

**Coast Community College District**  
**Administrative Procedure**  
Chapter 4  
Academic Affairs

---

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

### **References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;  
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.

- 1. Initiation, review, approval, and evaluation processes and related criteria:**  
Faculty are responsible to initiate and revise curriculum. At each college, the Academic Senate has established the Curriculum Committee, which reviews and approves curriculum at the curriculum committee meetings, and establishes the process and related criteria.
- 2. Designated responsibility and authority for initiation, review, and approval of courses and programs**
  - a. District Educational Services and Technology** – District Administration provides and maintains district-wide curriculum development software, reviews the faculty recommendations for accuracy and compliance, and mediates revisions, if necessary. Faculty recommendations regarding curriculum will be forwarded to the Board in a timely manner. The Board will adhere to current regulations and guidelines for curriculum. All curriculum recommendations requiring Board approval will be reviewed and approved by the Board at regular meetings.
  - b. Academic Senate** –Through each college’s curriculum committee, the respective Academic Senate will establish processes for curriculum development and review and ensure compliance with federal and state law and guidelines published by the State Chancellor’s Office in the most recent edition of the Program and Course Approval Handbook (PCAH). The Academic Senate will ensure that training opportunities for faculty are provided.
  - c. Faculty** – Faculty are responsible for the development, review, and revision of course and program curriculum at each college.

- d. **Departments** – Departments at each college review curriculum on a regular basis as required including updating and revising existing curriculum and recommending new courses and/or programs. Career technical education programs will utilize job-market data and other related information for development and revision of curriculum.
  - e. **Curriculum Committee** – The Curriculum Committee structure is established by the Academic Senate. Voting members are elected or assigned by the Academic Senate (e.g., articulation officer, librarian).
  - f. **Articulation Officer** – The articulation officer consults with faculty in review of new and revised courses and assists with articulation and transfer requirements.
  - g. **College Office of Instruction** – College Administrators are responsible to facilitate the processes established for curriculum development and revision as established by each college’s Academic Senate and are accountable for moving the recommendations of faculty to the District for review and approval of the Board. The College Office of Instruction is responsible for making sure that the requested curriculum change/addition is fiscally sound and can actually be offered and or successfully implemented (e.g., pre-requisite implementation or courses/programs that require regional/state approvals).
3. **Timelines and limits for the process** – Each college curriculum committee will establish timelines for the processing of curriculum in accordance with the Board meeting schedule and transfer considerations. The timelines will be published.
  4. **Publication of changes and maintenance of records** – Each college will ensure that curriculum changes are published in the college catalog, and the College Office of Instruction will ensure that the curriculum records are maintained and accessible.
  5. **Use of a range of delivery systems and modes of instruction** –The curriculum committee will ensure that curriculum will meet standards for the proposed modes of instruction.

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 54 semester hours of total student work, which may include inside and/or outside-of-

class hours. A course requiring 108 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 designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

The District calculates units based on the following formula:

**Formula:**

$$\frac{\text{Total Contact (In-class) Hours} + \text{Outside-of-Class Hours}}{\text{District Divisor (54)}} = \text{Units}$$

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 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.

Ratified December 2, 2013

Ratified May 16, 2018