

AP 4020 Program, Curriculum, and Course Development

Reference:

Title 5 Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standard II.A.

To ensure the quality and relevance of its curriculum, VCCCD adheres to procedures established for the development and review of programs, curricula, and courses. Procedures address new development, additions, provisional or experimental designations, reinstatements, and deletions. Further, VCCCD adheres to established procedures for changes in course number, title, units, hours, or other essential elements in an official VCCCD Course Outline of Record. VCCCD procedures are based on best practices recommended by the Academic Senate of the California Community Colleges, and guidance provided by the California Community College Chancellor's Office.

The curricula development is initiated by faculty, and reviewed in the Curriculum Committees of the District Colleges. The resulting curricula are reviewed for technical elements at the District level to ensure legal compliance. Final curricula from Curriculum Committees are recommended to the Board of Trustees for approval.

College Level Development and Review

College Curriculum Committee

The Curriculum Committee, formed under the auspices of the Academic Senate, is co-chaired by the Executive Vice President/Vice President of Instruction, and a faculty co-chair.

The membership of the Curriculum Committee is widely representative of the academic disciplines of the College, and includes appropriate representation of academic managers. Representation ensures that discipline expertise and administrative input are present for deliberation and approvals.

The membership of the Curriculum Committee, as specified by Regulation, must include expertise in library resources and articulation. In the case of Distance Education review, expertise in accessibility is required.

The Curriculum Committee is delegated the responsibility to set forth the initiation, review, approval, evaluation processes, and related criteria for program and curricula.

The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance to the code of regulations set forth in California Code of Regulations, Title 5; and as guided by the *Program and Course Approval Handbook* published by the California Community College Chancellor's Office.

The Curriculum Committee conducts curricular reviews in a timely and regular basis to ensure that the all courses are updated on a periodic cycle to ensure currency and viability for 4-year articulation.

The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor's Office requirement for local curriculum approval certification.

Maintenance of Records

Course catalog and inventory is maintained in the District's Banner Information System, which serves as the conduit to the California Community College MIS, and the State Inventory of Programs and Courses

The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes, in both print and electronic formats, serves as the semester record of open courses offered.

District Technical Review

Programs and curricula approved by the College Curriculum Committees are forwarded to the District Technical Review Workgroup (DTRW) for legal compliance review.

The DTRW membership comprises the Curriculum Co-chairs, Senate Presidents, and Articulation Officers from each College. The co-chairs of DTRW are the Chancellor's Designee and a faculty member selected by the group.

DTRW reviews all new and substantively revised programs and curricula for technical compliance, and provides appropriate advisories and recommendations to the College Curriculum Committees and the Chancellor.

The Standard Operating Procedures of DTRW may be found in the *VCCCD Governance Handbook*.

Board of Trustees Program and Curricula Approval

The Board of Trustees conducts two readings on new and revised curriculum.

With the exception of non-credit courses, new career programs, and new transfer programs, curriculum approval is delegated locally to the VCCCD Board of Trustees.

After securing the approval of the VCCCD Board of Trustees, the following courses and programs must be presented to the California Community College Chancellor's Office for final approval:

- All non-credit courses
- New transfer programs
- New career programs must be presented to: 1) the South Coast Regional Consortium (SCRC) for regional review and approval; and thereafter, 2) the California Community College Chancellor's Office for approval.

Adopted: May 12, 2009
Revised: _____