

# GROSSMONT COLLEGE | CURRICULUM COMMITTEE AGENDA

DATE: October 12, 2021

TIME: 2:00 to 4:00 PM

LOCATION: Via Zoom (*Link to be sent via calendar invite to committee members/guests.*)

Via Live Stream: <http://bit.ly/GC-Curriculum>

## COMMITTEE MEMBERS:

- |  |  |
|--|--|
| <input type="checkbox"/> Dee Aceves, Curriculum Co-Chair (Faculty)                       | <input type="checkbox"/> Marshall T. Fulbright III, Curriculum Co-Chair (VPAA)   |
| <input type="checkbox"/> Liz Barrow, Allied Health & Nursing (AHN)                       | <input type="checkbox"/> Caylor Cuevas, Counseling (COUN)                        |
| <input type="checkbox"/> <b>Jeanette Calo</b> , Arts, Languages & Communication (ALC)    | <input type="checkbox"/> Carl Fielden, Accessibility Resource Center (A.R.C.)    |
| <input type="checkbox"/> Hadeel Yaqoub, Arts, Languages & Communication (ALC)            | <input type="checkbox"/> Felicia Kalker, Learning Technology Resources (LTR)     |
| <input type="checkbox"/> Sharon Sampson, Career & Tech.Ed./Workforce Dev. (CTE/WD)       | <input type="checkbox"/> Alan Traylor, English, Social/Behavioral Sci. (ESBS)    |
| <input type="checkbox"/> Karen Hern, Career & Tech Ed./Workforce Dev. (CTE/WD)           | <input type="checkbox"/> Raymundo Quezada, English, Social/Behavioral Sci.(ESBS) |
| <input type="checkbox"/> Sebastien Cormier, Math, Nat.Sci. & Exer.Sci.&Wellness (MNSESW) | <input type="checkbox"/> Jason Stevens, Member at Large                          |
| <input type="checkbox"/> Angela DiDomenico, Math, Nat.Sci. & Exer.Sci.&Wellness (MNSESW) | <input type="checkbox"/> Aundrea Kaiser, ASGC Student Representative             |
| <input type="checkbox"/> Javier Ayala, Dean, CTE/WD                                      | <input type="checkbox"/> Tenille Venard, Evaluations Advisor                     |
| <input type="checkbox"/> Martha Clavelle, Dean, Counseling                               | <input type="checkbox"/> Krista Ames-Cook, Instructional Ops. Interim Supervisor |

ADMINISTRATIVE SUPPORT:  Bobbi Prilaman, Instructional Operations Assistant

ADVISORY MEMBER:  Dave Dillon, Distance Education (DE) Coordinator

FACULTY GUESTS: None

1. **Introductions and Committee Training**
2. **Approval of Meeting Summary from 5/25/2021**
3. **Distance Education (DE) Proposals** – Courses without DE approval wanting to be offered with a DE modality on the 2022 spring schedule.
  - a. 35 proposals on CPR for this round (see list below)
  - b. Consent Calendar/Presentations on Oct. 26, 2021
  - c. DE Proposals:

### **ASTROLOGY**

Distance Education: **ASTR 112**

Note: Updated COR needed for ASTR 112 for 2022-2023 / Board approval 2011

### **BIOLOGY**

Distance Education: **BIO 114, 140, 141L, 152, 215, 230, 240**

### **CHILD DEVELOPMENT**

Distance Education: **CD 115\*, 124, 125, 129, 131, 134**

(\* Denotes cross-listed course)

### **CULINARY ARTS**

Distance Education: **CA 163, 164, 165, 166, 169, 171, 172, 174, 175, 178, 184, 280**

### **DANCE**

Distance Education: **DANC 110, 120**

Note: Updated CORs needed for DANC 110 and 120 for 2022-2023 / Board approvals 2015 and 2016

## EDUCATION

Distance Education: ED 200

## ETHNIC STUDIES

Distance Education: ETHN 107

## FAMILY STUDIES

Distance Education: FS 115\*, 120

(\* Denotes cross-listed course)

