

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.

MiraCosta Community College District**Page 1 of 2**

Adoption History: 1/19/10, 6/19/12
Reference Update: 5/14
Periodic Review: 4/14/15 (cabinet)
References: Education Code §§70901(b), 70902(b), 78016
Title 5, §§51000, 51022, 55100, 55130, 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
Accrediting Commission for Community and Junior Colleges
Accreditation Standards II.A, II.A.9

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.

Courses and Programs Committee: Membership and Responsibilities

Courses and Programs is a governance committee comprised of thirteen faculty (including the chair, articulation officer, and director of online education), three administrators, two classified staff (one evaluator and one whose job duties relate to curriculum), one associate faculty, and one student representative. The chair is the only nonvoting member. The committee chair may form subcommittees to facilitate and expedite the tasks designated to the Courses and Programs (C&P) Committee.

The roles and responsibilities of the C&P Committee fall under two main categories: curriculum review and governance items (district policies and administrative procedures) related to curriculum.

- A. The responsibility for curriculum review (defined as all additions, modifications, or deletions of courses, certificat

B. Governance items that include any and all additions, modifications, or deletions to board policies and/or administrative procedures under C&P's jurisdiction are the responsibility of, and are ac

achievement that the committee deems appropriate for the enrolled students (per Title 5 §55002(c)).

Curriculum Development Procedures

Only faculty may create, modify, and delete courses and programs, which are then reviewed by a technical writer, the appropriate department chair and division dean, the articulation officer, and a technical review committee comprised, at minimum, of the C&P Committee chair, an administrator member of C&P, and the curriculum support specialist. Course and program proposals are subsequently forwarded to CPCC for review and vote.

All course and program proposals recommended for approval by CPCC are routed to the Academic Senate Council for approval, submitted to the Chancellor's Office, and forwarded to the Board of Trustees for approval. Credit curriculum is submitted to the board for approval once in the fall and once in the spring for implementation the following academic year; noncredit curriculum may go to the board for approval in the late fall for spring implementation or together with the credit curriculum in the spring for implementation the following academic year. Experimental (Topics) courses may be approved by CPCC in the fall for spring implementation or at the January meeting for summer implementation.

All course and program deletions, additions, and modifications are maintained in a curriculum database and are reflected in the college catalog. All information published in the catalog is effective for the academic year beginning with the fall semester and concluding with the summer intersession.