

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.