## HUMANITIES

Distance Education: HUM 140

## PHYSICS

Distance Education: PHYC 131, 202

Note: Updated COR needed for PHYC 131 for 2022-2023 / Board approval 2016

### 4. Student Learning Outcomes (SLOs) / Program Student Learning Outcomes (PSLOs) –

Reviewed at Tech Review (TR) 10/5/2021 (see [SLOs Packet](#) for SLO updates on CORs)

- a. BIO 144, 145, 230
- b. BOT 100
- c. COUN 104, 137
- d. ESL 122

Action Item: Committee Approval of Updates to SLOs

### 5. Proposed 299 Courses for 2022SP – Reviewed at Tech Review (TR) 10/5/2021

(see [298/299 Packet](#) for updates on CORs)

- a. CD 299B: Trauma and Its Effects on Children and Families (with [DE Proposal](#))
- b. CD 299B: Moving from Trauma to Healing Centered Care for Children, Families and Teachers (with [DE Proposal](#))

Action Item: Committee Approval of Proposed 299s in Child Development

### 6. BP/AP 4106 Nursing Program (documents attached)

### 7. BP/AP 4020 Program, Curriculum, and Course Development (documents attached)

### 8. Chair Report

- a. Overview of 2021-2022 Proposals
- b. Curriculum Institute 2021
- c. Draft Curriculum Guide
- d. Selection of Faculty Member for Tech Review (TR)
- e. Curriculum Committee – Brown Act

### 9. Other Items

*Agenda is subject to change prior to the meeting.*



## POLICY & PROCEDURE SERVICE

### BP 4106 Nursing Programs

#### References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq. and 55521;  
Health and Safety Code Section 128050

**NOTE:** *The following only applies if the District has decided to use a multi-criteria screening process. In addition, Districts that believe it is applicable to their programs should use the SNAPLE language (see italicized language in the template below) provided in the template as "Suggested as Good Practice," but this new SNAPLE-related language is not universally applicable or required. Districts may choose to provide the SNAPLE-related information to students separately and will be in compliance with the program if this is how they decide to proceed.*

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

**NOTE:** The following sentence is **Optional**:

The District will recruit students from low socioeconomic populations to enroll in the District's nursing program.

The District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

**NOTE:** *Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.*

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## POLICY & PROCEDURE SERVICE

*Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.*

*The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:*

- *Pregnancy;*
- *Serious Illness;*
- *Natural causes; or*
- *Being called to military active duty status.*

*In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.*

**New 2/08, Revised 4/09, 4/16, 4/17, 4/21**

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CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

## **BP 4106      Nursing Programs**

Reference:            ***Education Code Sections 66055.8, 66055.9, 70101-70107, 78260, 78261, 78261.3, 78261.5, 87482, 89267,89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050***

Adoption Date:      July 17, 2012

Updated: [Board Date]  
~~Reviewed: June 21, 2016~~

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The Grossmont-Cuyamaca Community College District (District) uses a multi-criteria screening process for admittance into the District's Nursing Program. The Chancellor shall ensure that this policy is in compliance with Education Code and Title 5 Regulations.

The Chancellor shall also ensure that administrative procedures regarding the multi-criteria screening process are written; and the detailed screening requirements are published on the District website.



## POLICY & PROCEDURE SERVICE

### AP 4106 Nursing Programs

#### References:

Education Code Sections 66055.8, 66055.9, 70101-70106, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq. and 55521;  
Health and Safety Code Section 128050

**NOTE:** *BP 4106 Nursing Programs contains the minimum necessary to meet statutory requirements, and may be repeated here, with additional procedures on awarding grants or participating in a loan assumption agreement.*

**[ Optional:** *The District will recruit students from low socioeconomic populations to enroll in the District's nursing program. ]*

**New 2/08; Revised 4/09, 4/17, 4/21**

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CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

## **AP 4106      Nursing Programs**

Reference:      ***Education Code Sections 66055.8, 66055.9, 70101-70107, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050***

Date Issued:      July 10, 2012

Updated: [Board Date]  
~~June 21, 2016~~

The Grossmont-Cuyamaca Community College District (District) uses a multi-criteria screening process for admittance into the District's Nursing Programs. The Chancellor shall ensure that these administrative procedures are in compliance with Education Code and Title 5 Regulations.

