ADMINISTRATIVE PROCEDURES

Chapter 4   Academic Affairs   4023

AP 4023   Academic Program Development and Approval

The District will rely primarily upon the Curriculum Advisory Committee for recommendations for new programs; revisions to existing programs; and related modifications to curriculum. All new and revised curriculum proposals shall be approved by the Curriculum Advisory Committee prior to approval by the Board of Trustees and submission to the California Community College Chancellor's Office as required.

The District shall provide an annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Curriculum Review & Approval Annual Timeline

- **October 1:** Deadline to submit all new and revised course and program proposals into the review process for possible inclusion in the following year catalog
- **October-December:** Course and program proposals are reviewed by Divisions, Deans, Vice President of Academic Affairs, Technical Review, and Curriculum Advisory Committee for possible inclusion in the following year catalog
- **March 1:** Deadline to receive all curriculum approval from the California Community College Chancellor's Office, BACCC, and ACCJC for inclusion in the following year catalog

Exceptions to the timeline above may be approved by the Vice President of Academic Affairs and Curriculum Advisory Committee Chair.

Academic Program Review & Approval Process

1. **Conceptual Phase -** *Discipline Faculty, with support from Division Chair and Dean, will:*
   a. Document need for program; develop program rationale statement
   b. Describe how the program fits with the College's mission, education master plan, and existing program inventory
   c. Identify similar programs at other colleges in the service area and prepare justification for the program in our region
   d. Describe transfer goals and receiving universities (if transfer is a goal)
   e. Work with the Dean of Career Education to submit labor market information

requests to Centers for Excellence and analyze Labor Market Demand to support program justification (if program type is CTE)

f. Review Associate Degree for Transfer/Transfer Model Curriculum template and consult with the College's Articulation Officer to verify transfer requirements (if program type is Transfer)

g. Identify program requirements, course sequence, GE pattern(s), and determine total units

h. Determine what additional resources may be required for the program

2. **Initiate proposal in the College's online Curriculum Management System system**.

a. Enter program information: Program description; program learning outcomes; identify all required and elective courses, concentrations, and emphases

b. Identify recommended model course sequence for certificates or model 2-year course sequence for Associates degrees

c. Recommend curriculum codes

d. Submit proposal for review

3. **Division Review** - *The Division Chair will:*

a. Review program justification/rationale to

i. Verify that the program fits with existing and/or new programs (within Division, discipline, and across campus) and does not conflict with other programs (within and outside Division)

ii. Consider how program is supported by the Division and Department's current/recent program review and resource prioritization

b. Review description, program outcomes, and course sequence to provide

c. Review prerequisites and/or entrance requirements for program

d. Identify appropriate assessment cycle for the program

e. Communicate with the faculty proposal originator regarding any omissions and help resolve issues with the proposal.

f. Endorse the program proposal for further review and consideration and/or provide feedback for faculty originator and Curriculum Committee to consider during the approval process.

4. **Dean Review** - *The Dean of the area will:*

a. Review the justification/rationale to verify that the program aligns with the College's mission, vision, and goals

b. Verify data entered in proposal is complete and accurate

c. Review/confirm all program codes for submission and reporting to California Community College Chancellor's Office systems

d. Verify compliance with standards for program unit calculations

e. Verify that the college has resources to support program

f. Review programmatic implications (within & outside department)

g. Review 2-year sequence of courses and schedule implications (required vs. elective courses)

h. Confirm that program has been assigned to an assessment cycle

i. Communicate with the faculty proposal originator and Division Chair regarding any omissions and help resolve issues with the proposal

j. Endorse the program proposal for further review and consideration and/or provide feedback for faculty originator and the Curriculum Advisory Committee to consider during the approval process

5. **Technical Review** - *The CAC Technical Review Subcommittee will:*

a. Review proposal for completeness

b. Ensure compliance with the California Community College Chancellor's Office Program and Course Approval Handbook (PCAH) and Title 5 guidelines

c. Verify that program learning outcomes meet established College guidelines

d. Identify any errors, omissions, or issues that should be resolved before review and approval by the Curriculum Advisory Committee

6. **Academic Affairs Review** - *The Provost/Vice President for Academic Affairs will review proposals to:*

a. Ensure that proposed program:

   i. Aligns with college mission, vision, and goals

   ii. Complies with PCAH, Title 5, and Accreditation Standards

   iii. Fulfills validated college needs

b. Verify that the proposal is complete and that any issues identified in earlier steps have been resolved

c. Ensure that the College has sufficient resources to support program

d. Endorse the program proposal for further review and consideration and/or provide feedback for faculty originator and Curriculum Committee to consider during the approval process

7. **Career Education Program Endorsement** - *The Dean of Career Education will:*
   a. Provide evidence of regional endorsement for new Career Education programs
   b. Provide evidence of industry advisory board support for new CTE program
8. **Curriculum Committee Review** - *The Curriculum Advisory Committee will:*
   a. Review all new and revised program proposals
   b. Discuss college-wide programmatic implications and alignment of program being proposed
   c. Approve program revisions
   d. Recommend new program proposals for Approval by Governing Board
9. **Prepare New Program Submissions** - *The Office of Academic Affairs will:*
   a. Prepare and submit request to the Superintendent/President's office for Governing Board to review and approve new programs recommended by the Curriculum Advisory Committee
10. **Governing Board Approval** - *The Governing Board will:*
    a. Review and approve new "local" programs
    b. Review and approve new* CTE and AD-T (transfer) programs for submission to CCCCO for final approval
    c. Provide a written response to the faculty proposal originator and Curriculum Advisory Committee for any program that the Board does not approve
11. **Proposal Processing** - *The Office of Academic Affairs will:*
    a. Enters new/revised programs into the Chancellor's Office curriculum system
12. **Chancellor's Office Approval** - *The Chancellor's Office will:*
    a. Chapter new "local" programs and provides program identification (control) numbers
    b. Review, approve, and chapter all CTE and AD-T (transfer) programs and provides program identification (control) numbers
13. **ACCJC Review** - *The Accreditation Liaison Officer (ALO) will*
    a. Submit new program proposals to the Accreditation Commission for Community and Junior Colleges (ACCJC) for approval, as necessary
    b. Notify the area Dean, Division Chair, faculty proposal originator, Financial Aid, Curriculum Technicians, Admissions & Records, Vice President of Academic Affairs, Vice President of Student Services, and Superintendent/President of ACCJC program approval

ADMINISTRATIVE PROCEDURES

14. **Financial Aid Processing** - *The Director of Student Financial Services will:*
    a. Submit Program Participation Agreement to the US Department of Education for all new programs as required to ensure eligibility for student financial aid
15. **Final processing** - *The Office of Academic Affairs will:*
    a. Activate the new or revised program in the College's curriculum systems and update catalog information for the academic year in which the program becomes active

See Board Policy 4020 - Program and Curriculum Development.

References: *Title 5 Sections 51021, 55000 et seq. and 55100 et seq.;*
              Accreditation Standards II.A

Approved: February 9, 2021