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.

Reviewed by the Board: June 13, 2018

Next Review Date: Spring, 2024