

AP 4020 Program and Curriculum Development

The Chaffey College Curriculum Office coordinates and guides the curriculum processes. The course initiator should discuss plans with department faculty, deans, curriculum representative, advisory committee (if appropriate), and articulation officer (if appropriate). Upon consensus, the appropriate proposal form is completed per the Chaffey College curriculum management system in accordance with applicable regulations.

The completed proposal shall receive a technical review by an approved subcommittee appointed by the Curriculum Committee. Any revisions shall be addressed prior to full Curriculum Committee review.

Following technical review approval, the proposal shall be forwarded for full Curriculum Committee approval. Proposals shall be evaluated for appropriateness to mission, need, quality, feasibility, and compliance. For specific criteria, see Chancellor's Office, California Community Colleges Program and Course Approval Handbook available in the Curriculum Office. Courses associated with new programs will not be reviewed unless those programs have been approved through the Program Initiation Process.

Chaffey College recognizes the primacy of faculty in the area of curriculum development. Accountability for quality, effective curricula that meet applicable standards is a shared responsibility.

The Curriculum Committee includes elected voting representatives from:

- Business and Applied Technology
- Counseling and Matriculation
- Health Sciences
- Hospitality, Fashion, Interior & Culinary Arts
- Instructional Support
- Kinesiology, Nutrition, and Athletics
- Language Arts
- Mathematics and Science
- Social and Behavioral Sciences
- Visual and Performing Arts

There may be occasions when a particular area may not be able to have two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area will have the opportunity for equal representation.



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Due to the nature of the curriculum approval process and/or articulation issues, the following shall be considered standing positions on the Curriculum Committee:

Standing Voting Members:

- Chief Instructional Officer or Designee
- Articulation Officer
- Librarian
- Transfer Center Director
- Catalog & Schedule Coordinator
- Dean appointed by the Chief Instructional Officer

Standing Non-Voting Members:

- Curriculum Chair
- Curriculum Office Specialist
- Academic Senate President
- CTE Liaison
- Director of Admissions and Records
- Director of Financial Aid
- Dean of Institutional Effectiveness and Intersegmental Partnerships
- Distance Education representative
- Strong Workforce representative
- Outcomes and Assessment Facilitator
- Program and Services Review Committee representative
- Student representative (appointed by Chaffey College Student Government)

Learning modalities, including distance education, hybrid and Turning Point, impact pedagogy and therefore must be represented within the membership of the Curriculum Committee.

The Curriculum Committee is a representative group of professional staff that functions as a college-wide committee in concert with the Chaffey College Academic Senate and in a recommending and advisory capacity to the Chief Instructional Officer in matters related to the college curriculum.

The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH). The



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committee's purview includes the maintenance and development of a professional quality curriculum as well as the following activities:

- Review and approval of new and modified program and course proposals
- Review of graduation requirements, transfer certification requirements, and other matters related to the curriculum as a totality
- Investigation of evaluative instruments to measure the effectiveness of program curricula
- The examination of the curriculum for unwarranted duplication of courses
- Course approval delegated to the college by the Chancellor's Office
- Annual systematic review of program effectiveness in conjunction with the Program and Services Review (PSR) Committee
- Review of articulation agreements
- Review of requisites
- Maintenance of CSU and UC general education proposals in collaboration with the articulation officer

An ongoing review and updating of courses and programs is conducted to maintain compliance with internal and external policies. Associate Degrees for Transfer (ADTs) are reviewed every five years, non-CTE courses and programs (except ADTs) are reviewed on a six-year rotational cycle, and CTE courses and programs are reviewed on a two-year cycle.

Curriculum proposals are accepted year round. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year's college catalog. The initiator shall check with her/his educational unit for internal timelines and technical review deadlines.

Proposals approved by the Curriculum Committee are presented to the Academic Senate for endorsement and are forwarded to the Governing Board for approval throughout the year. Applicable proposals are then forwarded to the California Community College Chancellor's Office for chaptering or approval. The College Catalog is a collaborative publication reflecting these approvals.

Complete curriculum records are maintained through the curriculum management system.



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For purposes of federal financial aid eligibility, a “credit hour” shall not be 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 one semester as defined by the Governing Board 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.

Also see AP 4021 titled Educational Program Viability Review, AP 4022 titled Course Approval, AP 4023 titled Educational Program Initiation, and AP 4024 titled Credit Hours and Units

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

WASC/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;

California Community Colleges Program and Course Approval Handbook;

The Academic Senate for California Community Colleges Good Practices for Course Approval Processes and The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice;

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

Approved: 3/8/13
(Replaces former Administrative Procedure 4.2)

Revised: 3/9/21