
**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

Rely Primarily Upon The Advice And Judgment

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;
WASC/ACCJC Accreditation Standards II.A and II.A.9

NOTE: This policy is **legally required**. The following language in **red ink** indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the District Chancellor. It is the option that is legally advised, but options that delegate all authority to the District Chancellor or that require Board approval for new courses and deleted courses are legal. However, it is suggested that the Board not require program or course modifications be submitted 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 District 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;
- a regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education 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, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

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

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

NOTE: The language contained in current KCCD Policies 4B1, 4B2, and 4B4 is shown as struck below as this prescriptive language has been moved to the related administrative procedures (AP 4020 titled Program, Curriculum, and Course Development as well as AP 4022 titled Course Approval).

❖ From current KCCD Policy 4B1 titled Educational Programs

~~The educational programs of the Colleges shall reflect the goals and objectives of the institutions.~~

~~4B1A Each College shall have on file with the District Office and the California Community Colleges Chancellor's Office an Academic Master Plan. Revisions to the Academic Master Plan must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office. (Title 5, Section 51008)~~

~~4B1B College educational programs not previously authorized must be approved by the District Chancellor, the Board of Trustees and the Chancellor of the California~~

~~Community Colleges prior to offering. Approval shall be requested on forms provided by the State Chancellor's office in accordance with state law. (Title 5, Section 55130)~~

~~4B1C College credit courses not part of an existing program referred to as stand-alone courses must be approved by the Curriculum Committee, the appropriate Chief Academic Officer, and the College President and approved by the Board of Trustees upon the recommendation of the Chancellor or designee. The Board shall ensure that:~~

- ~~● 4B1C1 The District submits a certification by September 30th of each year verifying that the persons who will serve on the Curriculum Committee and others who will be involved in the curriculum process at each college within the District for that academic year have received training consistent with the guidelines prescribed by the State Chancellor on the review and approval of stand-alone courses not part of educational programs.~~
- ~~● 4B1C2 No course which has previously been denied separate approval by the California Community Colleges Chancellor's Office as a stand-alone course may be offered unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the College Curriculum Committee and approved by the Board of Trustees.~~
- ~~● 4B1C3 A group of stand-alone credit courses that are not part of an existing program which total eighteen (18) or more semester units in a single four-digit Taxonomy of Programs code are not linked to one another by means of prerequisites or co-requisites.~~
- ~~● 4B1C4 No student may be permitted to count eighteen (18) or more semester units of stand-alone credit courses not part of an existing program toward satisfying the requirements for a certificate or completion of an associate degree.~~
- ~~● 4B1C5 The District shall report all stand-alone credit courses to the California Community Colleges Chancellor's Office Management Information System.~~
- ~~● 4B1C6 Effective January 1, 2013, or earlier, the District shall separately submit for approval by the California Community Colleges Chancellor all non-degree applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.~~

~~4B1D College credit courses not previously offered, but part of an approved program, shall be submitted by the Curriculum Committee and the appropriate Chief Academic Officer, to the College President for recommendation to the District Chancellor and approval of the Board of Trustees prior to offering in an advertised schedule.~~

~~4B1E Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:~~

~~Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.~~

~~Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.~~

~~Each College shall keep current records and reports as may be required by the State Chancellor.~~

~~In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the State Chancellor.~~

~~4B1F Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.~~

~~4B1G Contract education courses may be offered by the District.~~

❖ From current KCCD Policy 4B2 titled Courses

Courses

~~Course additions, deletions, and modifications shall be determined through established College procedures.~~

~~4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.~~

~~4B2B College procedures for course creation, deletion, and modification shall include:~~

- ~~• Appropriate involvement of the faculty and Academic Senate in all processes;~~
- ~~• Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Regular review and justification of course description;~~
- ~~• Opportunities for training for persons involved in aspects of curriculum development;~~
- ~~• Consideration of job market and other related information for vocational and occupational programs;~~
- ~~• Rationale for the course creation, deletion, and modification; and~~
- ~~• Consideration of the impact of the proposed course creation, deletion, and modification.~~

