

AP 4020 Program and Curriculum Development

Reference:

Title V Sections 51021, 55000 et seq., 55100 et seq.;
Accreditation Standards 4.A and D.

PROGRAM SERVICES REVIEW

- A. Establishment of the Institutional Effectiveness Committee (IEC) membership.
1. The committee organized to conduct the review process will be a general college committee. The role of the committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 regulations, and Board policy.
 2. Membership will include representation from faculty , professional support staff, and administration as follows:
 - * Four (4) faculty
 - * Two (2) professional support staff
 - * One (1) administrator
 - * One (1) student representative
 - * Director of Institutional Research – resource to committee
 - * Vice President of Instruction – ex-officio member
 3. The committee members choose the chair of the IEC.
 4. Additional committee members may be appointed to serve on an ad hoc committee if deemed necessary to facilitate the completion of the tasks set for the semester.
- B. General IEC responsibilities.
1. The IEC advises President's Council concerning program review.
 2. The IEC oversees the review process to maintain consistency in the development, selection, and application of criteria and guidelines. The IEC revises procedures when appropriate.
 3. The IEC reviews the outcome of the previous year's recommendations.
 4. The IEC submits the completed program review self-study to include the unit plan and Budget Request form to the President's Council before the end of the academic year.
 5. IEC approved action plans will include resource allocation requests that will be incorporated into department budget requests and unit plans. Budget requests for a minimum three year cycle and a not to exceed five year cycle.
 6. The IEC recommends a list of programs and services designated for review within specific timelines.
 7. The IEC provides program models to aid programs in conducting their self-study.
 8. The IEC reviews program reviews to ensure all programs include Student learning Outcomes including assessment of those outcomes.
 9. Conduct an annual evaluation of the IEC process.
- C. Timeline for program and services review
1. Program review cycle will be between 3-5 years and will be established by a schedule published by the IEC.
 2. Every year, an internal and external needs assessment, which is conducted in accordance with generally accepted program review and development principles and regulations, will be completed by the deans of all academic, vocational and technical programs. The provisions

of the California Education Code paragraphs 78015 and 78016 apply for the vocational and technical programs. Programs that have a questionable need based upon the assessment by the educational leadership team and/or cabinet will be referred to the IEC for review and recommendations forwarded to President's Council. These programs will be reviewed in addition to the regular program review cycle.

3. The triggers used to identify programs with questionable need (at risk programs) are as follows:
 - * Cost: compare direct instructional revenue based upon FTES to direct costs of the programs over two years. Identify those programs that lose money and rank order by percentage of loss to expenses (highest to lowest).
 - * Identify programs with declining enrollments over the previous three-year period based upon WSCH of the college and rank order by percent of enrollment in year three to year one (lowest to highest).
 - * Needs assessment to identify the community need for the skills taught in the program.

D. President's Council Review

1. The President's Council shall review the IEC recommendations and action plan of the program and may conduct an independent review. An outcome of the review may be to;
 - * Return the program review to the committee with suggestions for modification of the recommendations.
 - * Submit the recommendations to the Board of Trustees for final disposition.
2. Action taken by the President's Council shall be communicated to the IEC and the staff of the program being reviewed.
3. Resource allocation requests included in program reviews will be presented to President's Council as part of the Program Review reporting and approval process. President's Council will review resource allocation requests for consistency with the Strategic Plan.

E. Follow-up

1. Each program will submit a status report to the IEC the year following the completion of the program review for the purpose of informing IEC on the implementation status of unit plan actions and the disposition of funding requests. At the request of IEC additional annual reports may be requested from a department.
2. The IEC will evaluate the progress of the program's action plan.
3. The assigned Vice President responsible for implementation of actions within a program review, will present the evaluation of the action plan to President's Council.
4. The evaluation of progress of the program review action plans will include an analysis of how the actions are intended to or are improving student learning.

NEW PROGRAM DEVELOPMENT

- A. Proposals for new programs shall be submittal to curriculum committee for preview and recommendation
- B. The curriculum committee shall submit the proposal to the IEC for review and recommendation. If the curriculum committee approves the program, the proposal shall be submitted to the President and the Board for final approval.
- C. Once approved by the Board, the program shall then be submitted to the State for approval.

CURRICULUM DEVELOPMENT

- A. The committee shall be a standing committee of the Academic Senate.
- B. The primary goal of this committee shall be to oversee curriculum to sustain quality instruction and standards.
- C. The curriculum committee shall have jurisdiction over all phases in the development, modification, and updating of the curriculum at Gavilan College. The committee shall have jurisdiction over the transfer General Education Patterns in compliance with CSU and UC mandates. The committee shall also have jurisdiction over non-transfer General Education patterns.
The review of the curricula by the committee may result in a recommendation for curricular additions, deletions or modifications to the Senate.
- D. The curriculum committee shall meet once each month unless the chairperson calls an additional meeting. Special meetings may also be convened by the chairperson. Meeting dates and times shall be established by the committee.
- E. 1. Roberts Rules of Order, revised, shall govern the committee in the decision-making process.
2. The chairperson shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
3. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Easy Curriculum Guide.
4. Proposals given final approval by the curriculum committee and Senate shall be submitted to the District Board for action. Items of policy significance (e.g., program proposals, general education issues) shall first receive the approval of the Academic Senate before being submitted to the District Board. Upon a majority vote of the curriculum committee, any matter before the committee may be submitted to the Academic Senate prior to submission to the Board. By majority vote of the Academic Senate, any matter put before the curriculum committee for decision may be called before the Academic Senate for final decision.
5. Minutes of committee meetings shall be the responsibility of the chairperson and will be submitted to the Academic Senate for acceptance.
6. The District shall provide adequate secretarial support to the Curriculum Committee.
10. Curriculum will be submitted to the President for approval.
11. New programs will be submitted to the District Board for approval and then to the State.
- F. Criteria to be considered when evaluating curriculum: (not in order of priority)
1. Carnegie Unit criteria
 2. Appropriate degree of academic rigor related to objective
 3. Capital and instructional costs, availability of facilities
 5. Availability of faculty
 5. Courses within the catalog that are supportive or duplicative of the courses presented
 6. Student needs
 7. Relationship to curricular patterns
 8. Needs of the community
 9. Appropriate to an educational institution
 10. Legal requirements

G. Membership

1. Faculty Senate Representative (chair)
2. Department chairs (a department chair may designate a representative from his/her department)
4. Vice President of Instruction
5. Dean of Technical and Public Services
6. Dean of Liberal Arts and Sciences
7. Student representative
8. Articulation Office - may already be a voting member as department chair or as representative of department. If Articulation is also a department chair or curriculum committee member, s/he may have only one vote.
9. Registrar (ex officio)
10. Chairperson will vote to break ties