The State Chancellor's Office multi-screening criteria is listed on the nursing website under Admission Procedures and is referenced in the Grossmont College Catalog. The District shall consider, but may not be limited to, the following criteria when screening prospective nursing students:

High school graduation, high school equivalency or a higher degree

- Academic degrees or diplomas, or relevant certifications, held by the applicant
- A minimum requirement of a 2.5 grade point average in the required sciences and general education Nursing major course requirements
- Life experiences or special circumstances of an applicant
- Any relevant work or volunteer experience
- Proficiency or advanced level coursework in languages other than English
- The Individual Composite Score for the Test of Essential Academic Skills exam

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

*Loan assumption agreements may be awarded through the California Student Aid Commission to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. However, minimum qualifications for teaching Nursing full-time or part-time at Grossmont-Cuyamaca Community College District must be met; and may differ from the*

*minimum qualifications required through the California Student Aid Commission's Nursing Loan Assumption Program for education.*

*The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.*

*Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.*

*The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:*

- *Pregnancy*
- *Serious Illness*
- *Natural causes*
- *Being called to military active duty status*

*In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.*





## POLICY & PROCEDURE SERVICE

### BP 4020 Program, Curriculum, and Course Development

#### References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;  
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;  
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;  
34 Code of Federal Regulations Parts 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

**NOTE:** *This policy is **legally required**. The following policy indicates that the Governing Board retains authority to approve new programs and courses, and discontinue programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and discontinue courses are legal. However, it is suggested that Boards not require staff to submit program or course modifications to them for approval.*

*The portion of this policy regarding credit hour definition is **legally required** in an effort to show good faith compliance with the applicable federal regulations.*

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 [ **CEO** ] shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

**NOTE:** *The following language is **Optional**:*

The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

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## POLICY & PROCEDURE SERVICE

All new programs and program discontinuances shall be approved by the Board of Trustees.

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

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. 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 approved by the Board.

### **Credit Hour**

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 [ **CEO** ] shall establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The [ **CEO** ] shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The [ **CEO** ] shall also establish procedures 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.

**Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14, 4/16, 10/17, 4/21**

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CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

## **BP 4020      Program, Curriculum, and Course Development**

Reference: *Education Code Sections 70901 (b), 70902(b); and 78016; Title 5, Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; and Board Policies 2410 and 2510*

Adoption Date: December 18, 2001

Updated: Board Date  
~~November 15, 2016~~  
~~Revised: November 13, 2018~~

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The programs and curricula of the Grossmont-Cuyamaca Community College District (District) shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality, currency, and intra-district alignment. Programs, services, and courses provided in new formats shall be held to the same standards as all other programs and curricula. Consistent with Strategic, Academic/Educational, and Facility Master Plans, new educational formats and technologies will be supported and incorporated into programs and services for students. To that end, the Chancellor shall, through mutual agreement with the Academic Senates, establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes
- Regular review and justification of programs and course descriptions
- Opportunities for training for persons involved in aspects of curriculum development
- Consideration of job market and other related information for vocational and occupational biannual program review, submitted for approval to the Governing Board

The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

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All new programs and program discontinuances shall be subject to the approval of the Governing Board. Subject to ratification by the Governing Board, the Chancellor may

approve new options and/or certificates within existing programs, new stand-alone courses, and new and/or modified non-credit courses.

New courses that are not part of an existing approved program and all new programs shall be submitted to the ~~Office of the Chancellor for the~~ California Community Colleges ~~Chancellor's Office~~ for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. 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 approved by the Board.

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### **Credit Hour**

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 Chancellor shall establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall also establish procedures 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.

