

**AP 4020 Program and Course Curriculum Development**

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

Approved: August 2014
Last Revised: September 2026
Last Reviewed:

I. Overview

Butte College develops and maintains high-quality academic programs and curricula that are relevant to student, community, and employer needs. The College regularly evaluates all curricula to ensure quality and currency. Program and course curriculum development, review, and ongoing improvement are academic and professional matters under the authority of the Butte College Academic Senate, which delegates authority for curriculum standards and approval processes to the Curriculum Committee. The Curriculum Committee establishes and maintains procedures for curriculum development, review, and approval through the Curriculum Committee handbook, incorporated by reference into this administrative procedure. Department faculty review, initiate, and submit curricula to the Curriculum Committee for review and approval. The chief instructional officer (CIO) provides administrative oversight of curriculum development and approval processes, ensures compliance with all applicable statutes and regulations, and recommends curriculum proposals to the Superintendent/President, following District policies for participatory governance in relation to the Academic Senate.

II. Curriculum Committee

The Butte College administration and the Academic Senate establish the Curriculum Committee's responsibilities and structure by mutual agreement. The committee receives annual training to ensure all federal, state, and local curriculum standards are followed in the review and approval process. The committee review process includes consideration of approaches to subject matter and teaching that accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.

The Curriculum Committee is responsible for the following curriculum matters:

- Standards, criteria, and processes governing the establishment of new courses and programs
- Standards, criteria, and processes for modifying existing courses
- Modifications or restructuring of existing programs
- The structure and elements required on the course outline of record
- Pre and corequisites for courses and programs
- Advisories on recommended preparation
- General education definitions, criteria for inclusion, and approval of individual courses within each general education category.
- Standards for Distance Education
- Implementation of state regulations and guidelines related to program and course curriculum

- Initiating and following changes to standards, approval criteria, processes, and curriculum policies
- Recommending program and course approvals to the CIO.

Recommendations on program discontinuance are presented to the curriculum committee as information items but originate and are approved by the Program Research and Recommendation Committee and are then submitted to the Superintendent/President for review and consideration.

To manage the curriculum workflow and approval process, Butte College convenes a technical review team responsible for tracking curriculum proposals, providing technical assistance to authors, and reviewing the accuracy and completeness of all proposals before the curriculum committee's review. The team consists of the Curriculum Chair, Articulation Officer, Curriculum Analysts, a counselor, and others as needed.

III. Curriculum Approval Standards and Criteria

The Curriculum Committee Handbook documents and communicates the detailed process and steps for curriculum approval to faculty. Curriculum proposals must be submitted through the curriculum management system and must comply with the writing and technical standards outlined in the Handbook. Curriculum proposals are evaluated on the following criteria:

- Appropriateness to the mission of the college
- Demonstrated need, including appropriate labor market information for CTE programs
- Resource feasibility
- Compliance with all applicable laws and regulations
- Quality
- Inclusion of diverse perspectives and subjects appropriate to the discipline and infusion of principles and practices for accessibility.

The technical review team determines the annual timelines for curriculum proposal submissions and approvals. The committee chair communicates the timelines to faculty and the academic senate.

IV. Regular Review

The college conducts ongoing reviews of courses and programs 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 programs and courses are reviewed for currency and effectiveness every two years. Programs that no longer meet defined labor market demand are referred to the Program Review and Recommendation committee for review through the program revitalization and discontinuance review process.

V. Annual Certification

Each year, the college certifies to the Chancellor's Office that it has trained the curriculum committee and that curriculum standards, policies and processes comply with state and federal curriculum regulations. This certification is signed by the Curriculum Chair, Academic Senate President, Chief Instructional Officer, and the Superintendent/President.