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| Book | VCCCD Board Policy Manual |
| Section | Chapter 4 Academic Affairs |
| Title | BP 4020 Program, Curriculum, and Course Development |
| Code | BP 4020 |
| Status | Active |
| Legal | <p>ACCJC Accreditation Standards II.A and II.A.9</p> <p>34 Code of Federal Regulations 600.2, 602.24, 603.24, 668.8</p> <p>California Education Code, Section 70901(b), 70902(b)</p> <p>California Education Code, Section 78016</p> <p>Title 5, Section 51000</p> <p>Title 5, Section 55002.5</p> <p>Title 5, Section 51022</p> <p>Title 5, Section 55100</p> <p>Title 5, Section 55130</p> <p>Title 5, Section 55150</p> <p>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</p> |
| Adopted | February 16, 2006 |
| Last Revised | June 14, 2022 |
| Last Reviewed | June 14, 2022 |
| Prior Revised Dates | June 16, 2020 |

The programs, curricula and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality, currency, and compliance. To that end, the Chancellor, in consultation with the Academic Senates, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and review of course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board encourages the colleges to develop and offer programs, curricula and courses in ethnic studies, programs, curricula and courses that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status.

All new programs and program deactivations shall be approved by the Board. All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval and/or chaptering as required. All new courses, deactivations, and modifications of credit and noncredit programs, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for chaptering as required and prescribed in the latest PCAH.

Board approved Proficiency Awards, which are non-transcribed, do not require submission to and approval by the CCCC.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing program (stand alone) must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

All new and revised Associate Degrees for Transfer (ADTs) and noncredit short-term vocational programs shall be approved by the Board and submitted to the CCCC for approval.

Credit Hour

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

The Chancellor shall establish procedures that prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

Reference [Administrative Procedure 4020](#).

Governance Review

2022 06.14 Board of Trustees

2022 06.03 Consultation Council

2022 05.16 Chancellor's Cabinet

2022 05.12 DCCI

2022 03.08 Board of Trustees

2022 02.22 Policy, Planning, Accreditation and Student Success Committee

2022 02.14 Chancellor's Cabinet

2022 02.10 DTRW-I