

AP 4020 Program, Curriculum, and Course, Development

Reference:

Education Code Section 70901(b), 70902(b), 78016; Title V Sections 5100, 51022, 55100, 55130, 55150, Accreditation Standards II.A, Title 5, Section 55100

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 academic year.
- 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 three 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 and posted on the College's web site.
 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.

CURRICULUM DEVELOPMENT

- A. The Curriculum Committee shall be a standing committee of the Academic Senate. Individuals serving on the Curriculum Committee must receive training required by Title 5, 55100.
- B. The primary goal of the Curriculum Committee shall be to oversee the curriculum and 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 curriculum by the committee may result in a recommendation for curricular additions, deletions or modifications to the Academic Senate and the District Board. This review pertains to both courses and programs.

D. Committee Procedures

1. The Curriculum Committee shall meet twice each month. Special meetings may also be convened by the chairperson. Meeting dates and times shall be established by the committee.
2. Roberts Rules of Order, revised, shall govern the committee in the decision-making process.
3. The chairperson, with the assistance of the Curriculum Specialist, shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
4. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Curriculum Guide.
5. Proposals given final approval by the Curriculum Committee and/or Senate shall be submitted to the VP of Instruction and the President/Superintendent for their recommendations. The proposals will then be sent 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. Upon a majority vote of a quorum of the curriculum committee, any matter before the committee may be submitted to the academic senate prior to submission. By majority vote of the academic senate, any matter put forth before the curriculum committee for decision may be called before the academic senate for a final decision.
6. Minutes of committee meetings shall be the responsibility of the chairperson and will be available to the Academic Senate for review.
7. The District shall provide departmental assistant/minute recorder to the Curriculum Committee.
8. New courses and programs will be submitted to the District Board for approval and then to the State as required by Title 5 regulations.

E. 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
4. 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

F. Membership

1. Academic Senate Representative (chair)
2. Department chairs (a department chair may designate a representative from his/her department)
3. Vice President of Instruction
4. Dean of Technical and Public Services
5. Dean of Liberal Arts and Sciences
6. Student representative
7. Articulation Office - may already be a voting member as department chair or as representative of department. If Articulation Officer is also a department chair or curriculum committee member, s/he may have only one vote.
8. Director of Admissions and Records (ex officio)
9. If Chairperson is also department chair or curriculum committee member, they have only one vote. The Chairperson has one of two voting options (per Roberts Rules of

Order). They can vote only to break ties OR they can vote on each item as a representative of their department. Whichever option the Chairperson selects, it must be on a yearly basis.

NEW PROGRAM DEVELOPMENT

- A. Proposals for new programs shall be submitted 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.

Once approved by the Board, the program shall then be submitted to the State for approval.

All programs leading to an associate degree, a certificate of achievement, a certificate of completion or a certificate of competency must receive approval by the CCC Chancellor before they may be offered.

All credit courses that are part of a newly proposed program and all non-credit courses must receive approval by the CCC Chancellor before they may be offered.

The following “stand-alone” courses must also be approved by the Governing Board prior to being offered for instruction but they need not be submitted for approval by the CCC Chancellor:

- Individual degree-applicable credit course to be offered as part of an educational program already approved by the CCC Chancellor.
- Non-degree applicable credit courses and degree applicable credit courses that are not part of an educational program already approved by the CCC Chancellor.

In the case of stand-alone courses, the following conditions must exist:

- These courses must be approved by the Curriculum Committee.
- The individuals serving on the Curriculum Committee must have received the training provided for in Title 5, 55100 for stand-alone courses.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor.
- No student may count 18 or more semester units of stand-alone courses toward satisfying the requirements for a certificate of achievement or toward satisfying the requirements for a major or area of emphasis for an associate degree.
- No group of stand-alone courses totaling 18 or more semester units may be linked to one another by prerequisites or co requisites.

All stand-alone courses approved by the Governing Board must be reported to the CCC Chancellor.

