PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

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 this end, the Board of Trustees directs the President/Superintendent and the Academic Senate to establish procedures for the development and review of all curricular offerings, including their initiation, development, modification, revitalization and/or discontinuation. These procedures shall include:

- Appropriate involvement of the faculty, administration, and Academic Senate regarding program and curriculum development. The primary responsibility for curriculum resides with the faculty and the advice and judgment of the Academic Senate. Educational program initiation, development, modification, revitalization and discontinuation is mutually agreed upon by the Board or its representative and the Academic Senate.

- Regular review and justification of programs and courses.

- Opportunities for training of persons involved in their relevant areas of curriculum development.

- Consideration of labor market and other relevant information for career and technical programs.

- A mechanism to periodically report curriculum changes and results of program review to the Board of Trustees for the purpose of institutional decision-making.

All new credit and noncredit courses, programs, certificates, and degrees must satisfy the conditions authorized by Title 5 regulations, shall be approved by the Board of Trustees, and shall be submitted to the California Community College Chancellor’s Office for approval as required. In addition, all course and program deletions 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 Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with applicable 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.

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

Adopted by Board of Trustees: 05/03/2011
Former Policy #104: “Curriculum Development,” Adopted by the Board of Trustees: 8/15/77
Amended: 9/9/91
Former Policy #122: “Educational Program Review,” Adopted by the Board of Trustees: 7/16/84
Amended: 11/4/91
Revised 2014
PROGRAM, AND CURRICULUM, AND COURSE DEVELOPMENT

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 this end, the Board of Trustees directs the President/Superintendent and the Academic Senate to establish procedures for program and curriculum development, the development and review of all curricular offerings, including their initiation, development, modification, revitalization and/or discontinuation.

These procedures shall include:

- Appropriate involvement of the faculty, administration, and Academic Senate regarding program and curriculum development. The primary responsibility for the development, modification and inactivation of curriculum resides with the faculty and the advice and judgment of the Academic Senate. Educational program initiation, development, modification, revitalization and discontinuation is mutually agreed upon by the Board or its representative and the Academic Senate.

- Regular review and justification of programs and courses.

- Opportunities for training of persons involved in their relevant areas of curriculum development.

- Consideration of labor market and other relevant information for career and technical programs.

- A mechanism to periodically report curriculum changes and results of program review to the Board of Trustees for the purpose of institutional decision-making. Recommendations on curriculum and academic programs that are in compliance with the policies and procedures adopted by the Chancellor’s Office and approved through established College of the Redwoods Administrative Procedures (AP) will be regularly forwarded to the Board of Trustees for review and action.

All new credit and noncredit courses, programs, certificates, and degrees must satisfy the conditions authorized by Title 5 regulations, shall be approved by the Board of Trustees, and shall be submitted to the California Community College Chancellor’s Office for approval as required. In addition, all course and program deletions shall be approved by the Board of Trustees.

The total educational program of the District shall be reviewed continuously with respect to its value to the students enrolled and in meeting the needs of the community.
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.

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PROGRAM AND CURRICULUM DEVELOPMENT

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These procedures shall include:

- Appropriate involvement of the faculty, administration, and Academic Senate regarding program and curriculum development. The primary responsibility for the development, modification and inactivation of curriculum resides with the faculty and the advice and judgment of the Academic Senate. Educational program development, modification, revitalization and discontinuation is mutually agreed upon by the Board or its representative and the Academic Senate.

- Regular review and justification of programs and courses.

- Opportunities for training of persons involved in their relevant areas of curriculum development.

- Consideration of labor market and other relevant information for career and technical programs.

- A mechanism to periodically report curriculum changes and results of program review to the Board of Trustees for the purpose of institutional decision-making.

Recommendations on curriculum and academic programs that are in compliance with the policies and procedures adopted by the Chancellor’s Office and approved through established College of the Redwoods Administrative Procedures (AP) will be regularly forwarded to the Board of Trustees for review and action.

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

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DEFINITION OF A CREDIT HOUR

As defined in 34 CFR 600.2, College of the Redwoods has adopted the following definition of a credit hour:

(1) An amount of work represented in the intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time.

(2) For other academic work leading to award of credit hours (such as internships, practica, studio work) the award of credit hours will be based on an amount of work implied by the paragraph before.

(3) For asynchronous online courses, where no classroom instruction takes place per se, the assignment of credit hour will be based on the equivalent amount of work as represented by the definition above. An existing face to face course may be taught in an online format for the same credit hours provided the amount of work expected remains the same.

The Chief Instructional Officer (CIO) and the curriculum committee are charged with the responsibility to ensure that the curriculum adheres to this requirement. The CIO and the curriculum committee must make a reasonable determination that proposed assignment of credit hours for new courses conforms to commonly accepted practice in higher education.

Reference: 34 CFR 600.2

Approved: 01/03/2012