

Motion to amend
97.5.1
PASSED = SENSE OF SENATE
5/12/97
5300.2
1997

COURSES OF INSTRUCTION AND EDUCATIONAL PROGRAM APPROVAL

1.0 PURPOSE AND DESCRIPTION

All San Diego Community College District (SDCCD) programs and courses are subject to the curriculum approval process. (Title 5: Sections 55201, 55002) The purpose is to ensure that:

- 1.1 curriculum shall be reviewed and approved in a timely fashion. Credit curriculum changes must meet certain deadlines in order to ensure inclusion in the catalog and class schedule. (Refer to Instructional Services Curriculum Calendar for catalog and class schedule deadlines; non-credit curriculum can be submitted throughout the year.)
- 1.2 course alignment is maintained across the District in order to allow maximum mobility for students among the colleges.
- 1.3 program alignment across the District will permit flexibility to provide for the individual needs of the different colleges' student populations. A procedure will be in place to ensure that students who transfer from one college's Arts and Sciences or Career Technical Program to another can petition to have credits transferred.
- 1.4 district educational programs comply with national and state statute, regulations, district policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission, and goals of the District's Master Educational Plan.
- 1.5 the transferability of credits is defined; program/courses are appropriate for college/Continuing Education; and reporting and record keeping requirements of national, state and local approval and accrediting agencies are met. (Title 5: Sections 55001, 55005)
 - 1.5.1 Arts and Sciences transfer degree programs shall be restricted to those courses that prepare students for university majors.
 - 1.5.2 it is expected that Arts and Sciences transfer programs should have 18-21 units for traditional programs with exceptions; i.e., physics, engineering, music, chemistry.

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- 1.6 faculty and administration shall actively work together, each in their defined roles, throughout the district curriculum approval process. (Title 5: Sections 53200(a), 53492(a), 53402(b),(c)) Students shall be provided an opportunity to participate in the formulation and development of district and college instructional policy. (Title 5: Section 51023.7) Input from community groups and Industry Advisory Committees shall be solicited. (Title 5: Section 55601)
- 1.7 the educational administrator has the responsibility for facilitating the formulation of policy regarding the instructional programs of the college and/or District and has the direct responsibility for supervising the implementation of policy. (Title 5: Section 53402(b))
- 1.8 the participation and recommendations of faculty, as representatives of the Academic Senate, shall be considered primary throughout the curriculum approval process. (Ed Code, Section 70901 (a) and District Policy 0003 Section 1.1.1 (c))
- 1.9 the college/Continuing Education and district curriculum committees shall be established by the mutual agreement of the administration and the Academic Senate(s) in accordance with Title 5, Sec 53203 (f); 5502(a). The Academic Senates shall select the faculty who will participate on these committees and these selected faculty will represent the Academic Senates. (Title 5, Section 53200(b))
- 1.10 the college/Continuing Education curriculum committees are recognized as the highest level decision making bodies that yield curriculum recommendations through administrative procedures to the District Board of Trustees. The authority of these committees in curriculum matters is derived from Title 5 Sections 55002; 55201(d); 55805/5(a); 56028 and these committees will rely primarily on the advice of discipline experts regarding course and program content decisions.

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2.0 COLLEGE CURRICULUM COMMITTEE RESPONSIBILITIES

The responsibilities of the college curriculum committees include:

- 2.1 for all courses and programs offered at their college or for courses and programs the college intends to offer within 12 months, review and approval of all curriculum proposals and catalog descriptions for new and revised courses and programs, including course activations and deactivations, for compliance with state and federal legislation and district policy to ensure that:
 - 2.1.1 degree credit courses meet the standards for approval as defined in Title 5 (grading policy, units, intensity, prerequisites and corequisites, basic skills requirements, difficulty, and level.) (Title 5: Section 55002 (a))
 - 2.1.2 non-degree credit and noncredit courses meet the standards for approval as defined in Title 5 (grading policy, units, intensity, prerequisites and corequisites.) (Title 5: Section 55002 (b))
 - 2.1.3 courses and programs meet the criteria as defined in the California Community Colleges Curriculum Standards Handbook (appropriateness to mission, need, quality, feasibility, and compliance.)
 - 2.1.4 curriculum meets district policy regarding its philosophy and criteria for Associate Degree and General Education, that courses are appropriate to Associate Degree, and that the curriculum adheres to the minimum requirements for an Associate Degree. (Title 5: Sections 55805, 55805.5, 55806)
 - 2.1.5 courses and sections delivered by distance education conform to state regulations and guidelines. (Title 5: Sections 55352-55380)
 - 2.1.6 special classes for the disabled meet the Title 5 guidelines. (Title 5: Section 56028)
 - 2.1.7 there is a special review of stand-alone courses that are not offered as part of an approved program.

