BP 4020  Program and Curriculum Development

Reference:  34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 66700, 70901, 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55002(b)(1)(B), 55100, 55130, and 55150

4020.1 The programs and curricula of the Santa Clarita Community College 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.

4020.2 These procedures shall include:
   (a) appropriate involvement of the faculty and Academic Senate in all processes;
   (b) regular review and justification of programs and course descriptions;
   (c) opportunities for training for persons involved in aspects of curriculum development; and
   (d) consideration of job market and other related information for vocational and occupational programs.

4020.3 All new programs and program deletions shall be approved by the Board of Trustees.

4020.4 All new programs shall be submitted to the California Community Colleges Chancellor’s Office for approval as required.

4020.5 Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. 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 of Trustees.

4020.6 The Santa Clarita Community College District defines a credit hour at College of the Canyons as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

   (a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for semester-length (e.g., sixteen weeks) courses for one semester hour of credit, or the equivalent amount of work over a different amount of time; or

   (b) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by College of the Canyons, including three hours of laboratory work, studio work, and other activities leading to the award of credit hours.
(c) A credit hour is assumed to be a 50-minute period. In courses, such as those offered online, in which seat time does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Approved ##/##/##
See Administrative Procedure [AP 4020]
AP 4020  Program and Curriculum Development

Reference:  34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55100, 55130, and 55150

4020.1 Programs and curricula of the Santa Clarita Community College District are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate in alignment with the policies and procedures approved in Board Policy 4021 and Administrative Policy 4021.

4020.2 The Instruction Office and Office of Academic Affairs provide the administrative support for this process through shared governance with the Academic Senate and Curriculum Committee. Proposals are then forwarded to the Board of Trustees for review and approval before final submission to the California Community Colleges Chancellor’s Office. Career Technical Education programs and courses must also be approved by the regional consortium before being sent to the California Community Colleges Chancellor’s Office. The college catalog is a collaborative publication reflecting these approvals.

4020.3 The primary responsibility of the Curriculum Committee is assuring academic excellence in curriculum matters by ensuring that curriculum is academically sound, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:
   (a) New and modified course proposals for Title 5 compliance
   (b) Courses as they relate to programs of study
   (c) Appropriate requisites
   (d) CSU and UC general education proposals in collaboration with the articulation officer
   (e) Policy changes pertaining to curricula issues
   (f) Implementation of state regulations and guidelines pertaining to the curriculum development process
   (g) Proposed programs of study (e.g., Associate Degrees, Certificates of Achievement)
   (h) Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
   (i) Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC)
   (j) Review all curriculum proposals to ensure congruence with the college’s mission, need, quality, feasibility, and compliance with Title V.

4020.4 An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. CTE programs are reviewed on a two-year cycle through the District’s program review process. CTE prerequisites are validated every two years.

4020.5 Curriculum proposals shall be accepted according to the annual Curriculum Committee calendar. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year’s college catalog.

Approved by the Academic Senate, 11/07/2013