![MPC Monterey Peninsula College logo]

ADMINISTRATIVE PROCEDURES

Chapter 4	Academic Affairs	4022

AP 4022   Course Approval

The District will rely primarily upon the Curriculum Advisory Committee for recommendations for new and revised credit and non-credit courses. All new credit and non-credit courses shall be reviewed and 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 Curriculum Advisory Committee members and responsible academic administrators will receive annual training regarding curriculum rules and regulations to ensure compliance with Title 5 §55002.

The District shall provide an annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit and non-credit courses and credit and non-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, VPAA, 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, Career Education Regional Consortia, and ACCJC for inclusion in the following year catalog

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

Course Review & Approval Process

1. **Conceptual Phase -** *Discipline Faculty, with support from Division Chair and Dean, and Articulation Officer (as appropriate), will:*
   a. Discuss need/rationale for the course proposal and how course aligns with College mission
   b. Discuss how course fits with existing and/or new programs (within and outside of discipline) and possible cross listing considerations with other disciplines

    c. Determine if course will be required or elective and where it fits in program sequence(s) (i.e., 2-year sequence for degree)

    d. Determine what additional resources may be required for the course

    e. Discuss elements of course: Content, SLOs, objectives, prerequisites, units/hours, methods of instruction (i.e., f2f, hybrid, online)

    f. Discuss articulation/transfer goals, need for additional GE options (if applicable)

2. **Initiate Proposal** - *Discipline faculty (proposal originator and additional faculty contributors), with support from CAC members and/or Academic Affairs curriculum staff, will:*

    a. Initiate proposal in curriculum system

    b. Indicate additional teaching disciplines and/or cross-listed disciplines if applicable

    c. Enter course information: SLOs, objectives, methods of instruction, lab/lecture content, methods of evaluation, assessments, textbooks, etc.

    d. Complete Distance Education proposal section (if applicable)

    e. Map objectives to the methods of evaluation

    f. Indicate requests for CSU, IGETC, and/or local GE approval and transferability/articulation (if applicable)

    g. Select any additional disciplines for faculty who shall be qualified to teach the course (if applicable)

    h. Recommend curriculum codes

    i. Submit proposal for review

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

    a. Review program justification/rationale to

        i. Verify that the course fits with existing and/or new programs (within discipline and across campus), does not conflict with other programs (within & outside department), and is supported by additional teaching disciplines or cross-listed disciplines included in the proposal

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

    b. Review catalog and schedule descriptions, objectives, content, and course SLOs

    c. Review pre-/co-requisites

    d. If appropriate, review the appropriateness of GE or elective options

    e. Identify appropriate assessment cycle for the course

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

4. **Dean Review** - *The Dean of the area will:*
   a. Review justification/rationale to verify that the course aligns with the College's mission, vision, and goals
   b. Verify data entered in proposal is complete and accurate
   c. Review/confirm all codes
   d. Verify compliance with standards for credit/hour calculations
   e. Verify that the college has resources to support curriculum
   f. Review programmatic implications (within & outside department)
   g. Review how course fits into 2-year sequence for potential scheduling implications (required vs. elective)
   h. Confirm that course has been assigned to 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 course 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:
      i. Articulation
      ii. Material fees
      iii. SLOs and Objectives
      iv. DE (standards - if applicable)
      v. Pre- and co-requisite validation
   b. Ensure compliance with PCAH and Title 5
   c. 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 course:
      i. Aligns with college mission
      ii. Complies with PCAH, Title 5, and Accreditation Standards
      iii. Fulfills validated college needs
   b. Ensure that College curriculum review was appropriately followed
   c. Ensure that College has sufficient resources to support curriculum
   d. Verify that the proposal is complete and that any issues identified in earlier steps have been resolved
   e. Endorse the course proposal for further review and consideration and/or provide

feedback for faculty originator and Curriculum Committee to consider during the approval process

7. **Curriculum Committee Review** - *The Curriculum Advisory Committee will:*
   a. Review all new and revised course proposals
   b. Discuss college-wide programmatic implications and alignment of course being proposed
   c. Approve course revisions
   d. Recommend new courses for approval by Governing Board
   e. Complete a separate review and approval for the following areas:
      i. Distance education
      ii. Requisites and advisories
      iii. General education

8. **Prepare New Course 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 courses recommended by the Curriculum Advisory Committee

9. **Governing Board Approval** - *The Governing Board will:*
   a. Review and approve new courses
   b. Provide a written response to the faculty proposal originator and Curriculum Advisory Committee for any program that the Board does not approve

10. **Proposal Processing** - *The Office of Academic Affairs will:*
    a. Enter new/revised courses into the Chancellor's Office curriculum system

11. **Chancellor's Office Approval** - *The Chancellor's Office will:*
    a. Chapter new courses and provide course identification (control) numbers
    b. Chapter revised credit courses
       Note: All courses approved must be reported to the California Community Colleges Chancellor's Office. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

12. **Final Local Processing** - *The Office of Academic Affairs will:*
    a. Enter new/revised curriculum into the College's Student Information System (SIS)
    b. Activate courses in the College's Curriculum system
    c. Track and enter curriculum changes in forthcoming College catalog
    d. Notify area Dean, Division Chair, Articulation Officer, and faculty proposal

originator

13. Additional Endorsement/Approval - *The Articulation Officer will:*

    a. Submit after local processing

        i.   new and revised C-ID courses for review by C-ID faculty reviewers

        ii.   courses requesting new GE or needing re-review of GE to the CSU-GE/IGETC reviewers

        iii. courses requesting new UC transferability or needing re-review of UC transferability to the UC system office

    b. Notify the Curriculum Technician of approved C-ID courses

See Board Policy 4020 - Program Curriculum and Course Development

References: *Title 5 Section 55100*

Approved: May 25, 2021