



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4020 – Program and Curriculum Development

Approved by Leadership: August 2014

Reference: Title 5 Sections 51021, 55000 et seq. and 55100 et seq.;
Accreditation Standards II.A

Program and curriculum development are academic and professional matters that are initiated by faculty within the departments and submitted through the approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Chief Instructional Officer provides administrative oversight for the process.

The Curriculum Committee approves all curriculum matters, including:

- New courses and programs
- Modifications to existing courses
- Appropriate requisites
- Modifications or restructuring of existing programs
- Deletion of courses and programs
- General education
- Modes of delivery
- Implementation of state regulations and guidelines
- Policy changes

The primary responsibility for the detailed evaluation and review of curricula is at the department level. The Curriculum Committee is responsible for approving all curricula proposed by the individual departments, assuring compliance with all Title 5 regulations.

The Curriculum Committee consists of the following positions:

- Curriculum Chair
- Chief Instructional Officer
- 2 Division Dean/Director Representatives
- 6 Full-Time Faculty
- 3 Associate Faculty
- Counseling Representative
- Articulation Officer
- Academic Senate Representative
- Library Representative
- Student Representative

Proposals originate in departments. It is the responsibility of the originator to complete the appropriate documents and submit them for review using CurricUNET.

Proposals follow the approval chain:

- Department Chair

- Distance Education Coordinator (if Distance Education proposal)
- Academic Senate (if discipline addition/change is required)
- Student Learning Outcomes Coordinator
- Division Dean
- Technical Review Team (Curriculum Chair, Articulation Officer, Curriculum Analyst)
- Curriculum Committee (2 readings)
- Chief Instructional Officer
- Board of Trustees
- Chancellor's office

Proposals are reviewed for the following criteria:

- Appropriateness to mission of the college
- Demonstrable need
- Resource feasibility
- Compliance with all applicable laws and regulations
- Quality
 - Grading policy
 - Units
 - Intensity and rigor
 - Requisites
 - Difficulty and level

Curriculum proposals are accepted year round. Deadlines are determined by the Technical Review team and posted on the curriculum website. Proposals and catalog changes that meet the deadlines and have obtained final approval are entered into the college database and reflected in the following academic year's college catalog.

An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a six-year rotational cycle and updated as needed. Career and Technical Education curriculum is updated on a two-year cycle.