FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Program and Curriculum Development
Number	AP 4020
Status	New
Legal	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
	California Code of Regulations, Title 5, Section 51021
	California Code of Regulations, Title 5, Sections 55000 et seq.
	California Code of Regulations, Title 5, Sections 55100 et seq.
	ACCJC Accreditation Standard II.A
Origin	Legally required. APM asked to develop in relation to accreditation standard and federal regulation regarding credit hours. Language from CCLC template included below. Needs to be modified to reflect district practices. Isaac Escoto draft 10/13/17

(**NOTE:** The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:

1. Initiation, review, approval, and evaluation processes and related criteria

Faculty are responsible to initiate and revise curriculum. At each college the Academic Senate has established the Curriculum Committee, which maintains process and related criteria, as well as facilitates the review and approval of curriculum.

2. Designated responsibility and authority for initiation, review, and approval of courses and programs

> **a. Each campus will provide and maintain curriculum development software,**
> **The Office of the Chief Instruction Officer (CIO) at each college reviews the faculty recommendations for accuracy and compliance, and mediates revisions, if necessary. Faculty recommendations regarding curriculum will be forwarded to the Board of Trustees (BOT) in a timely manner. The BOT will adhere to current regulations and guidelines for curriculum. All curriculum recommendations requiring BOT approval will be reviewed and approved by the BOT at regular meetings.**
>
> **b. Academic Senate –Through each college's curriculum committee, the respective Academic Senate will establish processes for curriculum development and review and ensure compliance with federal and state regulations, California Education Code, and guidelines published by the State Chancellor's Office in the most recent edition of the Program and Course Approval Handbook (PCAH). The Academic Senate will ensure that training opportunities for faculty are provided.**

c. Faculty–Faculty are responsible for the development, review, and revision of course and program curriculum at each college.

d. Departments – Departments at each college review curriculum on a regular basis as required including, updating and revising existing curriculum and recommending new courses and/or programs through established course and program creation processes. Career technical education programs will utilize job-market data and other related information for development and revision of curriculum.

e. Curriculum Committee–The Curriculum Committee structure is established by the Academic Senate. Voting members are elected or assigned by the Academic Senate (e.g., articulation officer, librarian).

f. Articulation Officer – The articulation officer consults with faculty in review of new and revised courses and assists with articulation and transfer requirements.

g. The Office of the Chief Instruction Officer – College Administrators are responsible to facilitate the processes established for curriculum development and revision as established by each college's Academic Senate, and are accountable for moving the recommendations of faculty to the BOT, for review and approval. The office of the CIO is responsible for making sure that the requested curriculum change/addition is fiscally sound and can be offered and or successfully implemented (e.g., pre-requisite implementation or courses/programs that require regional/state approvals).

3. Procedural Timelines

Each college curriculum committee will establish timelines for the processing of curriculum, including considerations for transfer related submission timelines. These timelines will be published.

4. Publication of changes and maintenance of records

Each college will ensure that curriculum changes are published in the college catalog, and the office of the CIO will ensure that the curriculum records are maintained and accessible.

5. Use of a range of delivery systems and modes of instruction

The curriculum committee will ensure that college curriculum meets standards for the proposed modes of instruction, including online learning.

(NOTE: This procedure is **legally required** in an effort to show good faith compliance with the applicable federal regulations)

6. Credit hour

For purposes of federal financial aid eligibility, a "credit hour" shall be 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 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or**
- **At least an equivalent amount of work as required in the paragraph above of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.**