BP 4020  INSTRUCTIONAL PROGRAMS AND CURRICULUM

References:

Education Code, Sections 70902(b) and 78016;
Title 5, Sections 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;
ACCJC Accreditation Standards II.A and II.A.9

The governing board has ultimate responsibility for educational quality, legal matters,
and financial integrity.

The instructional programs and curricula of the District shall be of high quality, and
relevant to community needs. Programs shall be systematically evaluated regularly on
the achievement of the stated student learning outcomes to ensure quality and
currency. Each year prior to budget preparation, the Board of Trustees shall receive a
report of the most current program review. To that end, the President/Superintendent
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 the Faculty 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
programs;
• approval of all new programs and program discontinuances by the Board of
Trustees; and
• approval by the State Chancellor’s Office for all programs.

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 (stand-
alone courses) 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 President/Superintendent will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

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

Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007