

BP 4020 Program, Curriculum, and Course Development

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130 and 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.
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

NOTE: *This policy is legally required. The following policy indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and deleted courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval. The portion of this policy regarding credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.*

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the [CEO] shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee for the development and review of all curricular offerings, including their establishment and modification. Furthermore, these procedures shall include:

- appropriate involvement of the faculty and the Curriculum Advisory Committee in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

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 approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

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 [CEO] **President/Superintendent** will establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The [CEO] shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The ~~{CEO}~~ President/Superintendent shall also establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee, 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.

See Administrative Procedures [#].

Approved at AAAG 5/15/13
Was MPC BP 3005 and 3010