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- 2.1.8 it has been determined if credit courses fulfill the Intersegmental expectations for either submission of general education courses to IGETC and/or the general education standards of CSU or the transfer standards for electives and major requirements to campuses of CSU, UC, and/or other postsecondary colleges and universities.
- 2.1.9 it has been determined if credit courses fulfill District General Education, multicultural, American Institutions, and or health/and physical education requirements.
- 2.1.10 new program and program modifications, including activations and deactivations, have been reviewed to determine when substantial changes have or have not been made to revised programs.

Further college curriculum committee responsibilities include:

- 2.2 review credit courses offered throughout the District to determine if there is duplication in content in order to comply with Title 5 restrictions on course repeatability. (Title 5: Section 58161 (c))
- 2.3 review for informational purposes only, new program and program modifications offered at other colleges.
- 2.4 recommend policy/procedures regarding academic and professional matters.
- 2.5 provide in-service training for college faculty on the curriculum development and approval process.
- 2.6 provide a method for the emergency review of curriculum between the end of Spring semester and Fall semester.

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- 2.7 ensure that the curriculum membership, which is to be determined by the college, in accordance with Title 5 guidelines, also includes the articulation officer, a counseling representative and a balanced representation between arts and sciences and occupational and technical faculty. Campus evaluators and a special classes representative (Disabled Student Programs & Services-DSPS) should be available to serve as a resource as needed.

3.0 COLLEGE DISCIPLINE FACULTY CONSULTATION PROCESS

The discipline faculty consultation process is to ensure that:

- 3.1 discipline faculty throughout the District, meeting together as needed, participate in the curriculum approval process prior to review by curriculum committees.
- 3.2 the discipline faculty, facilitated by the chairs, review and/or approve for courses and programs they offer: new and revised courses and programs, including deactivations and reactivations, catalog format and language changes, honors and special topics courses, prerequisite, corequisite and advisories, courses offered through distance education, UC transfer, IGETC, CSUGEB, District General Education, other degree and certificate requirements, and issues of course duplication.
- 3.3 discipline faculty will consult counseling, articulation, and curriculum committee representatives during the review process.
- 3.4 coordination with the Instructional Services Curriculum Approval Calendar occurs to ensure inclusion of curriculum in the catalog and class schedules in a timely fashion.
- 3.5 when majority agreement cannot be reached within or between disciplines, the issues will be immediately identified and referred to curriculum committee chairs of the involved colleges:
- 3.5.1 who will convene the appropriate faculty to facilitate resolution.
- 3.5.2 and, if resolution is not achieved and the issue is not strictly content related, the originator of the course may appeal to the Curriculum Instructional Council for action.

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- 3.6 a dean will be designated by the Administrative Instructional Council to facilitate and document the chair's/discipline faculty's activities. Department chairs throughout the District will report to this discipline dean regarding activities and decisions and this dean has the authority to convene discipline faculty meetings if needed, or may delegate this authority to the department chair(s).
- 3.7 the Vice President(s) of Instruction will be responsible for ensuring the discipline deans fulfill their responsibilities as facilitators.

4.0 CONTINUING EDUCATION CURRICULUM COMMITTEE RESPONSIBILITIES

The responsibilities of the continuing education curriculum committee include:

- 4.1 review for compliance to state and district policy and approve all new non-credit and community service courses, course changes, course activations and deactivations.
- 4.2 review for the purpose of determining possible course duplications all proposals for new non-credit courses offered.
- 4.3 make recommendations regarding district policy and procedures governing curriculum.
- 4.4 provide in-service training for non-credit faculty on the curriculum approval process.
- 4.5 ensure that the curriculum committee membership, determined by continuing education, includes the Dean of Instruction and a balanced representation between the state mandated areas.

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5.0 DISTRICT CURRICULUM INSTRUCTIONAL COUNCIL (CIC)

The membership of the CIC consists of the Assistant Chancellor of Instructional Services, chair; College Vice Presidents of Instruction; Dean of Instruction of Continuing Education; and two Academic Senate representatives from each college and Continuing Education.

