



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

The programs 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 curriculum development; and
- Consideration of job market and other related information for career and technical education programs.

All programs, and program deactivations shall be approved by the Board.

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-transcripted, do not require submission to and approval by the CCCCCO.

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 CCCCCO 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 to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," with applicable federal regulations, as they apply to community college districts, where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Reference [Administrative Procedure AP 4020](#).

#### Governance Review

2020 06.16 Board of Trustees Meeting

2020 04.23 Policy, Planning and Student Success Committee

2020 03.19 Policy, Planning, and Student Success Committee (rescheduled)

2020 02.24 Chancellor's Cabinet

2020 02.13 DTRW-I

2020 01.09 DTRW-I

2019 12.12 DTRW-I

2019 11.14 DTRW-I