are forwarded to ~~District Technical Review Workgroup~~ DTRW-I for legal compliance review

~~DTRW also reviews all new and substantially revised programs and curricula for technical compliance, The Standard Operating Procedures of DTRW may be found in the~~ *~~VCCCD Governance Handbook~~*~~.~~

**Board of Trustees Program and Curriculum Approval**

The Board of Trustees must approve all new and substantially revised courses and instructional programs, and deleted programs. Once approved by the Board of Trustees, new and substantially revised courses and instructional programs, and deleted instructional programs must be sent to the California Community College Chancellor’s Office for final approval.

~~The Board of Trustees conducts one (1) reading on new and revised curriculum.~~

~~With the exception of non-credit courses, new career programs, and new transfer programs, curriculum approval is delegated locally to the VCCCD Board of Trustees.~~

~~After securing the approval of the VCCCD Board of Trustees, the following courses and programs must be presented to the California Community College Chancellor’s Office for final approval:~~

* ~~All not-for-credit courses~~
* ~~New transfer programs~~
* ~~New career programs must be presented to: 1) the South Coast Regional Consortium (SCRC) for regional review and approval; and thereafter, 2) the California Community College Chancellor’s Office for approval.~~

**Maintenance of Records**

Course ~~catalog and~~ inventory is maintained in the District’s Banner Information System which serves as the reporting mechanism to the California Community College Management Information System (MIS). **The Course Outline of Record (COR) and program requirements are maintained in the District Colleges’ CurricUNET system. All approved courses and programs are also maintained in the California Community College Curriculum Inventory.** The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes serves as the semester record of courses offered.