



Book	Board Policy
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Program, Curriculum, and Course Development (formerly Curricular Offerings)
Number	BP 4020 (formerly BP 6010)
Status	Up For Revision
Legal	34 Code of Federal Regulations 600.2 34 Code of Federal Regulations 602.24 34 Code of Federal Regulations 603.24 34 Code of Federal Regulations 668.8 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 Standards II.A and II.A.9 Education Code Section 70901(b) Education Code Section 70902(b) Education Code Section 78016 California Code of Regulations, Title 5, Section 51000 California Code of Regulations, Title 5, Section 51022 California Code of Regulations, Title 5, Section 55100 California Code of Regulations, Title 5, Section 55130 California Code of Regulations, Title 5, Section 55150
Adopted	June 3, 1963
Last Revised	March 2, 1998
Origin	Legally required. APM update to include credit hour language required by accreditation standards and federal regulations. Should any of the old language be retained? Should any of the old language be moved to procedure?
Office	College Presidents
Upload	February 18, 2015

Current language

The curricular offerings of the College will include transfer, occupational, general education, and developmental courses for members of the community. Emphasis is not to be given to any of these to the exclusion of others. The Colleges are committed to offering courses with the appropriate content and methodologies to meet the needs of our diverse student populations. The Colleges, relying on the Academic Senate and with the full involvement of the Associated Students and the administration will continuously be alert to the educational needs of the community so they can present for Board consideration new and appropriate community college programs.

Where it is to mutual advantage, the Colleges will include in their considerations the possibility of offering a course or program in conjunction with an adjacent community college or local school district.

All curriculum changes and additions will be examined for recommendation of adoption or non-adoption by a Curriculum Committee. After examining the Committee's evaluation of the curriculum, Academic Senate, through the CIO, will forward the curriculum to the Chancellor for placement on the agenda of the Board of Trustees. However, in conformity with Policy 3280 and in recognition of the need to submit applications for grants by deadline dates, the Chancellor may, where time is a factor, proceed with steps necessary to apply for a grant prior to the recommendation of a curriculum by a Curriculum Committee.

The Curriculum Committee will be notified immediately when such a grant application is being considered, and any recommendations for curriculum changes will be made by the Committee prior to the effective date of the grant.

CCLC template language below:

NOTE: This policy is **legally required**. The following policy indicates that the Board retains authority to approve new programs and courses, and discontinue 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 discontinue 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 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 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.

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

All new 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. 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] will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The [CEO] shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The [CEO] 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.

Approved 6/3/63
Amended 4/6/64, 10/16/68, 11/17/71, 3/2/98