PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

Curriculum and Course Development

The primary responsibility for the establishment, development, modification, and inactivation of curriculum resides with the faculty and the advice and judgment of the Academic Senate.

When teaching a course, faculty members shall follow the course outline of record as the framework for the course. Within this framework, each instructor shall use the outline in a manner best designed to meet the needs and capabilities of students and to best suit the instructional methods of the faculty member. This flexibility in use of the outline shall be limited by the instructor’s ability to meet stated objectives and outcomes as determined by the approved evaluative criteria.

Curriculum will be systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated learning outcomes in accordance with Curriculum Committee processes and timelines. Curriculum shall be evaluated to determine whether courses should be established, expanded, modified or deleted on a periodic basis. The formal work includes creating or modifying programs, degrees, or certificates and developing and updating course outlines, including the identification of course learning outcomes, course content, methods of student assessment and the use of a range of delivery systems and modes of instruction.

Program Development (or initiation)

Can we define program?

Educational program development, modification, revitalization and discontinuation are mutually agreed upon by the Board or its representative and the Academic Senate.

In order to create and maintain a viable curriculum compatible with the Educational Master Plan, the Superintendent/President or designee shall be responsible for recommending to the Board for approval the initiation of educational programs, degrees, and certificates and courses in accordance with the Education Code.

Curriculum Committee and Curriculum Processes

Curriculum processes are performed and overseen by the Curriculum Committee. The membership of the Curriculum Committee can be found in the Curriculum Committee By-Laws. As a standing committee of the Academic Senate, the Curriculum Committee is responsible for the review and endorsement of curriculum in accordance with procedures set forth in the current California Community Colleges Chancellor’s Office Program and Course Approval Handbook. The Curriculum Committee is also responsible for establishing and maintaining College of the Redwoods curricular processes. These processes are found at the Curriculum Committee website. Documentation of these processes is available on the Curriculum Committee website.
Upon Curriculum Committee and Academic Senate approval, the Academic Senate recommendations are forwarded to the Chief Instructional Officer (CIO) and then to the Board of Trustees (BOT) at least once during each fall and spring term for approval.

The BOT recommendation(s) will be submitted to all required regulatory bodies for approval. New programs and courses will be offered only after such approval has been obtained. Under the direction of the CIO, the district shall keep program and course lists updated and publicly available. Chancellor’s Office approved course information is published in the college’s catalog and in schedules.

The CIO, in mutual agreement with the Academic Senate, shall set timelines for regular review of existing courses or programs as well as catalog cutoff dates. The Curriculum Committee shall publish its calendar of meetings for the year and disseminate it to all departments and offices involved in the curricular process.

**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: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; Accreditation Standard II.A; California Community Colleges Chancellor’s Office Student Attendance Accounting Manual – Chapter 3; 34 CFR 600.2
Approved: 04/04/2011
Former Administrative Regulation #104.01, “Curriculum Development,” Approved: 5/86
Revised: 10/91 and 1/9/95, and
Former Administrative Regulation #122.01, “Program Review,” Approved: 6/6/94
Revised: 1/9/95; 4/6/98; and 4/5/04