



BP 4020 Program, Curriculum, and Course Development

References: Education Code Section 70901(b), 70902(b), 78016
Title 5, Section 51000, 51022, 55100, 55130, 55150

Adopted: April 20, 2011

Last Revised: October 16, 2019, May 2021; May 2022

Last Reviewed: April 20, 2011

The Board has responsibility for the curriculum of the District.

The Faculty Senate Curriculum Committee will review and approve all curriculum proposals in cooperation with the Vice President of Instruction. The Board shall rely primarily on the advice of the Academic Senate with the approval of the Superintendent/President, on all matters pertaining to the curriculum including instruction and student learning. The Board retains authority to approve all programs and curricula offered by the District. The Board authorizes the administration to establish minimum enrollment requirements and procedures for canceling scheduled classes.

The programs and curricula of the District will be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency, and conduciveness to student success. The Superintendent/President shall establish procedures in consultation with the Academic Senate and the Vice President of Instruction for development and review of all curricular offerings, including their establishment, modification, or discontinuance. The Program Review process will also be considered.

The procedures shall include:

- appropriate involvement of the Academic Senate, departments, and faculty in all processes;
- regular review and justification of programs, course descriptions, and content;
- opportunities for training for persons involved in curriculum development and review; and
- consideration of job market and other related information for vocational and occupational programs.

The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

All new programs and program discontinuances 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 education program shall be approved by the Board. 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.

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 Superintendent/President will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Superintendent/President 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.

See Administrative Procedure 4020