

## **BP 4020 Program, Curriculum, and Course Development**

**Reference:** Education Code Section 70901(b), 70902(b); 78016;  
Title 5, Section 51000, 51022, 55002, 55002.5, 55100, 55130, 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;  
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 rely primarily on the Academic Senate in establishing procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance, based on Title 5 Section 53200 and Board Policy 2510.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes as referenced in BP 2510;
- Regular review and justification of programs and course descriptions;
- Integration with the processes and content of institutional program plan and review;
- Consideration of job market and other related information for career and technical education programs;
- Opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of current Board policies regarding curricular matters.

All new programs and program discontinuances shall be presented by the President/Superintendent or designee to the Board of Trustees for final approval.

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.

Instructional categories for "credit hour" courses include lecture, laboratory, and/or activity. The Superintendent/President will establish procedures that prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

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

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Reviewed: 11/28/2017

Revised: 12/06/2017