

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.

Approved by the Board of Trustees: June 11, 2002
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: May 13, 2008
Amended by the Board of Trustees: August 14, 2012

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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