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 superintendent/president shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include the following:

A. Appropriate involvement of the faculty, Courses and Programs Committee, and Academic Senate in all processes

B. Regular review and justification of programs and course descriptions

C. Opportunities for training for persons involved in aspects of curriculum development

D. Consideration of job market and other related information for vocational and occupational programs

All new programs and any recommendations for discontinuance of programs shall be submitted to the Board of Trustees for approval.

All new programs shall be submitted to the state Chancellor’s Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be submitted to the Board of Trustees for approval. 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 submitted to the board for approval.

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 superintendent/president will establish procedures that prescribe the definition of “credit hour” consistent with applicable federal regulations as they apply to community college districts.
The superintendent/president shall establish procedures to assure that curriculum at the district complies with the definition of “credit hour” or “clock hour”, where applicable.

The superintendent/president shall also establish a 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.

See Administrative Procedures 4020, 4021, and 4022.