

BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Parts 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

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 that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

These procedures shall include:

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

Santa Rosa Junior College values inclusion, diversity, equity, and anti-racism (IDEA). These values are intentionally and mindfully reflected throughout this policy to ensure that the College's curricular offerings reflect the diverse perspectives and lived experiences of the College's student body population and are provided by a diverse and highly qualified faculty that is responsive to our students' needs and experiences.

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 educational 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 shall 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 ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also 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.

The District Curriculum Review Committee will engage in a continuous review of the educational offerings of the District for the purpose of adding, revising, or eliminating courses or curricula. The Committee will forward its recommendations to the Chief Instructional Officer and the Superintendent/President, who will present them to the Board of Trustees for final approval.

Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14, 4/16, 10/17, 4/21