

4A9C The Colleges shall adopt procedures for required instructional and other materials consistent with Title 5 regulations.

4A9D District policies and College procedures for required instructional materials shall be published in the College catalog.

## **4B** **Programs/Courses**

### **4B1** **Educational Programs** -

#### References:

Legally Required

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5 Sections 51000, 51022, 55100, 55130, and 55150;

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, as amended;

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;

WASC/ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- a regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

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

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

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.

## Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, and Title 5, Section 55002.5, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The District Chancellor shall also establish procedure for using 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 determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**4B2** **Courses** – Course additions, deletions, and modifications shall be determined through established College procedures.

4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B2B College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.

4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

### **4B3 Distance Education**

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures.

4B3E Instructors of course sections delivered by distance education technology shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls.

The number of students assigned to any one course section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees.

4B3F Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. (See **Procedure 4B3**)

**4B4** **Programs** – Program additions and modifications shall be determined through established College procedures. (*Revised February 5, 2009*)

4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B4B College procedures for program additions and modifications shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.

4B4D Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

**4B5** **Program Review** – Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements. (*Revised February 5, 2009*)

4B5A College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

**4B6** **Program Discontinuance** – Program discontinuance shall be determined through established College procedures. *(Revised February 5, 2009)*

4B6A College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

4B6B The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,

4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.

4B6D Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.

- Process for termination of program by the Board of Trustees if legal and other District standards are not met.

## **4B7** **Articulation**

The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four-year (4- year) institutions.

4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions.

4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained on file at each College.

4B7C Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.

4B7D An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;
2. The major requirements in a degree program.

4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade (“A”, “B”, or “C” level).

4B7G Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree;
2. Any general education requirement for the associate degree.

4B7H University Transfer Agreements

University transfer agreement programs specify the curricular requirements that must be met, and the level of achievement that must be attained, by community college students in order for those students to transfer to the campus, undergraduate college, or major of choice in the four-year college segment.

#### **4B8 Independent Study**

4B8A The purpose of Independent Study is to fulfill a student’s immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

4B8C Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

4B8E Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours. (See AP 4B8)

4B8F Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.