

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

Furthermore, these procedures shall include the following:

- A. Appropriate involvement of the faculty, Courses and Programs Committee, and Academic Senate in all processes
- B. Regular review and justification of programs and course descriptions
- C. Opportunities for training for persons involved in aspects of curriculum development
- D. Consideration of job market and other related information for vocational and occupational programs

All new programs and any recommendations for discontinuance of programs shall be submitted to the Board of Trustees for approval.

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

Individual degree-applicable credit courses offered as part of a permitted educational program shall be submitted to the Board of Trustees for approval. 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 submitted to the board for approval.

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 superintendent/president will establish procedures that prescribe the definition of “credit hour” consistent with applicable federal regulations as they apply to community college districts.

The superintendent/president shall establish procedures to assure that curriculum at the district complies with the definition of “credit hour” or “clock hour”, where applicable.

The superintendent/president shall also establish a 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.

See Administrative Procedures 4020, 4021, and 4022.

**Courses and Programs Committee: Membership and Responsibilities**

Courses and Programs is a governance committee comprised of thirteen faculty (including the chair, articulation officer, and director of online education), three administrators, two classified staff (one evaluator and one whose job duties relate to curriculum), one associate faculty, and one student representative. The chair is the only nonvoting member. The committee chair may form subcommittees to facilitate and expedite the tasks designated to the Courses and Programs (C&P) Committee.

The roles and responsibilities of the C&P Committee fall under two main categories: curriculum review and governance items (district policies and administrative procedures) related to curriculum.

- A. The responsibility for curriculum review (defined as all additions, modifications, or deletions of courses, certificates, or degrees managed via a curriculum management system at the college) is exclusively delegated to a standing subcommittee of C&P referred to as CPCC, the Courses and Programs Curriculum Committee. CPCC is comprised of one administrator and the following thirteen faculty members:
1. The chair of C&P, who votes only in the case of a tie
  2. Two faculty members from career and technical education (CTE)
  3. One faculty member from each of the following: counseling, noncredit, and pre-transfer
  4. Five faculty members representing general education: one each who teaches in English (ENGL), math (MATH), natural sciences, art and humanities (excluding English), and social and behavioral sciences. (Note: If a faculty member from this group takes an absence during the academic year or if no one volunteers to serve, the substitute faculty member cannot be from a department already represented on the committee.)
  5. The articulation officer
  6. The director of online education.

**MiraCosta Community College District****Page 1 of 3**

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References: Title 5 §§51021, 55000 et seq., 55100 et seq.

Accrediting Commission for Community and Junior Colleges Accreditation  
Standard II.AU.S. Department of Education regulation on the integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of  
1965, as amended

- B. Governance items that include any and all additions, modifications, or deletions to board policies and/or administrative procedures under C&P's jurisdiction are the responsibility of, and are acted upon by, the full C&P Committee.

The Courses and Programs Curriculum Committee (CPCC) reviews associate-degree applicable courses for their adherence to uniform standards in accordance with Title 5 §55002(a). These standards include the following areas:

- A. Grading policy
- B. Units (credit hours) related to number of lecture and/or laboratory hours required\*
- C. Intensity in terms of independent-study requirements
- D. Prerequisites and co-requisites
- E. Basic skills requirements
- F. Difficulty in terms of critical thinking and understanding and application of concepts
- G. Level in terms of critical thinking, learning skills, and vocabulary

CPCC reviews non-degree-applicable credit courses for their adherence to uniform standards in accordance with Title 5 §55002(b). These standards include the following areas:

- A. Grading policy
- B. Units (credit hours) related to the number of lecture and/or laboratory hours required\*
- C. Intensity in terms of independent-study requirements
- D. Prerequisites and co-requisites.

\* For purposes of federal financial aid eligibility, a "credit hour" shall be not less than the following:

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time, or
- B. At least an equivalent amount of work as required in the paragraph above for other academic activities as established by the college, including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

CPCC recommends approval of noncredit courses if they treat their subject matter and use resource materials, teaching methods, and standards of attendance and

achievement that the committee deems appropriate for the enrolled students (per Title 5 §55002(c)).

### **Curriculum Development Procedures**

Only faculty may create, modify, and delete courses and programs, which are then reviewed by a technical writer, the appropriate department chair and division dean, the articulation officer, and a technical review committee comprised, at minimum, of the C&P Committee chair, an administrator member of C&P, and the curriculum support specialist. Course and program proposals are subsequently forwarded to CPCC for review and vote.

All course and program proposals recommended for approval by CPCC are routed to the Academic Senate Council for approval, submitted to the Chancellor's Office, and forwarded to the Board of Trustees for approval. Credit curriculum is submitted to the board for approval once in the fall and once in the spring for implementation the following academic year; noncredit curriculum may go to the board for approval in the late fall for spring implementation or together with the credit curriculum in the spring for implementation the following academic year. Experimental (Topics) courses may be approved by CPCC in the fall for spring implementation or at the January meeting for summer implementation.

All course and program deletions, additions, and modifications are maintained in a curriculum database and are reflected in the college catalog. All information published in the catalog is effective for the academic year beginning with the fall semester and concluding with the summer intersession.