The membership of Curriculum Instructional Council consists of the Assistant Chancellor, Instructional Services (or designee); college Vice Presidents, Instruction; Continuing Education Dean of Instruction; and two faculty representatives from each college and Continuing Education that shall be made after consultation with the Chief Executive Office (or designee) by the Academic Senates. (Title 5: Section 55002(a)(1))

The responsibilities of Curriculum Instructional Council include:

- 5.1 review State regulations and make recommendations regarding district policy and procedures related to curriculum, degree and certificate requirements, educational program development, and catalog development.
- 5.2 review curriculum that has been approved by college/Continuing Education curriculum committees for compliance with applicable State regulations and district policies and procedures.
- 5.3 review issues of disagreement regarding curriculum approval that cannot be resolved at the college/Continuing Education level and that have been brought to the CIC for resolution.
- 5.4 work with the District Student Services Council on issues of mutual concern, such as assessment, prerequisites and corequisites, etc.
- 5.5 refer issues that cannot be resolved by Curriculum Instructional Council to the Chancellor with a request for his recommendation for action.
- 5.6 identify staff development needs and make recommendations for the coordination and implementation of districtwide curriculum activities.

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The responsibilities of the District Instructional Services Office include:

- 6.1 act as liaison with State Chancellor's Office and coordinate with the college Vice Presidents, Instruction; the Dean of Instruction, Continuing Education; and the Curriculum Instructional Council for the distribution of information on state laws and regulations that affect Instruction.
- 6.2 act as liaison between the colleges/Continuing Education and Research and Planning to provide data relating to curriculum, and act as a liaison with Computing Services to provide computing resources for Curriculum Instructional Council and the colleges.
- 6.3 act as liaison with the Assistant Chancellor of Student Services and coordinate and facilitate communication between Curriculum Instructional Council and Student Services Council.
- 6.4 provide for the development and distribution of Curriculum Instructional Council agenda and minutes.
- 6.5 process curriculum proposals approved by college/Continuing Education curriculum committees through the Curriculum Instructional Council, reviewing those proposals for completeness.
- 6.6 assist in the identification of programs affected by proposed curriculum changes.
- 6.7 ensure that state approval is obtained when necessary.
- 6.8 provide for the inclusion of course additions and changes to the master course inventory, and maintain a list of courses that satisfy the District General Education, multicultural, CSUGEB, and IGETC requirements.
- 6.9 prepare and submit recommendations of Curriculum Instructional Council for college curriculum to the Board of Trustees for adoption.
- 6.10 coordinate submission of the Educational Master Plan and Inventory of Programs to the State Chancellor's Office.

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- 6.11 coordinate the development and distribution of staff development training and materials for curriculum matters in the District, and provide staff support for special districtwide curriculum projects.
- 6.12 coordinate the development and production of college class schedules and college catalogs.

7.0 CONTINUING EDUCATION INSTRUCTIONAL SERVICES OFFICE

The responsibilities of the Continuing Education Instructional Services Office include:

- 7.1 provide to the curriculum committee up-to-date information on state laws and regulations affecting instruction.
- 7.2 provide the necessary staff support for the continuing education curriculum committee (agendas, timely minutes, support documents, special projects and dissemination of information on policy decisions.)
- 7.3 coordinate staff development (training materials, orientations, etc.) in curriculum matters throughout continuing education.
- 7.4 coordinate flow of non-credit course approval and change documents throughout continuing education.
- 7.5 check non-credit course and program change and approval forms for technical accuracy.
- 7.6 forward new course and course and catalog change forms, course outlines and curriculum minutes to the District Instructional Services Office for district curriculum instructional council review.
- 7.7 prepare Board docket for non-credit curriculum approval.
- 7.8 prepare and submit non-credit course approval forms to the State Chancellor's office for approval.

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- 7.9 input course additions and changes to maintain the computer records of the non-credit course inventory.

8.0 NEW CREDIT COURSE APPROVAL PROCESS

- 8.1 Faculty (contract or adjunct), students, administrators, college and district councils and committees, members of the Board of Trustees and members of the community may initiate ideas for new curriculum.
- 8.2 Originator of new course proposal first consults with discipline experts, the appropriate chair or dean, then consults with articulation officer and/or appropriate advisory committee through the appropriate dean or Economic and Career Development manager.
- 8.3 Originator creates a draft of a Course Outline, using district guidelines. Consultation with a member of the college curriculum committee advised. Consult with the Instructional Services Curriculum Calendar for the timelines of necessary approvals for course implementation and the list of designated deans to identify the appropriate discipline dean.
- 8.4 Originator fills out new course application materials including New Course approval form, and content review and scrutiny packet, requests for general education status, distance education, library form, etc.
- 8.5 The originator submits the new course outline and application materials to the Vice President of Instruction who immediately does the following:
- 8.5.1 date stamps the material.
- 8.5.2 determines if the course is to be offered at more than one college

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- (a) if it is to be offered at more than one college, sends materials to the appropriate Vice Presidents of Instruction with a cover memorandum indicating the need for concurrence and targeting the deans and chairs who should receive the materials from the Vice Presidents of Instruction for immediate action.
- (b) if it is not to be offered at other colleges, sends materials to the appropriate college dean and department chair, and will notify other college Vice Presidents of Instruction who will circulate new course material to appropriate deans, department chairs, and curriculum chairs for review and comment-not approval, to be returned to originating Vice President of Instruction within twenty-five (25) instructional days.

