

BP 4020 Program, Curriculum, and Course Development

Reference:

***Education Code Section 70901(b), 70902(b); and 78016;
Title 5, Section 51000, 51022, 55100, 55130, and 55150;
US 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***

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 President of the College shall ensure there are 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 Faculty Senate 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 and program deletions and all new courses and course deletions shall be approved by the Board. All other actions are delegated to the president and shall be submitted to the Board for information.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges 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 President of the College will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

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The President of the College shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The President 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.

See Administrative Procedure #4020

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AP 4020 Program, Curriculum, and Course Development

Reference:

Title V Sections 51021, 55000, et seq., and 55100 et seq.;
Accreditation Standards 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.

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.

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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 regulations, will be completed by the deans of all academic, vocational and technical programs. The provisions of the California Education Code paragraphs 78015 and 78016 apply for the vocational and technical programs. Programs that have a questionable need based upon the assessment by the educational leadership team and/or cabinet will be referred to the IEC for review and recommendations forwarded to President's Council. These programs will be reviewed in addition to the regular program review cycle.
3. The triggers used to identify programs with questionable need (at risk programs) are as follows:
 - Cost: compare direct instructional revenue based upon FTES to direct costs of the programs over two years. Identify those programs that lose money and rank order by percentage of loss to expenses (highest to lowest).
 - Identify programs with declining enrollments over the previous three-year period based upon WSCH of the college and rank order by percent of enrollment in year three to year one (lowest to highest).
 - Needs assessment to identify the community need for the skills taught in the program.

D. President's Council Review

1. The President's Council shall review the IEC recommendations and action plan of the program and may conduct an independent review. An outcome of the review may be to:
 - Return the program review to the committee with suggestions for modification of the recommendations.
 - Submit the recommendations to the Board of Trustees for final disposition.
2. Action taken by the President's Council shall be communicated to the IEC and the staff of the program being reviewed.
3. Resource allocation requests included in program reviews will be presented to President's Council as part of the Program Review reporting and approval process. President's Council will review resource allocation requests for consistency with the Strategic Plan.

E. Follow-up

1. Each program will submit a status report to the IEC the year following the completion of the program review for the purpose of informing IEC on the implementation status of unit plan actions and the disposition of funding requests. At the request of IEC additional annual reports may be requested from a department.
2. The IEC will evaluate the progress of the program's action plan.
3. The assigned Vice President responsible for implementation of actions within a program review will present the evaluation of the action plan to President's Council.

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4. The evaluation of progress of the program review action plans will include an analysis of how the actions are intended to or are improving student learning.

CURRICULUM DEVELOPMENT

- A. The Curriculum Committee shall be a standing committee of the Academic Senate. Individuals serving on the Curriculum Committee must receive training required by Title 5, 55100.
- B. The primary goal of the Curriculum Committee shall be to oversee the curriculum and sustain quality instruction and standards.
- C. The Curriculum Committee shall have jurisdiction over all phases in the development, modification, and updating of the curriculum at Gavilan College. The committee shall have jurisdiction over the transfer General Education Patterns in compliance with CSU and UC mandates. The committee shall also have jurisdiction over non-transfer General Education patterns. The review of the curriculum by the committee may result in a recommendation for curricular additions, deletions or modifications to the Academic Senate and the District Board. This review pertains to both courses and programs.
- D. Committee Procedures
 1. The Curriculum Committee shall meet twice each month. Special meetings may also be convened by the chairperson. Meeting dates and times shall be established by the committee.
 2. Roberts Rules of Order, revised, shall govern the committee in the decision-making process.
 3. The chairperson, with the assistance of the Curriculum Specialist, shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
 4. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Curriculum Guide.
 5. Proposals given final approval by the Curriculum Committee and/or Senate shall be submitted to the VP of Instruction and the President/Superintendent for their recommendations. The proposals will then be sent to the District Board for Action. Items of policy significance (e.g., program proposals, general education issues) shall first receive the approval of the academic senate before being submitted. Upon a majority vote of a quorum of the curriculum committee, any matter before the committee may be submitted to the academic senate prior to submission. By majority vote of the academic senate, any matter put forth before the curriculum committee for decision may be called before the academic senate for a final decision.
 6. Minutes of committee meetings shall be the responsibility of the chairperson and will be available to the Academic Senate for review.
 7. The District shall provide departmental assistant/minute recorder to the Curriculum Committee.
 8. New courses and programs will be submitted to the District Board for approval and then to the State as required by Title 5 regulations.

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