

PROCEDURE NAME: 4.2 Program and Curriculum Development

Reference: Education Code Section 70902(b); Title V Sections 41021, 51021, 51022(a), 53200, 55000 et seq., 55100 et seq.; Accreditation Standards IIA; Chancellor's Office, 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

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 4: Academic Affairs, 4.2 Program and Curriculum Development

Purpose: *To support faculty and departments in achieving Chaffey College's Mission by providing quality transfer, general education, occupational, and lifelong learning programs that prepare students with the knowledge and skills needed for success in an interconnected world to advance the state and region's economic growth and global competitiveness in accordance with state and institutional policies.*

1. The Chaffey College Curriculum Office coordinates and provides guidance curriculum processes.
 - 1.1 Initiator should discuss plans with department faculty, deans, curriculum representative, advisory committee (if appropriate), and articulation officer (if appropriate). Upon consensus, complete the appropriate proposal form per the Chaffey College Curriculum Procedures Handbook and applicable regulations.
 - 1.2 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.
 - 1.3 Following technical review approval, proposal shall be forwarded for full Curriculum Committee approval consisting of two readings.
 - 1.4 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.
2. 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, a committee of the Faculty Senate, consists of a faculty curriculum chair, Faculty Senate President or designee, articulation officer, two faculty representatives from each school, and

representatives from management, classified, Chaffey College Faculty Association (CCFA), and Student Government.

2.1 Primary responsibility of the Curriculum Committee is assuring academic excellence in curriculum matters by ensuring that curriculum is academically sound, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:

- a. New and modified course proposals for Title 5 compliance
- b. Courses as they relate to programs of study
- c. Appropriate requisites
- d. CSU and UC general education proposals in collaboration with the articulation officer
- e. Policy changes pertaining to curricula issues
- f. Implementation of state regulations and guidelines pertaining to the curriculum development process
- g. Proposed programs of study

2.2 Provide ongoing review of courses and programs maintaining compliance with internal and external policies. Courses are reviewed on a six-year rotational cycle and updated as needed.

3. Curriculum proposals shall be accepted year round. Proposals and catalog changes meeting fall Curriculum Office deadlines shall be reflected in the following academic year's college catalog. Initiator shall check with her/his school for internal timelines and technical review deadlines.

4. Proposals approved by the Curriculum Committee shall be forwarded to the Governing Board for approval during the spring semester. After Governing Board approval, applicable proposals shall be forwarded to the Chancellor's Office, California Community Colleges, for approval. The college catalog is a collaborative publication reflecting these approvals.

4.1 Complete curriculum records shall be maintained within the Curriculum Office for accessibility, accountability, and historical tracking.

5. In compliance with Title 5, Chaffey College uses a range of delivery systems and modes of instruction, which include, but are not limited to:

5.1. Modes of Instruction:

- a. Degree appropriate (1-99 & 400-499 level courses)
- b. Non-degree appropriate (500 level courses)
- c. Non-credit (600 level courses)
- d. Community service

5.2 Delivery Systems used at Chaffey are based on the Carnegie Unit as specified in Title 5 Section 55992 (b)(1)(B):

- a. Lecture
- b. Laboratory
- c. Lecture/laboratory combination
- d. Work experience
- e. Distance education
- f. Honors
- g. Special topics
- h. Self-paced
- i. Tutoring
- j. Experimental