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Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. 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 approved by the Governing Board.

**Credit Hour**

Consistent with federal regulations, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure; that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish 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.



## POLICY & PROCEDURE SERVICE

# AP 4020 Program and Curriculum Development

### References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;  
34 Code of Federal Regulations Part 600.2;  
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.

**NOTE:** *The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:*

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

**[ Optional:** *The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic. ]*

The District shall provide 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.

### Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. **[ Select one of the following based on whether the district uses a semester or quarter system. For semester system:** A course requiring 96 hours or more total student work shall provide at least 2 units of credit. **For quarter system:** A course requiring 66 hours or more of total student work shall provide at least 2 units of credit. **]** Cooperative work experience courses shall

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## POLICY & PROCEDURE SERVICE

adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

**NOTE:** *The following language is **legally required**. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:*

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

**NOTE:** *The following language is **legally required** in an effort to show good faith compliance with the applicable federal regulations*

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 each week for approximately [ **15 weeks for one semester or trimester hour of credit** ], [ **or 10 to 12 weeks for one quarter hour of credit** ], 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, practica, studio work, and other academic work leading to the award of credit hours.

**Revised 7/11, 11/14, 10/17, 4/21**

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CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

## **AP 4020 Program, Curriculum, and Course Development**

Reference: *Title 5 Sections 51021, 55000 et seq., 55002.5, and 55100 et seq.; 34 Code of Federal Regulations Part 600.2; Accreditation Standards II.A; and 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.*

Date Issued: June 13, 2012

Updated: [Board Date]  
Revised: November 13, 2018

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The Chancellor shall, in keeping with Board Policy 2510, establish procedures for Program and Curriculum Development at each college. These procedures shall address:

- Initiation, review, approval, and evaluation processes and related criteria
- Designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- Time lines and limits for the process
- Publication of changes and maintenance of records
- Use of a range of delivery systems and modes of instruction

The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

The District shall provide 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.

### **Credit Hour**

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designed programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.



The District shall assess credit hours as follows:

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (Lecture, Discussion, Seminar, & Related Work)	1	2
Laboratory (Traditional Lab, Natural Science Lab, Clinical, & Similar)	3	0
Work Experience	1 Unit of semester credit shall equal 75 paid hours work experience. <b>OR</b> 1 unit of semester credit shall equal 60 non-paid hours work experience. (55256.5 Work Experience Credit)	

To determine the Units of Credit for a course, the District will utilize the formula:

$$(\text{Total Contact hours} + \text{Outside-of-Class Hours}) / \text{Hours-per-unit Divisor} = \text{Units of Credit.}$$

The term length multiplier for the District is 17.5. Full-length spring and fall semester classes use an hours-per-unit Divisor ranging from 48 to 54; Short-term, Positive Attendance, and extended-term classes use an Hours-per-unit Divisor ranging from 48 to 54.

The Course Outline of Record (COR) shall indicate the In-Class Course, Outside-of-Class Hours, and the Total Student Learning Hours.

The District awards credit in increments of 0.5 and the minimum credits allowed for a course is 0.5. For example, a course may be 2.5 units, but no course can be less than 0.5 units in total. When increments are utilized, the College cannot award credits unless the total student learning hours have reached the minimum threshold for that number of units. If application of the aforementioned formula resulted in 3.33 units of credit, the highest number of units the College would award for the course is 3.0. In order to reach 3.5 units, the College would need to adjust the hours for the course.

**Commented [ML1]: NOTE:** The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

For Title IV purposes and 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 each week for approximately 15 weeks 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, practica, studio work, and other academic work leading to the award of credit hours

Additional assessment and completion of special forms may be required for enrollment in certain District programs.

Students shall be classified at the time of registration as a resident or non-resident student. Resident classification shall be accordance with California Code of Regulations and shall be published in each college’s catalog.

The Governing Board shall provide procedures that allow for admission of special full-time or part-time students who may benefit from advanced scholastic or occupational work as set forth in Education Code Sections 48880 and 76000.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.