Academic Senate – March 7, 2024 – 2nd Reading - APPROVED

VICTOR VALLEY COMMUNITY
COLLEGE DISTRICT

ADMINISTRATIVE PROCEDURE
Chapter 4, Instruction

AP 4020 Program, Curriculum, Course Development

The California Community College Chancellor's Office directs the District and the Curriculum Committee to comply with and use the Program and Course ~~and~~ Approval Handbook. The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit course and credit programs as required under Title 5 Sections 55100 and 55130.

I. Workflow

Victor Valley Community College District and the Curriculum Committee (under the purview of the Academic Senate) use the curriculum management system, ~~curriculum software,~~ for program, curriculum, course development, and ~~serves~~ as a database for all curriculum documents.

  A. The committee has an approval process for courses and programs in the curriculum software system, which includes requisites, distance education and student learning outcomes.
  B. When a course, degree or certificate requires approval by the State Chancellor's Office, all required paperwork and supporting evidence must be completed prior to submitting the program to the Curriculum Committee.
  C. Title 5, section 55130(b)(8)(E), also requires that CTE credit programs must be reviewed by Career Technical Education Regional Consortia, where applicable. The Desert Regional Consortium consists of13 community colleges and two community college districts in Riverside and San Bernardino counties. It serves as a regional framework to communicate, coordinate, collaborate, promote and plan career and technical education and workforce and economic development in the Inland Empire/Desert Region.
  D. Once the Curriculum Committee has finalized curriculum actions, those actions are forwarded to the Board of Trustees for approval.
  E. All courses and programs approved are reported to the California Community Colleges Chancellor's Office.
  F. All Career Technical Education courses must be reviewed and updated every two years. All Academic courses must be reviewed and updated every five years.
  G. All programs, degrees and certificates must be updated when impacted by a course change that alters the program, degree and/or certificate.

II. Responsibility

  A. Victor Valley College recognizes the primacy of faculty in the area of curriculum development. Accountability for quality and effective curricula that meet applicable

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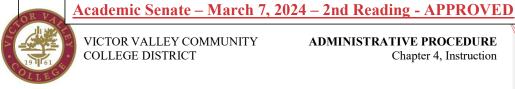
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standards is a shared responsibility. The Curriculum Committee, a committee of the Academic Senate, consists of the following faculty members as standing positions:
   a) Chair (1)
   b) Articulation (1)
   c) Business and Industry (1 or 2)
   d) Counseling (1)
   e) Health and Sciences (1)
   f) Humanities and Arts (1 or 2)
   g) Library (1)
   h) Math and Science (1)
   i) Social and Behavior Sciences (1)

B. The 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 revised 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
   h) Student Learning Outcomes
   i) Degrees, certificates, and programs
   j) Program Learning Outcomes

III. Timelines

A. Curriculum proposals may be submitted year-round.
B. Curriculum Committee meets and takes action on curriculum during Fall and Spring semesters.
C. Proposals meeting deadlines shall be reflected in the following academic year's college catalog or addendum.
   a) Catalog deadlines: Approvals must be completed by December 15th. This deadline refers to full approval of curriculum proposals. Full approval is as follows:

Academic Senate Approved 11/03/2016
Academic Senate Approved 03/03/2022
Approved by Supt/President: 03/29/22
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1. State Chancellor's Office must approve all new and substantial course and program proposals.
    i. Substantial Modifications: Title 5 defines substantial modifications to programs; Section 55130 stating that a program that has been approved by the Chancellor's Office must be submitted for re-approval if it is "modified in any substantial way." A program is considered to be substantially modified in any of the following situations; 1) The goals and objectives of the program are substantially changed; 2) The job categories for which program completers qualify are substantially different from the job categories program completers previously qualified for; or 3) The baccalaureate major to which students typically transfer is different from the baccalaureate major students previously typically transferred to. Changes that are made to keep a program current with changing job requirements, evolving applications of technology within the same occupation, or evolving knowledge within a particular field are not necessarily substantial modifications for this purpose and
    ii. ~~VVC Board of Trustees must approve all curriculum actions on or before the 2nd Tuesday of March.~~
    iii. Requisites, including prerequisites, co-requisites and recommended preparations, must be listed in the Catalog. Requisites shall not change mid-year.
  b) Addendum deadlines:
    1. Approvals must be completed by January 15th and July 15th. These deadlines refer to full approval of curriculum proposals. Full approval is as follows:
        i. State Chancellor's Office must approve all new and substantial course and program proposals (see Title 5 requirements for program modification above) and
        ii. ~~VVC Board of Trustees must approve all curriculum actions on or before the 2nd Tuesday of November.~~
        iii. All curricular changes can be listed in an addendum except requisite changes and course title/number/prefix changes.

IV. Credit Hour
  A. For the purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

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1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 1~~6~~5 weeks for one semester ~~or trimester~~ hour of credit, or the equivalent amount of work over a different amount of time; or
2. 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.
3. Credit Hour One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include hours inside ~~and/~~or outside-of-class ~~hours~~. A course requiring 96 hours or more total student work shall provide at least 2 units of credit.
~~3.~~ Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55253. Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12 ~~Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock-hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.~~

V. Standard Term Length

The standard term length will be 16 weeks. Courses meeting in fewer or more weeks will still meet the minimum total hours for credit.

VI. Ethnic Studies

The District shall ~~may~~ develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

References:
Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
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.
~~Education Code Sections 70901(b), 70902(b), 78016.~~
~~Title 5 Sections 51000, 51021, 51022, 55000 et seq., 55100 et seq., 55130 and~~

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55150
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, 6th
edition, 2016
ASCCC: The Course Outline of Record: A Curriculum Reference Guide.

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