



*AP 4020*



## HARTNELL COMMUNITY COLLEGE DISTRICT

### **AP 4020      Program, Curriculum, and Course Development**

**References:** Title 5 Sections 51021, 51022, 55000 et seq., and 55100 et seq., US 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; ACCJC Accreditation Standards II.A.

Program, curriculum and course development are academic and professional matters which are initiated by faculty within discipline areas and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Academic Affairs provides administrative support and oversight for the

- new and modified course and program proposals for Title 5 compliance.
- discipline assignment to courses and programs for consideration of minimum qualifications.
- appropriate requisites including prerequisites, co-requisites and advisories.
- CSU and UC general education course proposals in collaboration with the articulation officer.
- policy changes pertaining to curricular issues.
- implementation of state regulations and guidelines pertaining to the curriculum development process.
- associate degree and certificate requirements, in mutual agreement with the District and the Academic Senate (Title 5, §55002).
- general education patterns for the associate degree in collaboration with the articulation officer.
- the need, quality and feasibility of offering a new course or program
- congruence with the community college mission and Hartnell's Vision and Mission Statements.

An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. Distance education/hybrid modalities and course requisites are reviewed and approved as a separate action of the Curriculum Committee. Prerequisites for Career Technical Education courses are validated every two years.

Program assessment and planning is conducted on all academic programs annually. With the exception of programs in the Career Technical areas, each academic program undergoes a  
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- one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit or the equivalent amount of work over a different amount of time; or
- at least an equivalent amount of work as required above for other academic activities as established by the institution including laboratory work, internship, practicum, studio work, or other academic work leading to the award of credit hours.

See Board Policy 4020, 4025 and Administrative Procedure 4022, 4025

Approved by Superintendent/President:

New AP