8.5.3 reviews materials to determine whether it has potential impact on other disciplines. If possible impact is perceived, then the Vice President of Instruction must inform course originator, the appropriate dean(s) and department chair(s), and other Vice Presidents of Instruction for review and comment within twenty-five (25) instructional days.

8.6 The department chair(s) and appropriate dean(s), after receiving the new course materials, will work with the originator to ensure consultation with discipline faculty and completion of the following within twenty-five (25) instructional days from time of date stamp by Vice President of Instruction. (For example, curriculum submitted fifteen (15) instructional days prior to summer break will have ten (10) instructional days from the beginning of the fall semester for completion of this stage of the consultation process.)

8.6.1 discipline faculty will review and approve.

8.6.2 chair(s) will review for accuracy and completeness.

8.6.3 dean(s) will review for compliance and feasibility.

8.6.4 dean or Economic and Career manager who represents the appropriate Industry Advisory Committee will review occupational/technical courses and will indicate that the advisory committee has concurred.

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- 8.7 The new course materials will be returned to the Vice President of Instruction, of the originating college, who will work with the originator to ensure that the paperwork is ready to be submitted to the curriculum committee(s).
- 8.7.1 if the course is to be offered at more than one college, then the curriculum committees at those colleges will also review and approve.
- 8.7.2 if the course is to be offered at only one college, only that curriculum committee must review and approve.
- 8.8 The curriculum committee(s) will review and take action within twenty-five (25) instructional days of receipt from the Vice President of Instruction.
- 8.8.1 Originator or discipline faculty designee will be at the curriculum committee(s) when they take one of the following actions.
- (a) curriculum committee(s) will approve or approve, pending minor changes, and curriculum chair(s) will consult with originator to reconcile any minor differences.
 - (b) curriculum committee(s) will not approve because of minor problems, and originator will make recommended changes and resubmit to committee(s).
 - (c) curriculum committee(s) will not approve because of major problems, and originator will need to make changes and resubmit for review and approval of discipline faculty before resubmitting to curriculum committee(s).
 - (d) college curriculum committee chair will notify originator of committee's action.
- 8.8.2 Originator may appeal to the Curriculum Instructional Council for resolution of differences if the new course application has been denied by the discipline faculty or college curriculum committee(s) and resolution of differences has not been achieved within fifty (50) instructional days.

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- 8.9 The Vice President(s) of Instruction will forward the completed and approved new course material and necessary copies to Instructional Services.
 - 8.9.1 Failure of any of the responsible parties (discipline faculty, deans, chairs, advisory or curriculum committees) to act on material forwarded to them within the allotted time will be considered as approval.
 - 8.9.2 In the event that material is forwarded without approval from discipline faculty, curriculum committee(s), and/or Industry Advisory Committees for resolution of differences, the Vice President, Instruction shall make a request to place the item on the Curriculum Instructional Council agenda in a cover letter.
- 8.10 Instructional Services will prepare the material for review by the Curriculum Instructional Council.
- 8.11 Curriculum Instructional Council will review and the appropriate Vice President(s) of Instruction will notify the originator of the Council's action.
- 8.12 New courses require Board approval and will be recommended for adoption in the form of a Board docket to the Board of Trustees. The Board docket will be signed by the Assistant Chancellor, Instructional Services; and the Chancellor.
- 8.13 Instructional Services will forward a copy of the approved Board docket item to the Vice Presidents of Instruction for further dissemination at the colleges.

9.0. **NEW CREDIT PROGRAM APPROVAL PROCESS**

- 9.1 Faculty (contract or adjunct), students, administrators, college and district councils and committees, members of the Board of Trustees and members of the community may initiate new program proposals.
- 9.2 Originator of new program proposal first consults with discipline experts, the appropriate chair or dean, then consults with articulation officer and/or appropriate advisory committee through the appropriate dean or Economic and Career Development manager.