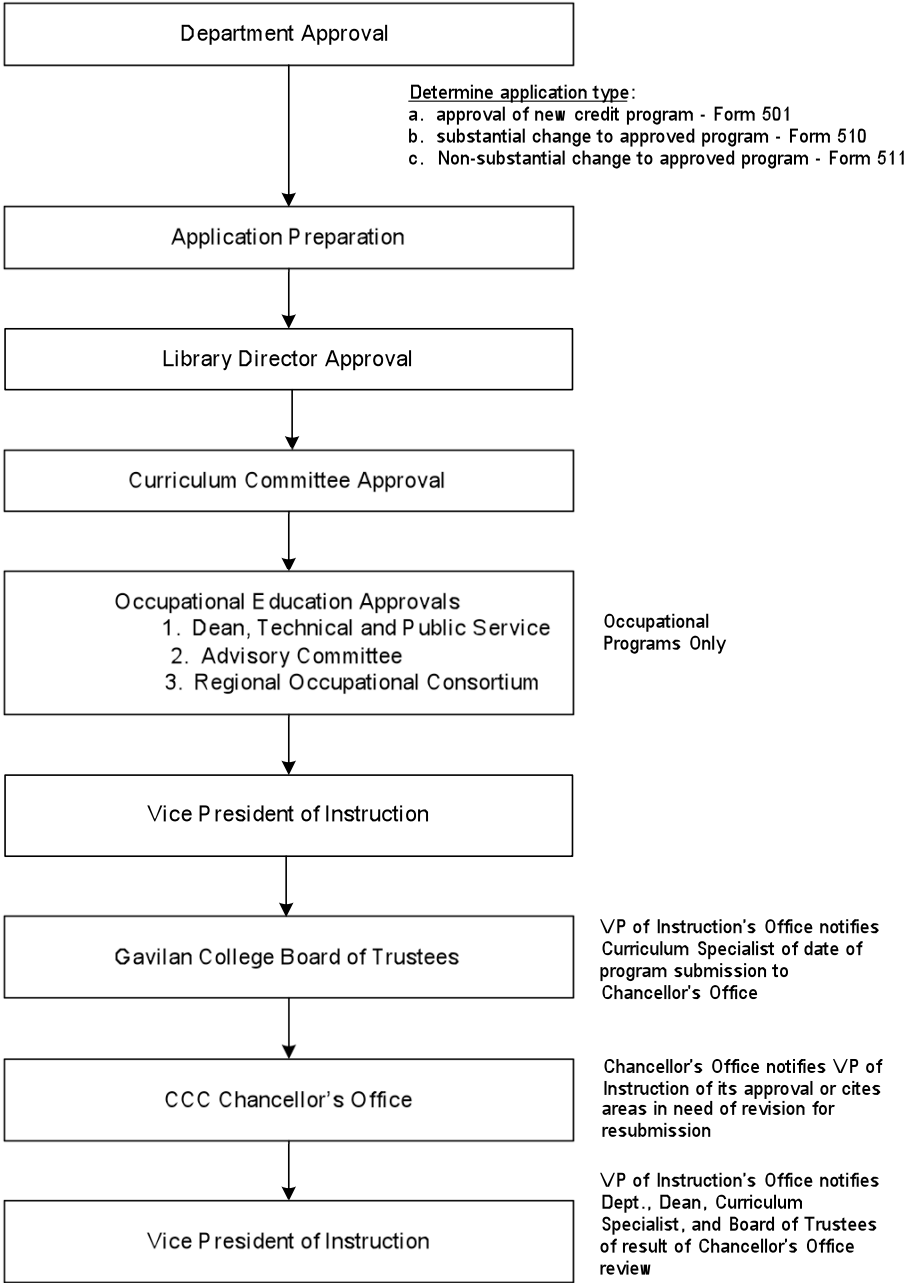
Gavilan College Program Approval Process

1. The approval of any new program or changes to existing programs must be submitted to the California Community College Chancellor's Office for its approval, prior to advertising or offering the program.
2. It is the responsibility of the Department initiating the new program (or program changes) to see that the necessary application is completed and submitted (with approval of the Library Director) to the Curriculum Committee. It is the responsibility of the Dean or Associate Dean of the program to review the application to ensure that the application is complete and well-written prior to submission to the Curriculum Committee.
3. Once approved by the Curriculum Committee, it is the responsibility of the Dean or Associate Dean of the program to collect the necessary signatures prior to submission to the Instruction Office for submission to the Board of Trustees and Chancellor's Office.
4. In the case of occupational programs, it is the responsibility of the Dean of Technical and Public Services to shepherd the program through the program's advisory committee (newly formed in the case of a new program) and the Regional Occupational Consortium prior to submission to the Instruction Office. The Dean will notify the Curriculum Specialist when programs are submitted to the Regional Occupational Consortium and when they are either approved or withdrawn.
5. It is the responsibility of the Vice President of Instructional Services to submit the program to the Gavilan College Board of Trustees for their approval and then forward the application to the Chancellor's Office for final approval. The Vice President's Office will notify the Curriculum Specialist of the date of submission to the Chancellor's Office.
6. The Chancellor's Office notifies the Vice President of Instructional Services of their approval or provides reasons for non-approval. It is the responsibility of the Vice President to notify the originating department and responsible dean of the decision of the Chancellor's Office so that they can make the corrections needed for approval. In most cases, those changes are modest. In some cases, it is made clear that the program is unlikely to receive approval, even with major changes. The Vice President's Office will notify the Curriculum Specialist and the responsible dean when a program has been approved by forwarding a copy of the approval notification letter. The Board of Trustees will be notified in the monthly curriculum report.
7. The flow chart on the following page outlines the steps in securing program approval.
 - a. The Department creates a new program (or modifies an existing program). This usually includes the creation of course outlines and a description of the program requirements.
 - b. Depending upon the nature of the program, *the Department prepares the appropriate program application*. Three situations arise: (a) creation of a new credit program (use Form CCC-501); (b) substantial changes to an existing program (use Form CCC-510); or (c) non-substantial changes to an approved program (use Form CCC-511). After determining which of the three is applicable, the appropriate application is prepared.
 - c. Since Library resources are required for any program, the Library Director must sign the form, indicating that the necessary resources either exist in the library or will be secured prior to the start-up of the program.
 - d. At this point, the program is submitted to the Curriculum Committee for approval. It is perfectly appropriate to have submitted the various course outlines ahead of time, but

the actual program approval must be accompanied by at least one copy of the completed application, including all attachments.

- e. If the program is an occupational program, the application must receive the approval of (a) the occupational dean, (b) the program's advisory committee (required of all occupational programs), and (c) the Regional Occupational Consortium. The occupational dean is a member of that consortium and will shepherd the program through that committee's process.
- f. Once approved by the Regional Occupational Consortium, the program is submitted to the Instruction Office for submission to the Board of Trustees for their approval and then to the Chancellor's Office as described above.

GAVILAN COLLEGE
Program Approval Process



Amended by the Board of Trustees: Dec. 9, 2008
 Amended by the Board of Trustees: May 13, 2008
 Amended by the Board of Trustees: October 9, 2007
 Approved by the Board of Trustees: June 11, 2002