



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 4020 Program, Curriculum, and Course Development

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 Superintendent/President 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 labor market and other related information for Career Education programs.

All new courses and programs shall be approved by the Board of Trustees.

All new courses and programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. 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 of Trustees.

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 Superintendent/President will establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee which prescribes the definition of "credit hour" consistent with applicable Title 5 and federal regulations as they apply to community college districts.

The Superintendent/President shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee to assure that curriculum at the



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District complies with the definition of “credit hour” or “clock hour” where applicable. The Superintendent/President 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 Procedure 4020 - Student Learning Hours and Units of Credit, Administrative 4022 - Course Approval, and Administrative Procedure 4023 - Academic Program Development and Approval

References: *Education Code Sections 70901(b), 70902(b), and 78016*
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150
U.S. Dept. 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
ACCJC Accreditation Standards II.A and II.A.9

Formerly Governing Board Policy 3010 – Program, Curriculum, and Course Development

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