

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**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.

Instructional programs will be systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. Curriculum shall be evaluated to determine whether courses and program should be established, expanded, modified, or deleted on a periodic basis.

In order to create and maintain a viable curriculum compatible with the Educational Master Plan, the Superintendent/President or designee shall be responsible for:

1. Recommending to the Board for approval the establishment or discontinuance of educational programs, degrees, certificates, and courses, in accordance with the Education Code.
2. Approving editorial and technical changes, teaching unit modifications, and related developments of minor significance within Board-approved programs and courses. The Board shall be advised of all such changes.
3. Ongoing development of the curriculum, including:
 - a. Periodic determination of the educational needs of the area;
 - b. Utilization of citizen advisory committees where appropriate;
 - c. Academic Senate participation in curriculum development;
 - d. Preparation and maintenance of current course outlines, degrees and certificates including student learning outcomes and objectives for all approved programs.

Faculty members shall, at a minimum, follow the course outline of record as the framework for the course. Within this framework, each instructor shall use the outline in a manner best designed to meet the needs and capabilities of students and to best suit the instructional methods of the faculty member. This flexibility in use of the outline shall be limited by the instructor's ability to deliver the course content and meet stated objectives and outcomes as determined by the approved evaluative criteria.

The Curriculum Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate. The purpose of the Curriculum Committee is to maintain the quality and the integrity of the educational program. Courses and programs are evaluated for their educational content and their appropriateness and value to the students served.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate.

1. Functions:

The functions of the College Curriculum Committee are as follows:

- a. Recommend all credit and non-credit courses for approval by the Board of Trustees. To be recommended, credit courses must meet the standards set forth by the Education Code, the mission of the College and demonstrate educational need.
- b. The Curriculum Committee does not approve Community Education courses. However, the Community Education Program will send all new course outlines to the Curriculum Committee at least two weeks prior to submission to the Board of Trustees to ensure there is no conflict with credit or non-credit courses. If the Curriculum Committee identifies a potential conflict, Community Education and the Department Chair will work together to find a resolution and inform the Curriculum Committee Chair in writing.
- c. Recommend all new credit and noncredit programs for approval by the Board of Trustees.
- d. Recommend program changes, course revisions, additions, deactivations, or deletions for approval by the Board of Trustees, making sure such changes meet the standards set forth by the Education Code.
- e. Review the Master Schedule and recommend modifications as necessary.
- f. Recommend requirements for skills certificates and certificates of achievement.
- g. Recommend graduation requirements and general education requirements for the A.A., A.S., A.A.-T and A.S.-T degrees for approval by the Board of Trustees.
- h. Recommend for approval by the Board of Trustees, baccalaureate level courses for submission to the California State University system for inclusion on the transfer list of courses which satisfy the state universities' general education requirements.
- i. Support development of new curricula and dissemination of curricular material.

2. Membership:

Membership of the College Curriculum Committee are for two-year terms and consist of the following:

- a. Voting Members: One faculty member elected from each Department and Community Education; one classified member who is directly related to Student Learning selected by the official classified staff appointing body, and one student selected by the Student Senate.
- b. Non-voting Staff Resource: The Evaluation Analyst from Enrollment Services.
- c. Department Chairs serve as ex-officio members of the Committee and all Department Chairs are welcome to attend at all times. Particular Department Chairs will be invited to attend Curriculum Committee meetings when there are proposals originating from their department; further, Department Chairs shall be invited when proposals are presented from other departments that will affect their courses and/or programs.

3. Operating Guidelines:

- a. According to the UPM/MCCD Collective Bargaining Agreement Article 8.12.2, Department Chair Responsibilities, Department Chairs shall: in conjunction with the department's faculty, develop and/or modify curriculum, subject to departmental and District approval as recommended by the College Curriculum Committee; and assist faculty in up-dating course outlines, degrees and certificates and communicate these updates in writing within the department and to the appropriate instructional office(s) through recommendations of the College Curriculum Committee.
- b. The Curriculum Committee Chair is elected by voting members of the Committee.
- c. Additional support is provided by the Office of Instructional Management.
- d. Curriculum Committee agendas, approved minutes and updated Curriculum Committee approval schedules are posted on the Curriculum Committee website.

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 for the length of the semester 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, practicums, studio work, and other academic work leading to the award of credit hours.

See also BP and AP 4021 titled Program Revitalization and Discontinuance and AP 4022 Program Revitalization

Office of Primary Responsibility: Office of Student Learning

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(Replaces College of Marin Policy 2.0001 and Procedure 2.0001 DP.1)

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