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- 9.3 Originator completes the district's "Program Application Checklist" and the district's New Program approval form. Consultation with a member of the college curriculum committee and/or Economic and Career Development is advised. Consult with the Instructional Services Curriculum Calendar for the timelines of necessary approval for program implementation and the list of designated deans to identify the appropriate discipline dean.
- 9.4 Originator then completes the State Chancellor's Office "New Program Application/Report" form using the Curriculum Standards Handbook as a reference and guide.
- 9.5 The originator submits the new program application materials to the Vice President of Instruction who does the following:
- 9.5.1 date stamps the material.
 - 9.5.2 determines if the program is to be offered at more than one college
 - (a) if it is to be offered at more than one college, sends materials to the appropriate Vice Presidents of Instruction with a cover memorandum indicating the need for concurrence and targeting the deans and chairs who should receive the materials from the Vice Presidents of Instruction for immediate action.
 - (b) if it is not to be offered at other colleges, sends materials to the appropriate college dean and department chair, and will notify other college Vice Presidents of Instruction who will circulate new program material to appropriate deans, department chairs, and curriculum chairs for review and comment--not approval, to be returned to originating Vice President of Instruction within twenty-five (25) instructional days.
 - 9.5.3 reviews materials to determine whether it has potential impact on other programs. If possible impact is perceived, then the Vice President of Instruction must inform course originator, the appropriate dean(s) and department chair(s), and other Vice Presidents of Instruction for review and comment within twenty-five (25) instructional days.

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- 9.6 The department chair(s) and appropriate dean(s), after receiving the new program materials, will work with the originator to ensure consultation with discipline faculty and completion of the following within thirty instructional days from time of date stamp by the Vice President of Instruction. (For example, curriculum submitted fifteen (15) instructional days prior to summer break will have (ten)10 instructional days from the beginning of the fall semester for completion of this stage of the consultation process.)
- 9.6.1 discipline faculty will review and approve.
 - 9.6.2 chair(s) will review for accuracy and completeness.
 - 9.6.3 dean(s) will review for compliance and feasibility.
 - 9.6.4 dean or Economic and Career manager who represents the appropriate Industry Advisory Committee will review occupational/technical programs and will indicate that the advisory committee has concurred.
- 9.7 The new program application materials will be returned to the Vice President of Instruction, of the originating college, who will work with the originator to ensure that the paperwork is ready to be submitted to the curriculum committee(s).
- 9.7.1 if the program is to be offered at more than one college, then the curriculum committees at those colleges will also review and approve.
 - 9.7.2 if the program is to be offered at only one college, only that curriculum committee must review and approve.
- 9.8 The curriculum committee(s) will review and take action within twenty-five (25) instructional days of receipt from the Vice President of Instruction.
- 9.8.1 Originator or discipline faculty designee will be at the curriculum committee(s) when they take one of the following actions.

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- (a) curriculum committee(s) will approve or approve, pending minor changes, and curriculum chair(s) will consult with originator to reconcile any minor differences.
 - (b) curriculum committee(s) will not approve because of minor problems, and originator will make recommended changes and resubmit to committee(s).
 - (c) curriculum committee(s) will not approve because of major problems, and originator will need to make changes and resubmit for review and approval of discipline faculty before resubmitting to curriculum committee(s).
 - (d) college curriculum committee chair will notify originator of committee's action.
- 9.8.2 Originator may appeal to the Curriculum Instructional Council for resolution of differences if the new program application has been denied by the discipline faculty or college curriculum committee(s) and resolution of differences has not been achieved within fifty (50) instructional days.
- 9.9 The Vice President(s) of Instruction will forward the completed and approved new program application and necessary copies to Instructional Services.
- 9.9.1 Failure of any of the responsible parties (discipline faculty, deans, chairs, advisory or curriculum committees) to act on materials forwarded to them within the allotted time will be considered as approval.
- 9.9.2 In the event that material is forwarded without approval from discipline faculty, curriculum committee(s), and/or Industry Advisory Committees for resolution of differences, the Vice President, Instruction shall make the request to place the item on the Curriculum Instructional Council agenda in a cover letter.
- 9.10 Instructional Services will prepare the material for review by the Curriculum Instructional Council.

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- 9.11 Curriculum Instructional Council will review and the appropriate Vice President(s) of Instruction will notify the originator of the Council's action.
- 9.12 New programs require Board approval and will be recommended for adoption in the form of a Board docket to the Board of Trustees. The Board docket will be signed by the Assistant Chancellor, Instructional Services; and the Chancellor.
- 9.13 Instructional Services will forward a copy of the approved Board docket item to the Vice Presidents of Instruction for further dissemination at the colleges.
- 9.14 Following approval by the Board of Trustees, the Vice President of Instruction of the originating college will send the completed application to the State Chancellor's Office for approval at least six months prior to offering or publishing the degree or certificate.

