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Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References: Legally Required

BP 4020 Program, Curriculum, and Course Development

(Replaces current SBCCD BP 4020)

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 Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, 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 career and technical education programs.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Each year, all curriculum will be certified by the Curriculum Chair, the Academic Senate President, the Chief Instructional Officer and the Chief Executive Officer.

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.

The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.

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 Chancellor shall establish procedures:~~

- ~~• which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.~~
- ~~• to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.~~
- ~~• 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 chancellor will 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 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 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.

- A. One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of lecture, study, or laboratory total of student work at colleges operating on the semester system or 33 quarter hours of lecture, study or laboratory total student work, at colleges operating on the quarter system which may include inside and/or outside-of-class hours.
- B. A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2.

Credit hours for all courses may be awarded in increments of one unit or less.

Hours-per-unit Divisor

- A. 1:2 for Lecture (lecture, discussion, seminar and related work)
- B. 2:1 for Activity (activity, lab w/ homework, studio, and similar)
- C. 3:0 for Laboratory (traditional lab, natural science lab, clinical, and similar)

Hours-per-unit Divisor = 48-54 for semesters, or 33-36 for quarters

References:

Education Code Sections 70901(b), 70902(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 Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

Attachments:

BP 4020 Program, Curriculum, and Course

Comment by Nikac, Stacey: Administrator

2/1/2018, 7:49PM EST

Chapter Owner to address legal requirements per Legal Update #31:

NOTE: This policy is legally required. The following policy indicates that the Governing Board retains authority to approve new programs and courses, and discontinue programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and discontinue courses are legal. However, it is suggested that Boards not require staff to submit program or course modifications to them for approval.

The portion of this policy regarding credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.

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 [CEO] shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

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