

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4020 Program, Curriculum, and Course Development

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq., 34 Code of Federal Regulations Part 600.2; 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 Standard 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 curriculum approval process.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate and applicable sections of the California Code of Regulations (Title 5) and the Education Code. The Curriculum Committee is charged with ensuring that all courses and programs meet the standards for approval contained within Title 5 and the Chancellor's Office publication: *Program and Course Approval Handbook*. The Curriculum Committee is responsible for ensuring the quality, currency, and academic soundness of programs and courses offered at Hartnell College.

Hartnell College recognizes the primacy of faculty in the area of curriculum development. However, accountability for assuring academic excellence and regulatory compliance is a shared responsibility. Accordingly, membership in the Curriculum Committee is designed to ensure representation across the College including faculty representatives from the major academic divisions, library, articulation, and administration. A faculty chairperson is elected by the membership of the Committee which includes:

- a combination of at least nine faculty members appointed by the Academic Senate to represent each academic division including counseling and library. One adjunct faculty position is included.
- the Articulation Officer
- the Student Learning Outcomes Coordinator or designee
- the Vice President of Academic Affairs or designee
- two Deans of Academic Affairs selected by the Vice President of Academic Affairs
- the Dean of Student Affairs, Enrollment Services
- a student appointed by the Associated Students of Hartnell College as an ex officio member

The Curriculum Committee plays a leadership role in recommending the future direction of the educational programs of the College and ensuring that curriculum is responsive to the evolving

needs of students and the community. The Committee's functions include review and recommendation of:

- 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. The Curriculum Committee will publish an annual timeline for submission of new curriculum proposals and modifications. 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.

Course and program proposals recommended for approval by the Curriculum Committee are forwarded to the Chief Instructional Officer for review. The Chief Instructional Officer then forwards the recommendations to the superintendent/president for review and placement on the Board of Trustees agenda for approval consideration throughout the year. The official Course Outline of Record is maintained through the curriculum management system. The District shall provide annual certification to the California Community College's Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

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 or 33 quarter hours of total student work, which may include inside and/or outside-of-class: A course requiring 96 hours or more total student work shall provide at least 2 units of credit. 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.

Standard Term Length

The standard term length will be 17.5 weeks. Courses meeting in fewer or more weeks will still meet the minimum total hours for credit.

Unit Calculations

Standard credit hour courses are those courses not classified as cooperative work experience, clock hour, or open entry / open exit, and use the following method for calculating units for credit: divide the maximum student learning hours (in-class hours, out-of-class hours) by 54, then round down to the nearest .25 increment.

Learning Activity	Student Learning Hours/Credit	In-Class Hours	Out-of-Class Hours
Lecture	48-54	16-18	32-36
Lab	48-54	48-54	0
Independent Study	48-54	48-54	0

Cooperative Work Experience

Cooperative work experience units are calculated as follows:

- Each 75 hours of paid work equals one semester unit.
- Each 60 hours of non-paid work equals one semester unit.

For purposes of federal financial aid eligibility, a “credit hour” shall not be less than:

- 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: May 26, 2015; Revised: February 19, 2019