



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Academic Affairs

AP 5020 – CURRICULUM DEVELOPMENT

DEFINITIONS

Curriculum:

All categories of courses, degrees, and certificates offered by the colleges and Continuing Education in accordance with Education Code and California Code of Regulations, title 5.

Credit Hour:

For purposes of federal financial aid eligibility, a “credit hour” shall be not 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 or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- 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.

Clock Hour: If the college offers courses based on “clock hours,” it follows Federal standards for clock-to-credit hour conversions in accordance with 34 CFR §600.2 and §668.8(l)(2).

PURPOSE AND DESCRIPTION

The purpose of the curriculum approval process is to ensure the following:

- I. The District will rely primarily upon the Academic Senate(s) for all recommendations pertaining to new or revised, courses, degrees, and certificates. These recommendations must be approved by college/Continuing Education Curriculum Committee(s) and the Curriculum Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor’s Office as required; and
- II. All course outlines of record are current and aligned with transfer requirements and industry practices as appropriate.
- III. Curriculum is reviewed and approved in a timely fashion—credit curriculum changes will meet established timelines in order to ensure inclusion in the catalog as stated in the District Instructional Services office curriculum calendar for catalog and schedule timelines;
- IV. Educational awards comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice and the philosophy, mission, and goals of the Colleges or Continuing Education; and
- V. Awards are appropriate for the mission of the community college; and
- VI. Reporting and accrediting agencies’ requirements are met.

The Chancellor or designee shall develop credit curriculum approval processes that ensure:

- I. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
- II. Faculty (contract and adjunct) may initiate curriculum proposals.
- III. Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
- IV. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 5022);
- V. Courses in aligned subject areas (those offered at more than one college and Continuing Education) are reviewed and approved by the curriculum committees of each institution that offers the subject area;
- VI. Courses are not duplicated;
- VII. All certificates, degrees, and courses follow the California Community Colleges Chancellor's Office approval criteria;
- VIII. All curricula follows accreditation standards and all other applicable federal and state regulations;
- IX. Effective, efficient and participatory decision-making, processes for review and approval of curriculum proposals;
- X. Each course is assigned to one subject area;
- XI. Each course is assigned to at least one discipline;
- XII. Each degree and certificate is assigned to one program;
- XIII. Aligned subject areas are assigned to a "discipline dean" to coordinate any district-wide issues or concerns;
- XIV. Mandatory curriculum review by:
 - (1) A librarian at the originating college;
 - (2) Tech Review Liaison at the originating college;
 - (3) The Articulation Officer at the originating college;
 - (4) The Curriculum Chair at the originating college; and
 - (5) The CIC Chair.
- XV. Optional curriculum review by:
 - (1) Discipline faculty at all colleges that offer a course in the subject area;
 - (2) Department chair at all colleges that offer a course in the subject area;
 - (3) Appropriate dean at all colleges that offer a course in the subject area; and
 - (4) Vice President of Instruction at all colleges that offer a course in the subject area.
- XVI. Submission to the Board of Trustees for:
 - (1) New course proposals;
 - (2) Course deactivations (no longer active at any college);
 - (3) Course reactivations (not active at any college);
 - (4) New awards (Baccalaureate Degrees, Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, Certificates of Performance);
 - (5) Award deactivations; or
 - (6) Awards with revisions that change the courses required for the major or area of emphasis (including required electives).
- XVII. Submission to the California Community Colleges Chancellor's Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook;
- XVIII. Submission to the appropriate accrediting agency;
- XIX. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission and goals of the college;
- XX. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and
- XXI. All courses shall be reviewed at least once every six years.

The Chancellor or designee shall develop noncredit curriculum approval processes that ensure:

- I. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
- XXII. Faculty (contract and adjunct) may initiate curriculum proposals.
- XXIII. Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
- XXIV. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 5022);
- XXV. Courses in aligned subject areas (those offered at more than one college and Continuing Education) are reviewed and approved by the curriculum committees of each institution that offers the subject area;
- XXVI. Courses are not duplicated;
- XXVII. All certificates and courses follow the California Community Colleges Chancellor's Office approval criteria;
- XXVIII. All curricula follows accreditation standards and all other applicable federal and state regulations;
- XXIX. Effective, efficient and participatory decision-making, processes for review and approval of curriculum proposals;
- XXX. Each course is assigned to one subject area;
- XXXI. Each course is assigned to at least one discipline;
- XXXII. Each degree and certificate is assigned to one program;
- XXXIII. Mandatory curriculum review by:
 - (1) Tech Review Liaison at the Continuing Education;
 - (2) The Curriculum Chair; and
 - (3) The CIC Chair.
- XXXIV. Optional curriculum review by:
 - (1) Discipline faculty that offer a course in the subject area;
 - (2) Department chair that offers a course in the subject area;
 - (3) Appropriate dean at all colleges that offer a course in the subject area;
 - (4) Vice President of Instruction;
- XXXV. Submission to the Board of Trustees for:
 - (1) New course proposals;
 - (2) Course deactivations (no longer active);
 - (3) Course reactivations (not active);
 - (4) New awards (Certificates of Performance, Certificates of Completion, Certificates of Competency, High School Diploma Programs);
 - (5) Award deactivations; or
 - (6) Awards with revisions that change the courses required for the major or area of emphasis (including required electives).
- XXXVI. Submission to the California Community Colleges Chancellor's Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook;
- XXXVII. Submission to the appropriate accrediting agency;
- XXXVIII. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission and goals of the college;
- XXXIX. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and

All courses shall be reviewed at least once every six years.

References: Title 5 Sections 51021, 55000 et. seq., and 55100 et seq.;
WASC/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

Approved by
the Chancellor: February 10, 2017

Supersedes: New Procedure