AP 4020 Program, Curriculum, and Course Development

Reference:
Education Code Section 70901(b), 70902(b), 78016; Title V Sections 5100, 51022, 55100, 55130, 55150, Accreditation Standards II.A, Title 5, Section 55100

PROGRAM SERVICES REVIEW

A. Establishment of the Institutional Effectiveness Committee (IEC) membership.
   1. The committee organized to conduct the review process will be a general college committee. The role of the committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 regulations, and Board policy.
   2. Membership will include representation from faculty, professional support staff, and administration as follows:
      ➢ Four (4) faculty
      ➢ Two (2) professional support staff
      ➢ One (1) administrator
      ➢ One (1) student representative
      ➢ Director of Institutional Research – resource to committee
      ➢ Vice President of Instruction – ex-officio member
   3. The committee members choose the chair of the IEC.
   4. Additional committee members may be appointed to serve on an ad hoc committee if deemed necessary to facilitate the completion of the tasks set for the academic year.

B. General IEC responsibilities.
   1. The IEC advises President's Council concerning program review.
   2. The IEC oversees the review process to maintain consistency in the development, selection, and application of criteria and guidelines. The IEC revises procedures when appropriate.
   3. The IEC reviews the outcome of the previous year's recommendations.
   4. The IEC submits the completed program review self study to include the unit plan and Budget Request Form to the President's Council before the end of the academic year.
   5. IEC approved action plans will include resource allocation requests that will be incorporated into department budget requests and unit plans. Budget requests for a three year cycle.
   6. The IEC recommends a list of programs and services designated for review within specific timelines.
   7. The IEC provides program models to aid programs in conducting their self-study.
   8. The IEC reviews program reviews to ensure all programs include Student Learning Outcomes including assessment of those outcomes.
   9. Conduct an annual evaluation of the IEC process.

C. Timeline for program and services review
   1. Program review cycle will be between 3-5 years and will be established by a schedule published by the IEC and posted on the College's web site.
   2. Every year, an internal and external needs assessment, which is conducted in accordance with generally accepted program review and development principles and

Approved by the Board of Trustees: June 11, 2002