

Academic Affairs

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

Reference:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2
ACCJC 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,
amended

Curriculum Process

All new and modified credit and noncredit program and course (curriculum) proposals shall be initiated by the faculty at each college. The faculty, acting through discipline areas with the academic divisions and through each college's Curriculum Committee as a sub-committee of their Academic Senate, shall be responsible for instructional program and course development.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate and applicable sections of the California Code of Regulations (Title 5) and the Education Code. The Curriculum Committee is charged with ensuring that all curricula meet the standards for approval contained within Title 5 and the Chancellor's Office publication: Program and Course Approval Handbook. The Curriculum Committee is responsible for ensuring the quality, currency, and academic soundness of programs and courses.

An ongoing review of curricula is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. CTE courses are reviewed on a two-year cycle through the Program Review process. The Curriculum Committee will publish an annual timeline for submission of new curriculum proposals and modifications. Distance education/hybrid modalities and course requisites are reviewed and approved as a separate action of the Curriculum Committee.

Program Introduction Process

The Program Introduction Process is a means by which new programs are considered.

The Program Introduction Process includes:

~~initiation, review, approval, and evaluation of criteria
designated responsibility and authority for initiation, review, and approval of courses (e.g.,
the academic services office, academic senate, faculty, departments, related disciplines,
divisions, curriculum committee, articulation officer, etc.)
timelines and limits for the process
publication of changes and maintenance of records
use of a range of delivery systems and modes of instruction~~

~~The District shall provide annual certification to the California Community College
Chancellor's Office pertaining to the approval of credit courses and credit programs as
required under Title 5 Section 55100 and 55130~~

Curriculum Cycle

- ~~• New and modified curriculum proposals are developed by discipline faculty
using curriculum development software, which maintains records and history
of changes~~
- ~~• With their Dean's approval, discipline faculty forward the proposals to their
respective college's Curriculum Committee~~
- ~~• The Curriculum Committee, as a sub-committee of the Academic Senate at
each college, shall review and approve appropriate proposals from their
respective faculty members~~
- ~~• The Curriculum Committee at each college is supported by their respective
Vice President of Academic Services, who shall forward the approved
proposals to the Board of Trustees for approval~~
- ~~• The Board of Trustees shall consider curriculum proposals at regular meetings.
After Board approval, curricula shall be forwarded to the California Community
Colleges Chancellor's Office for approval and/or chaptering~~

Program and curriculum development is outlined and defined in the current curriculum approval structure at each college in accordance with the District's Functional Map as it relates to the role of the Academic Senate in this process.

The following elements should be addressed:

- Develop a proposal for a new program that includes student needs, environmental scan, assessment study, etc.
- Demonstrate program initiation as a result of mission appropriateness, Educational Master Plan, program review, and/or advisory board input, if applicable
- Determination of available resources, levels of support, cost assessment, projected generated FTES, and an implementation schedule
- Dialog with other affected programs in the District, discipline faculty, advisory boards, community/employer partners, students, and other potentially interested contributors
- ~~• College approved proposals for new programs and the supporting curriculum paperwork should be vetted through the District Curriculum Council for review and input. After District Curriculum Council approval, Occupational Programs should be forwarded to Career Technical Education Regional Consortium for approval.~~

~~Following District Curriculum Council review and upon the approval of the College President, proposals may be submitted to the Chancellor for Board of Trustees approval.~~

District Chancellor/Board of Trustees approval is the final internal approval step within the District.

As appropriate, the following agencies may need to approve the proposed new program: California Community College Chancellor's Office, California Post-Secondary Education Commission, and Accrediting Commission for Community and Junior Colleges (ACCJC).

~~Also refer to the Program Course Approval Handbook from the California Community College Chancellor's Office~~

Credit Hour

One credit of community college 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. A course requiring 96 hours or more of total student work shall provide at least 2 units of credit.

Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

- Credit hour calculation method for all academic activities
- Expected ratios of in-class to outside-of-class hours for each type of academic activity
- Standards for incremental award of credit
- Standard length of term
- Calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.

For purposes of federal financial aid eligibility a "credit hour" shall not be less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week of the semester, not less than 15 weeks, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including lab work, internships, studio work, and other academic work leading to the award of credit hours.

Standard Term Length

The standard term length will be 17.5 weeks. Courses meeting in fewer or more weeks will still meet the minimum total hours for credit.

Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit: divide the total of all student learning hours (lecture, laboratory, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 units.

Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{54} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest 0.5 increment. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{54} = \frac{180}{54} = 3.33, \text{ which is rounded down to 3 units of credit}$$

Field Code Changed

Definitions for terms used above:

- Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- Outside-of-class Hours: Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for

lecture, with the ratio of in-class to outside-of- class work prorated appropriately for the instructional category.

Total student learning hours are provided using common ratios of Total Contact Hours to Outside-of- Class hours. The terms that correspond to these ratios are below:

<u>Instructional Category</u>	<u>In-class Hours</u>	<u>Outside-of-class Hours</u>
<u>Lecture (Lecture, Discussion, Seminar, and Similar)</u>	<u>1</u>	<u>2</u>
<u>Laboratory (Traditional Lab, Natural Science Lab, Clinical, Physical Activity, and Similar)</u>	<u>3</u>	<u>0</u>

Cooperative Work Experience

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit:

- 1) One unit of credit is 75 hours of paid work experience.
- 2) One unit of credit is 60 hours of non-paid work experience.

Sample Code of Federal Regulations Title 34 (§668.8k2iA) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation

Calculation Table for Semester Hours and Units (54 Hours = 1 Unit)

<u>Lecture</u>	<u>0.5 units</u>	<u>1</u>	<u>1.5</u>	<u>2</u>	<u>2.5</u>	<u>3</u>	<u>3.5</u>	<u>4</u>	<u>4.5</u>	<u>5</u>
<u>Contact Hours</u>	<u>9</u>	<u>18</u>	<u>27</u>	<u>36</u>	<u>45</u>	<u>54</u>	<u>63</u>	<u>72</u>	<u>81</u>	<u>90</u>
<u>Outside-of-class Hours</u>	<u>18</u>	<u>36</u>	<u>54</u>	<u>72</u>	<u>90</u>	<u>108</u>	<u>126</u>	<u>144</u>	<u>162</u>	<u>180</u>
<u>Total Hours</u>	<u>27</u>	<u>54</u>	<u>81</u>	<u>108</u>	<u>135</u>	<u>162</u>	<u>189</u>	<u>216</u>	<u>243</u>	<u>270</u>

<u>Lab</u>	<u>0.5 units</u>	<u>1</u>	<u>1.5</u>	<u>2</u>	<u>2.5</u>	<u>3</u>	<u>3.5</u>	<u>4</u>	<u>4.5</u>	<u>5</u>
<u>Contact Hours</u>	<u>27</u>	<u>54</u>	<u>81</u>	<u>108</u>	<u>135</u>	<u>162</u>	<u>189</u>	<u>216</u>	<u>243</u>	<u>270</u>

This policy will be modified in the event of published changes or updates to state and federal regulations regarding changes to credit hour calculations.

Approved: February 18, 2014

*(This is a new procedure recommended by the
Policy and Procedure Service)*