

Coast Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4020 Program, Curriculum, and Course Development

Draft revision 9-9-2013

References:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 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 Sections 600.2, 602.24, 603.24, and 668.8.
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.
Relying primarily upon the advice of the College Academic Senates, the Chancellor
shall establish procedures for the development and review of all curricular offerings,
including their establishment, modification, or discontinuance.

Furthermore, 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:

- Consideration of job market and other related information for vocational and
occupational programs.

All new programs and program deletions 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 of Trustees. 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 of Trustees.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility,

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the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor 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.

Revised and adopted DATE

Adopted April 2, 1986

Renumbered from CCCD Policy 030-3-1, Fall 2010

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