

VVC ACADEMIC SENATE

2nd Reading – Nov. 3, 2016

Administrative Procedure 4020

Program, Curriculum, Course Development ~~and Process for Program Discontinuance~~ **(move Discontinuance to AP4021)**

~~(Add the following to the existing Process for Program Discontinuance or change Process for Program Discontinuance to AP 4021)~~ **Substitute the following for AP4020.**

The California Community College Chancellor's Office directs the District and the Curriculum Committee to comply with and use the Program ~~and~~ Course ~~and~~ Approval Handbook.

The District's process for developing its programs and curriculum is in the Victor Valley Community College Curriculum Committee Handbook. The document is accessible on the District's ~~Curriculum website~~, www.curricunet.com/victorvalley/.

For the 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 15 weeks for one semester or trimester 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.

I. Work Flow

Victor Valley Community College District and the Curriculum Committee (under the purview of the Academic Senate) use the curriculum management system, **curriculum software** ~~CurricUNET~~, for program, curriculum, course development, and serves as a database for all curriculum documents.

- A. The committee has an approval process for courses and programs in the **curriculum software** ~~CurricUNET~~ system, which includes requisites, distance education and student learning outcomes.
- B. When a course, degree or certificate requires approval by the State Chancellor's Office, all required paperwork and supporting evidence must be completed prior to submitting the program to the Curriculum Committee.
- C. Title 5, section 55130(b)(8)(E), also requires that CTE credit programs must be reviewed by Career Technical Education Regional Consortia, where applicable. The Desert Regional Consortium consists of 13 community colleges and two community college districts in Riverside and San Bernardino counties. It serves as a regional framework to communicate, coordinate, collaborate, promote and plan career and technical education and workforce and economic development in the Inland Empire/Desert Region.
- D. Once the ~~e~~Curriculum ~~e~~Committee has finalized curriculum actions, those actions are forwarded to the Board of Trustees for approval.
- E. All courses and programs approved are reported to the California Community Colleges Chancellor's Office.
- ~~F. All programs, curriculum and courses are reviewed on a three year cycle through Program Review.~~
- G. All Career Technical Education courses must be reviewed and updated every two years. All Academic courses must be reviewed **and updated** every five years.

- H. **All programs, degrees and certificates must be updated when impacted by a course change that alters the program, degree and/or certificate.**

II. Responsibility

- A. Victor Valley College recognizes the primacy of faculty in the area of curriculum development. Accountability for quality and effective curricula that meet applicable standards is a shared responsibility. The Curriculum Committee, a committee of the Academic Senate, consists of the following faculty members as standing positions;
- a. Chair (1)
 - b. Articulation (1)
 - c. Business and Industry (1 or 2)
 - d. Counseling (1)
 - e. Health and Sciences (1)
 - f. Humanities and Arts (1 or 2)
 - g. Library (1)
 - h. Math and Science (1)
 - i. Social and Behavior Sciences (1)
- B. The primary responsibility of the Curriculum Committee is assuring academic excellence in curriculum matters by ensuring that curriculum is academically sound, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:
- a. New and revised course proposals for Title 5 compliance
 - b. Courses as they relate to programs of study
 - c. Appropriate requisites
 - d. CSU and UC general education proposals in collaboration with the articulation officer
 - e. Policy changes pertaining to curricula issues
 - f. Implementation of state regulations and guidelines pertaining to the curriculum development process
 - g. Proposed programs of study
 - h. Student Learning Outcomes
 - i. **Degrees, certificates and programs**

III. Timelines

- A. Curriculum proposals ~~shall~~ **may** be ~~accepted~~ **submitted** year round.
- B. Curriculum Committee meets and takes action on curriculum during Fall and Spring semesters.**
- C. Proposals meeting deadlines shall be reflected in the following academic ~~years'~~ **year's** college catalog or addendum.
- a. Catalog deadlines: Approvals must be completed by the 4th Thursday in March. This deadline refers to full approval of curriculum proposals. Full approval is as follows:
 - i. State Chancellor's Office must approve all new and substantial course and program proposals.
 - i. Substantial Modifications: Title 5 defines substantial modifications to programs; Section 55130 stating that a program that has been approved by the Chancellor's Office must be submitted for re-approval if it is "modified in any substantial way." A program is considered to be substantially modified in any of the following situations; 1) The goals and objectives of the program are substantially changed; 2) The job categories for which program completers qualify are substantially different from the job categories program completers previously

qualified for; or 3) The baccalaureate major to which students typically transfer is different from the baccalaureate major students previously typically transferred to. Changes that are made to keep a program current with changing job requirements, evolving applications of technology within the same occupation, or evolving knowledge within a particular field are not necessarily substantial modifications for this purpose and

- ii. VVC Board of Trustees must approve all curriculum actions on or before the 2nd Tuesday of March.
 - iii. Requisites, **including prerequisites, co-requisites and recommended preparations**, must ~~only~~ be listed in the Catalog. Requisites shall not change mid-year.
- b. Addendum deadlines;
1. Approvals must be completed by the 2nd Thursday in November. This deadline refers to full approval of curriculum proposals. Full approval is as follows:
 - i. State Chancellor's Office must approve all new and substantial course and program proposals (see title 5 requirements for program modification above) and
 - ii. VVC Board of Trustees must approve all curriculum actions on or before the 2nd Tuesday of November.
 - iii. All curricular changes can be listed in an addendum except requisite changes and course title/number/prefix changes.

Reference Bibliography

- ❖ Education Code Sections 70901(b), 70902(b), 78016.
- ❖ Title 5 Sections 51000, 51021, 51022, 55000 et seq., 55100 et seq., 55130 and 55150
- ❖ Accreditation Standard II. A.
- ❖ 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 Community Colleges Program and Course Approval Handbook, 6th edition, 2016
- ❖ ASCCC: The Course Outline of Record: A Curriculum Reference
- ❖ Guide.
- ~~Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998 (remove this if Program Discontinuance Process is move to AP 4021)~~