10.0 CREDIT COURSE AND CATALOG CHANGE APPROVAL PROCESS

- 10.1 Faculty (contract or adjunct), students, administrators, college and district councils and committees, members of the Board of Trustees and members of the community may initiate ideas for curriculum revisions and modifications.
- 10.2 Modifications to a course include:
 - 10.2.1 revisions to the course description, course outline, hours and units, prerequisite, corequisite and advisory status, intensity, grading policy, basic skills requirements, difficulty, and level. (Title 5: Sections 55002 (a) and (b).
 - 10.2.2 proposal for course to fulfill District General Education, American Institutions, multicultural requirements. (Title 5: Section 55806)
 - 10.2.3 proposal to recommend course for CSU GE certification, for the Intersegmental General Education Transfer Core (IGETC) and/or California State University (CSU), University of California (UC) and/or other postsecondary colleges and universities transfer standards and major requirements. (Title 5: Section 55805.5 (a))

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- 10.2.4 proposal to offer course by distance education. (Title 5: Sections 55352, 55374, 55378)
- 10.3 Originator of modifications to a course first consults with discipline experts, the appropriate chair or dean, then consults with articulation officer and/or appropriate advisory committee through the appropriate dean or Economic and Career Development manager.
- 10.4 Originator revises course outline if necessary, using district guidelines. Consultation with a member of the college curriculum committee advised. Consult with the Instructional Services Curriculum Calendar for the timelines of necessary approvals for course change implementation and the list of designated deans to identify the appropriate discipline dean.
- 10.5 Originator fills out Course Catalog Change request form and other appropriate forms (content review and scrutiny packet, requests for general education status, distance education library form, etc.) and attaches to the course outline.
- 10.6 The originator submits the Course and Catalog Change request form, course outline, and other materials to the Vice President of Instruction who immediately does the following:
 - 10.6.1 date stamps the material.
 - 10.6.2 determines if the course is offered at more than one college
 - (a) if it is offered at more than one college, sends materials to the appropriate Vice Presidents of Instruction with a cover memorandum indicating the need for concurrence and targeting the deans and chairs who should receive the materials from the Vice Presidents of Instruction for immediate action.

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(b) if it is not offered at other colleges, sends materials to the appropriate college dean and department chair, and will notify other college Vice Presidents of Instruction who will circulate new course material to appropriate deans, department chairs, and curriculum chairs for review and comment-not approval, to be returned to originating Vice President of Instruction within twenty-five (25) instructional days.

10.6.3 reviews materials to determine whether it has potential impact on other disciplines. If possible impact is perceived, then the Vice President of Instruction must inform course originator, the appropriate dean(s) and department chair(s), and other Vice Presidents of Instruction for review and comment twenty-five (25) instructional days.

10.7 The department chair(s) and appropriate dean(s), after receiving the course and catalog change materials, will work with the originator to ensure consultation with discipline faculty and completion of the following within twenty-five (25) instructional days from time of date stamp by the Vice President of Instruction. (For example, curriculum submitted fifteen (15) instructional days prior to summer break will have ten (10) instructional days from the beginning of the fall semester for completion of this stage of the consultation process.)

10.7.1 discipline faculty will review and approve.

10.7.2 chair(s) will review for accuracy and completeness.

10.7.3 dean(s) will review for compliance and feasibility.

10.7.4 dean or Economic and Career manager who represents the appropriate Industry Advisory Committee will review changes to occupational/technical courses and will indicate that the advisory committee has concurred.

10.8 The course and catalog change materials will be returned to the Vice President of Instruction, of the originating college, who will work with the originator to ensure that the paperwork is ready to be submitted to the curriculum committee(s).

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- 10.8.1 if the course is offered at more than one college, then the curriculum committees at those colleges will also review and approve.
- 10.8.2 if the course is at only one college, only that curriculum committee must review and approve.
- 10.9 The curriculum committee(s) will review and take action within twenty-five (25) instructional days of receipt from Vice President of Instruction.
 - 10.9.1 Originator or discipline faculty designee will be at the curriculum committee(s) when they take one of the following actions.
 - (a) curriculum committee(s) will approve or approve, pending minor changes, and curriculum chair(s) will consult with originator to reconcile any minor differences.
 - (b) curriculum committee(s) will not approve because of minor problems, and originator will make recommended changes and resubmit to committee(s).
 - (c) curriculum committee(s) will not approve because of major problems, and originator will need to make changes and resubmit for review and approval of discipline faculty before resubmitting to curriculum committee(s).
 - (d) college curriculum committee chair will notify originator of committee's action.
 - 10.9.2 Originator may appeal to the Curriculum Instructional Council for resolution of differences if the course catalog change application has been denied by the discipline faculty or college curriculum committee(s) and resolution of differences has not been achieved within fifty (50) instructional days.
- 10.10 The Vice President(s) of Instruction will forward the completed and approved course and catalog change materials and necessary copies to Instructional Services.

