



AP 4020 Program and Curriculum Development

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard II.A;
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.

NOTE: *The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:*

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

The District shall develop and offer programs and curricula in ethnic studies, programs and curricula 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 in the topic.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and outside-of-class hours. [**Select one of the following based on whether the district uses a semester or quarter system. For semester system:** A course requiring 96 hours or more total student work shall provide at least 2 units of credit. **For quarter system:** A course requiring 66 hours or more of total student work shall provide at least 2 units of credit.] Cooperative work experience courses shall adhere to

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POLICY & PROCEDURE SERVICE

the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

NOTE: *The following language is **legally required**. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:*

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

NOTE: *The following language is **legally required** in an effort to show good faith compliance with the applicable federal regulations*

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.

Revised 7/11, 11/14, 10/17, 4/21, 4/23

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Academic Affairs

CCLC 42 updated this legally required procedure to align with updated Title 5 regulations. This procedure is accreditation linked and also a 10+1. Mici 5-31-2023

Copy to Jonathan/SLS 6-28-2023

No changes. Cari/Instruction 8-31-2023

To Academic Senate 9-1-2023

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

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;

ACCJC Accreditation Standard II.A

The District shall develop and offer programs and curricula in ethnic studies, programs and curricula 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 in the topic.

Instructional programs will be systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. Curriculum shall be evaluated to determine whether courses and program should be established, expanded, modified, or deleted on a periodic basis.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

In order to create and maintain a viable curriculum compatible with the Educational Master Plan, the Superintendent/President or designee shall be responsible for:

1. Recommending to the Board for approval the establishment or discontinuance of educational programs, degrees, certificates, and courses, in accordance with the Education Code.
2. Approving editorial and technical changes, teaching unit modifications, and related developments of minor significance within Board-approved programs and courses. The Board shall be advised of all such changes.
3. Ongoing development of the curriculum, including:
 - a. Periodic determination of the educational needs of the area;
 - b. Utilization of citizen advisory committees where appropriate;
 - c. Academic Senate participation in curriculum development;
 - d. Preparation and maintenance of current course outlines, degrees and certificates including student learning outcomes and objectives for all approved programs.

Faculty members shall, at a minimum, follow the course outline of record as the framework for the course. Within this framework, each instructor shall use the outline in a manner best designed to meet the needs and capabilities of students and to best suit the instructional methods of the faculty member. This flexibility in use of the outline shall be limited by the instructor's ability to deliver the course content and meet stated objectives and outcomes as determined by the approved evaluative criteria.

The Curriculum Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate. The purpose of the Curriculum Committee is to maintain the quality and the integrity of the educational program. Courses and programs are evaluated for their educational content and their appropriateness and value to the students served.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate.

1. Functions:

The functions of the College Curriculum Committee are as follows:

- a. Recommend all credit and non-credit courses for approval by the Board of Trustees. To be recommended, credit courses must meet the standards set forth by the Education Code, the mission of the College and demonstrate educational need based in equity and anti-racism.
- b. The Curriculum Committee does not approve Community Education courses. However, the Community Education Program will send all new course outlines to the Curriculum Committee at least two weeks prior to submission to the Board of Trustees to ensure there is no conflict with credit or non-credit courses. If the Curriculum Committee identifies a potential conflict, Community Education and the Department Chair will work together to find a resolution and inform the Curriculum Committee Chair in writing.
- c. Recommend all new credit and noncredit programs for approval by the Board of Trustees.
- d. Recommend and provide direction and support for academic program changes, course revisions, additions, deactivations, or deletions for approval by the Board of Trustees, making sure such changes meet the standards set forth by the Education Code. Consult with the OIM and the academic departments on course scheduling to ensure greater student access.
- e. Review the Master Schedule and recommend modifications as necessary.
- f. Recommend requirements for skills certificates and certificates of achievement.
- g. Recommend graduation requirements and general education requirements for the A.A., A.S., A.A.-T and A.S.-T degrees for approval by the Board of Trustees.
- h. Recommend for approval by the Board of Trustees, baccalaureate level courses for submission to the California State University system for inclusion on the transfer list of courses which satisfy the state universities' general education requirements.
- i. Support development of new curricula and dissemination of curricular material.

The Curriculum Committee may propose inactivation of a course required for a degree or certificate should any of the following apply:

- The department controlling the course requests the inactivation
- The course has not been submitted for course review within the past four years; or
- The course has not completed an SLO assessment within the past four years

The Curriculum Committee may propose inactivation of a program should any of the following apply:

- The department controlling the program requests the inactivation; or
- The program has not completed an SLO assessment cycle within the past four years

2. Membership:

Membership of the College Curriculum Committee are for two-year terms and consist of the following:

- a. Voting members appointed by the Academic Senate President and the Curriculum Chair:
 - Chair (votes in a tie);
 - Math and Science;
 - English and Humanities;
 - Fine and Performing Arts;
 - Social and Behavioral Science;
 - Counseling/Articulation Officer;
 - English as a Second Language (ESL);
 - Career Education;
 - Allied Health and Kinesiology;
 - SAS Counselor; and
 - Distance Education Coordinator.
- b. Non-voting Resources:

Evaluation Analyst from Enrollment Service.;

Curriculum Specialist from the Office of Instructional Management (OIM) and Assistant Vice President of Instruction.

Deans, as appropriate.
- c. Relevant Department Chairs are requested to attend Curriculum Committee meetings when there are proposals originating from their department or another department that will affect their courses and/or programs. Chairs should distribute the minutes of official meetings to selected campus and departmental offices. Department Chairs initiate new course and program proposals in consultation with department faculty and area Dean.

3. Operating Guidelines:

- a. Consistent with the UPM/MCCD Collective Bargaining Agreement Article 8, Department Chairs shall: assist with the department's faculty, in the development and/or modification of department curriculum, subject to departmental and District approval as recommended by the College Curriculum Committee; and assist department faculty in up-dating course outlines, degrees and certificates and communicate these updates in writing within the department and to the appropriate instructional office(s) through recommendations of the College Curriculum Committee.
- b. The Curriculum Committee Chair is selected by the process outlined in the Curriculum Committee bylaws. The Chair is not the area representative outlined in "Membership 2.a".
- c. Additional support is provided by the Office of Instructional Management.
- d. Curriculum Committee agendas, approved minutes and updated Curriculum Committee approval schedules are posted on the Curriculum Committee website.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and ~~for~~ outside-of-class hours. Cooperative work experience courses shall adhere to the formula for credit hour

calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

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 for the length of the semester for one semester 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, practicums, studio work, and other academic work leading to the award of credit hours.

See also BP and AP 4021 Program Revitalization and Discontinuance and AP 4022 Program Revitalization

Office of Primary Responsibility: Student Learning and Success

Date Approved: June 22, 2010 (*Replaced College of Marin Policy 2.0001 and Procedure 2.0001 DP.1*)

Reviewed/Revised: August 21, 2012; May 16, 2017; October 12, 2021; May 17, 2022;
December 13, 2022

Revised: