AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM

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

The responsibility for development and improvement of curriculum rests with the faculty
and department chairperson under the leadership of Instructional Deans and the Office
of Academic Affairs.

The formal work of curriculum development is performed by the Curriculum Committee,
under the leadership of a faculty chair and the Vice President of Academic Affairs or
designee.

Proposed new courses and educational programs must have approval of the Curriculum
Committee, the Board of Trustees, and the State Chancellor’s Office. In addition,
career and technical programs must have the approval of the Los Angeles/Orange
County Workforce Development Leaders Consortium (LOWDL). Unless an exception is
granted by the Office of Academic Affairs, all new courses and programs must be
published in the College Catalog before they can be offered. Each course must have
an approved course outline of record.

Recommendations for new courses and educational programs should be submitted to
the Office of Academic Affairs on the appropriate form. A proposal for a new course
and/or new educational program may originate with a faculty member, department
chairperson, or Instructional Dean, but must be submitted to the Curriculum Committee
through the Instructional Dean.

The following steps outline the procedure for adding new courses and educational
programs to the curriculum.

- Completion of the course outline and supporting forms by the person proposing
  the class
- Completion of the appropriate document(s) to integrate the new course into an
  existing program, if necessary
- Signature of the Department Chair with recommendation
- Notification of other programs that may be affected by the addition of the new
course
• Signature of the Instructional Dean with recommendation
• Approval by LOWDL of new or substantially revised career/technical programs
• Submission to the Curriculum Committee by established deadlines
• Approval by the Curriculum Committee
• Verification of any Curriculum Committee modifications by the Dean of Academic Affairs, who also ensures those changes are incorporated in college publications
• Approval by the Board of Trustees
• Approval by the State Chancellor’s Office
• Publication in college catalog and schedule of classes

Courses offered as general education or in a distance education format shall have separate approval by the Curriculum Committee. All new programs and courses shall offer a variety of modes of instruction to meet the learning abilities of prospective students. The Curriculum Committee will evaluate these new and continuing courses to determine if they meet an identifiable need, are consistent with the College mission and goals, and are appropriately classified as transfer, degree applicable, credit but not degree applicable, or non-credit.

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 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.

Community Education courses shall be reviewed by the Curriculum Committee, but do not require approval.

Existing courses shall be reviewed at least every three years by the faculty responsible for teaching the courses. Course outlines shall be reviewed every three years by the department, and the revised and signed course outline of record shall be submitted to Academic Affairs and the Instructional Dean’s Office. If the faculty member(s) wishes to change the course title, number, name, description, class hours, units, prerequisites, co-requisites, recommendations, or make substantial changes to the content, objectives, or methods of delivery, the changes must be submitted to the Curriculum Committee for approval.

Course deletions and reinstatements must be presented to the Curriculum Committee for approval.

Using the content review or content validation process, existing courses containing prerequisites, co-requisites, or recommendations shall be reviewed by faculty every six years for continuing appropriateness. Any changes must be presented to the Curriculum Committee for approval.
The Curriculum Committee shall publish its calendar of meetings for the year and disseminate it to all divisions and offices involved in the curricular process.

The Office of Academic Affairs shall maintain records of all Curriculum Committee meetings. Approved courses and programs will be published in the next College Catalog and schedule of classes after the entire process for approval has been completed.

Outlines for courses at Cerritos College shall be maintained by the Office of Academic Affairs.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007
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(Replaces former Cerritos College Policies 3006, 3022, 3023, 3027)