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10.10.1 Failure of any of the responsible parties (discipline faculty, deans, chairs, advisory or curriculum committees) to act on material forwarded to them within the allotted time will be considered as approval.

10.10.2 In the event that material is forwarded without approval from discipline faculty, curriculum committee(s), and/or Industry Advisory Committees for resolution of differences, the Vice President, Instruction shall make the request to place the item on the Curriculum Instructional Council agenda in a cover letter.

10.11 Instructional Services will prepare the material for review by the Curriculum Instructional Council.

10.12 Curriculum Instructional Council will review and the appropriate Vice President(s) of Instruction will notify the originator of the Council's action.

10.13 Course modifications that require Board approval will be recommended for adoption in the form of a Board docket to the Board of Trustees. The Board docket will be signed by the Assistant Chancellor, Instructional Services; and the Chancellor.

10.14 Instructional Services will forward a copy of the approved Board docket item to the Vice Presidents of Instruction for further dissemination at the colleges.

11.0 CREDIT PROGRAM MODIFICATION APPROVAL PROCESS

11.1 Faculty (contract or adjunct), students, administrators, college and district councils and committees, members of the Board of Trustees and members of the community may initiate proposals for program revisions.

11.2 Originator of revisions to a program first consults with discipline experts, the appropriate chair or dean, then consults with articulation officer and/or appropriate advisory committee through the appropriate dean or Economic and Career Development manager.

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- 11.3 **Originator consults with curriculum committee chair, Vice President of Instruction, and appropriate dean or Economic and Career Development manager to determine whether the modifications are substantial, according to the Curriculum Standards Handbook (Sections 5.6.1-2.)**
 - 11.3.1 **If the modifications are deemed to be substantial according to State guidelines, the process for proposing a new program must be followed.**
 - 11.3.2 **the modifications are not substantial, the originator will complete the Program Change approval forms. Consult with the Instructional Services Curriculum Calendar for the timelines of necessary approval for program change implementation and the list of designated deans to identify the appropriate discipline dean.**
- 11.4 **The originator submits the program change application materials to the Vice President of Instruction who immediately does the following:**
 - 11.4.1 **date stamps the material.**
 - 11.4.2 **determines if the program is offered at more than one college**
 - (a) **if it is offered at more than one college, sends materials to the appropriate Vice Presidents of Instruction with a cover memorandum indicating the need for concurrence and targeting the deans and chairs who should receive the materials from the Vice Presidents of Instruction for immediate action.**
 - (b) **if it is not offered at other colleges, sends materials to the appropriate college dean and department chair, and will notify other college Vice Presidents of Instruction who will circulate program change materials to appropriate deans, department chairs, and curriculum chairs for review and comment-not approval, to be returned to originating Vice President of Instruction within twenty-five (25) instructional days**

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- 11.4.3 reviews materials to determine whether it has potential impact on other programs. If possible impact is perceived, then the Vice President of Instruction must inform course originator, the appropriate dean(s) and department chair(s), and other Vice Presidents of Instruction for review and comment within twenty-five (25) instructional days.
- 11.5 The department chair(s) and appropriate dean(s), after receiving the program change materials, will work with the originator to ensure consultation with discipline faculty and completion of the following within twenty-five (25) instructional days from time of date stamp by the Vice President of Instruction. (For example, curriculum submitted fifteen (15) instructional days prior to summer break will have ten (10) instructional days from the beginning of the fall semester for completion of this stage of the consultation process.)
 - 11.5.1 discipline faculty will review and approve.
 - 11.5.2 chair(s) will review for accuracy and completeness.
 - 11.5.3 dean(s) will review for compliance and feasibility.
 - 11.5.4 dean or Economic and Career manager who represents the appropriate Industry Advisory Committee will review occupational/technical program change materials and will indicate that the advisory committee has concurred.
- 11.6 The program change application materials will be returned to the Vice President of Instruction, of the originating college, who will work with the originator to ensure that the paperwork is ready to be submitted to the curriculum committee(s).
 - 11.6.1 if the program is offered at more than one college, then the curriculum committees at those colleges will also review and approve.
 - 11.6.2 if the program is offered at only one college, only that curriculum committee must review and approve.
- 11.7 The curriculum committee(s) will review and take action within twenty-five (25) instructional days of receipt.