~~4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College or District administration may initiate the appropriate College procedures.~~

~~4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.~~

❖ From current KCCD Policy 4B4 titled Programs

Programs

~~Program additions and modifications shall be determined through established College procedures. (Revised February 5, 2009)~~

~~4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.~~

~~4B4B College procedures for program additions and modifications shall include:~~

- ~~• Appropriate involvement of the faculty and Academic Senate in all processes;~~
- ~~• Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Regular review and justification of programs and program descriptions;~~
- ~~• Consideration of job market and other related information for vocational and occupational programs;~~
- ~~• Rationale for the program additions and modifications; and~~
- ~~• Consideration of the impact of the proposed additions and modifications.~~

~~4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.~~

~~4B4D Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.:

WASC/ACCJC 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

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:

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

NOTE: The language in **blue ink** below is from current KCCD Policies 4B1 and 4B4. It is included in this administrative procedure due to the details contained therein.

The educational programs of the Colleges shall reflect the goals and objectives of the institutions.

Each College shall have on file with the District Office and the California Community Colleges Chancellor's Office an Academic Master Plan. Revisions to the Academic Master Plan must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office. (Title 5 Section 51008)

College educational programs not previously authorized must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office prior to offering. Approval shall be requested on forms provided by

the California Community Colleges Chancellor's Office in accordance with state law. (Title 5 Section 55130)

College credit courses not part of an existing program referred to as stand-alone courses must be approved by the Curriculum Committee, the appropriate Chief Academic Officer, and the College President and approved by the Board of Trustees upon the recommendation of the Chancellor or designee. The Board of Trustees shall ensure that:

- The District submits a certification by September 30th of each year verifying that the persons who will serve on the Curriculum Committee and others who will be involved in the curriculum process at each college within the District for that academic year have received training consistent with the guidelines prescribed by the California Community Colleges Chancellor on the review and approval of stand-alone courses not part of educational programs.
- No course which has previously been denied separate approval by the California Community Colleges Chancellor's Office as a stand- alone course may be offered unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the College Curriculum Committee and approved by the Board of Trustees.
- A group of stand-alone credit courses that are not part of an existing program which total 18 or more semester units in a single four-digit Taxonomy of Programs code are not linked to one another by means of prerequisites or co-requisites.
- No student may be permitted to count 18 or more semester units of stand-alone credit courses not part of an existing program toward satisfying the requirements for a certificate or completion of an associate degree.
- The District shall report all stand-alone credit courses to the California Community Colleges Chancellor's Office Management Information System.
- As of January 1, 2013, the District separately submits for approval, by the California Community Colleges Chancellor, all non-degree applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

College credit courses not previously offered, but part of an approved program, shall be submitted by the Curriculum Committee and the appropriate Chief Academic Officer, to the College President for recommendation to the District Chancellor and approval of the Board of Trustees prior to offering in an advertised schedule.

Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:

Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.

Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.

Each College shall keep current records and reports as may be required by the California Community Colleges Chancellor.

In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the California Community Colleges Chancellor.

Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses. (Also see BP/AP 4400 titled Community Services Programs)

Contract education courses may be offered by the District.

NOTE: *The following language is **legally required** in an effort to show good faith compliance with the applicable federal regulations.*

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 **[15 weeks for one semester or trimester hour of credit]**, **[or 10 to 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.*

Programs

Program additions and modifications shall be determined through established college procedures.

The programs of the colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

College procedures for program additions and modifications shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

In addition to program additions and modifications initiated by the college procedures, College or District administration may also initiate the appropriate college procedures.

Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

Also see AP 4022 titled Course Approval and BP/AP 4400 titled Community Services Programs

Admin 5/16/16

ChC 5/17/18