

## BP 4020 Program and Curriculum Development

### References:

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), 55002.5, 55100, 55130, 55150, 57001, 58023, 58022, and 58050

- 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 Consistent with federal regulations applicable to federal financial aid eligibility, the District has designated each class hour as a "credit hour" and established the definition of "credit hour." The class hour is the basic unit of attendance for computing the number of full-time equivalent students (FTES) for apportionment.

Established procedures, pursuant to Title 5 and the California Community College

Chancellor's Office Student Attendance Accounting Manual, define a "credit hour" as a clock hour of a total of 60 minutes composed of a segment of no less than 50 minutes of scheduled contact for instruction and/or examination and a segment of 10 minutes for passing time between classes or a break.

District procedures assure that curriculum complies with the definition of "credit hour." It uses 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 ensure that a "credit hour" program has an appropriate minimum number of clock hours of instruction for each hour unit of credit it claims.

A "credit hour" of work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. For example, one "credit hour" (50 minutes) of lecture classroom instruction per week involves two credit hours (100 minutes) of outside-of-class student work per week, for 150 minutes of total student work per week. Both inside and outside-of-class hours of total student work are found in the official course outline of record.

A "credit hour" at College of the Canyons represents the amount of work necessary to achieve intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency.

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.

Cooperative work experience courses shall award one semester credit hour for 75 hours of paid work or 60 hours of non-paid work.

See Administrative Procedure 4020

Board Approved: June 13, 2018

Next Review Date: Spring, 2024