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- 11.7.1 Originator or discipline faculty designee will be at the curriculum committee(s) when they take one of the following actions.
- (a) curriculum committee(s) will approve or approve, pending minor changes, and curriculum chair(s) will consult with originator to reconcile any minor differences.
 - (b) curriculum committee(s) will not approve because of minor problems, and originator will make recommended changes and resubmit to committee(s).
 - (c) curriculum committee(s) will not approve because of major problems, and originator will need to make changes and resubmit for review and approval of discipline faculty before resubmitting to curriculum committee(s).
 - (d) college curriculum committee chair will notify originator of committee's action.
- 11.7.2 Originator may appeal to the Curriculum Instructional Council for resolution of differences if the new program application has been denied by the discipline faculty or college curriculum committee(s) and resolution of differences has not been achieved within fifty (50) instructional days.
- 11.8 The Vice President(s) of Instruction will forward the completed and approved program change application and necessary copies to Instructional Services.
- 11.8.1 Failure of any of the responsible parties (discipline faculty, deans, chairs, advisory or curriculum committees) to act on material forwarded to them within the allotted time will be considered as approval.
- 11.8.2 In the event that material is forwarded without approval from discipline faculty, curriculum committee(s), and/or Industry Advisory Committees for resolution of differences, the Vice President, Instruction shall make the request to place the item on the Curriculum Instructional Council agenda in a cover letter.

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- 11.9 Instructional Services will prepare the material for review by the Curriculum Instructional Council.
- 11.10 Curriculum Instructional Council will review and the appropriate Vice President(s) of Instruction will notify the originator of the Council's action.
- 11.11 Program modifications that require Board approval will be recommended for adoption in the form of a Board docket to the Board of Trustees. The Board docket will be signed by the Assistant Chancellor, Instructional Services; and the Chancellor.
- 11.12 Instructional Services will forward a copy of the approved Board docket item to the Vice Presidents of Instruction for further dissemination at the colleges.

12.0 CONTINUING EDUCATION NEW NON-CREDIT COURSE APPROVAL AND CHANGE PROCESS

- 12.1 Faculty (contract or adjunct), students, administrators, college and district councils and committees, members of the Board of Trustees and members of the community may originate curriculum proposals.
- 12.2 Originator of new course or course change proposal first consults with appropriate faculty, chair, resource instructor and dean, then consults with appropriate advisory committee.
- 12.3 Originator creates a draft of a course outline, using the continuing education integrated course outline format; consultation with a member of the continuing education curriculum committee is advised.
- 12.4 Originator sends course outline to the continuing education instructional services office for technical review; the instructional services office prepares the new course approval or course and catalog change form for submission to the curriculum council.
- 12.5 Curriculum council review curriculum and recommends changes or approval.

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- 12.6 Once the new course or course change has been approved by the curriculum committee, the continuing education instructional services office will forward the new course and course and catalog change forms and course outlines to the District Curriculum Instructional Council for review, and the originator will be notified of Curriculum Instructional Council's (CIC) action.
- 12.7 Courses that require Board approval will be sent to the Chancellor and the Board for approval, and the originator will be notified of the Board's action.
- 12.8 Courses that require State approval will be sent to the State Chancellor's Office for approval.

College New Course Approval Process

*references sections of procedure 5300.2

Step 1

Originator initiates

*8.1

Consults with discipline experts, chair or dean, articulation officer, advisory committee
*8.2

Step 2

Originator drafts outline & fills out forms, submits to VP Instruction.

*8.3-8.4

Consults with College curriculum committee member
*8.3

Step 3

VP Instruction date stamps in, reviews and sends simultaneously to:

*8.5

Deans/Chairs of other impacted programs for review and comment w/in 25 instructional days
*8.5.3

Designated Discipline Dean coordinates:
Discipline faculty review and approval
Chair Review
Dean Review
Dean or Economic Career Manager Review

Return to VP Instruction w/in 25 instructional days

*8.6

If a multiple college offering, sent to other college VPs Instruction, discipline Deans, chairs to coordinate discipline faculty review w/in 25 instructional days.
*8.5.2(a)

or

If a single college offering, sent to other college VPs Instruction, discipline deans, chairs, curriculum chairs for review and comment w/in 25 instructional days.
*8.5.2(b)

Step 4

College curriculum committee reviews and approves and returns to VP Instruction w/in 25 instructional days.

*8.7-8.8

Step 5

VP Instruction forwards to Instructional Services to prepare for CIC.

*8.9-8.10

Step 6

CIC reviews and forwards for Board approval

*8.11-8.12

Step 7

Instructional Services forwards approved Board docket to VPs of Instruction for dissemination

*8.13

May 5, 1997, draft

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