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 or discontinuation. These procedures shall include:

- Involvement of the faculty, administration, and Academic Senate regarding program and curriculum initiation and 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 or discontinuation is mutually agreed upon by the Board or its representative and the Academic Senate.
- Initial justification and regular review 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 President/Superintendent will establish procedures which:

- Prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.
- Assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.
- Establish procedures 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
Revisions by ASPC presented to Senate 10/17/2014
Revised 10/24/14 and Sent to Senate for final approval 11/7/14
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- **Initial justification and 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.

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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

Adopted by Board of Trustees: 05/03/2011

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