



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4022 – Course Approval

Approved by Leadership: June 2014

Reference: Title 5 Section 55100

The Academic Senate has designated the Curriculum Committee to manage curricular matters.

New courses are initiated by faculty and entered into CurricUNET (online curriculum management database).

The Curriculum Committee requires that new courses be reviewed and approved in the following order, before a course is published in the catalog:

- Department Chairperson
- Academic Senate Curriculum Representative
- Student Learning Outcomes Coordinator
- Division Dean
- Technical Review Committee
- Curriculum Committee, requiring a two-meeting approval
- Vice President of Student Learning and Economic Development
- Board of Trustees
- California Community Colleges Chancellor's Office

At each step of the approval process, a new course is reviewed for the following:

- Appropriateness to the mission of the college and the stated objectives of the respective department
- Appropriateness of teaching disciplines
- Meets a documented need
- Meets the standards for an Associate Degree Credit course as delineated within the Title 5 regulations
 - Grading policy: Based on uniform standards measuring demonstrated proficiency in subject matter
 - Units: To meet criteria established by the District
 - Intensity: Requires students to study independently outside of class
 - Prerequisites and Corequisites: Required if determined to be necessary for success
 - Basic Skills Requirements: Required if success in course is dependent on communication or computation skills
 - Difficulty: Requires critical thinking, understanding and application of concepts at the college level
 - Level: Requires learning skills and vocabulary at the college level
- Feasibility of meeting the costs of the course, including library support materials
- Compliance with applicable state or federal laws and licensing standards
- Possible duplication with existing courses
- Allows repeatability only as allowed in Title 5 regulations