

AP 4020 Program and Curriculum Development

Reference:

**Education Code Section 70902(a);
Title 5, Sections 51021, 51022, et seq.;
Accreditation Standards II.A**

1.0 Curriculum Review

1.1 The curriculum review process at each college and the School of Continuing Educational (hereafter referred to as "SCE") shall at a minimum be in accordance with all of the following:

1.1.1 Each college and SCE will establish a Curriculum Committee. Membership structure of the Curriculum Committee will be mutually agreed upon by the college administration and the Academic Senate at each college and SCE.

1.1.2 The Academic Senates at each college and SCE delegates to the Curriculum Committee, without forfeiting its rights or responsibilities under Title 5, Section 53200-53204, the responsibility to establish prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment using the curriculum review process.

1.1.3 Each college's and SCE's Curriculum Committee also reviews the course and prerequisites in a manner that meets each of the requirements under Title 5, Section 55002, and those specified in each institution's curriculum review process.

2.0 **Program Review:** As a regular part of the program review process or at least every six years, each college and SCE shall review prerequisites, corequisites, or advisories to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this administrative procedure and with the law. Any prerequisite or corequisite that is successfully challenged under Title 5, Section 55003, subsections (p) and (q) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this administrative procedure and the law.

3.0 **Instructor's Formal Agreement to Teach the Course as Described:** Instructors will be provided with a copy of the approved course outline of record for all courses to which they are assigned. By accepting employment with the District, faculty agree to teach in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.

4.0 Review of Individual Courses

4.1 Once a prerequisite or corequisite has been established according to each college's and SCE's procedures, students will be prevented from enrolling in courses unless they have met the prerequisite or corequisite.

4.2 Levels of Scrutiny: Prerequisites and corequisites must meet the requirements of Administrative Procedure 4260.

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5.0 **Advisories on Recommended Preparation:** Each college and SCE may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the Curriculum Committee. Such recommended standards of readiness are called advisories.

6.0 District Curriculum Approval Process

6.1 General Policy: Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from the departmental level through the division to other points within the approval process.

6.2 Campus Curriculum Committee: Each campus and School of Continuing Education shall be responsible for the development and adherence to its own intra-curricular process. On completion of that process, curricular items will be presented to the District Curriculum Coordinating Committee (DCCC) by the appropriate curriculum committee chair or designee.

6.3 District Curriculum Coordinating Committee (DCCC)

6.3.1 Voting Membership

6.3.1.2 Two faculty each from Fullerton College, Cypress College, and the School of Continuing Education, the selection process to be determined by the academic senates. One of these representatives shall be designated as the lead faculty member of the delegation, as determined by the academic senates, for the purpose of efficient communication.

6.3.1.3 A management representative of the curriculum committee from each institution.

6.3.2 Non-Voting Membership: The college president from Fullerton College, Cypress College, and the Provost of the School of Continuing Education all serve ex officio.

6.3.3 Chairperson

6.3.3.1 The Vice Chancellor, Educational Services & Technology, shall be a non-voting chair of the DCCC. It shall be the responsibility of the chair to:

6.3.3.1.1 Prepare the agenda, and to schedule meetings in consultation with and review by the lead faculty member from Fullerton College, Cypress College and School of Continuing Education.

6.3.3.1.2 Assemble and distribute data relative to agenda.

6.3.3.1.3 Prepare and distribute minutes of the DCCC meetings.

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6.3.3.1.4 Prepare and distribute curriculum materials for Board of Trustees approval.

6.3.4 Mission and Purpose

6.3.4.1 The mission and purpose of the District Curriculum Coordinating Committee (DCCC) is to:

6.3.4.1.1 Ensure that Cypress College, Fullerton College, and SCE curriculum complies with all relevant legal requirements (Title 5, California Education Code, etc.).

6.3.4.1.2 Coordinate Cypress College, Fullerton College, and SCE curricula to facilitate student access and success.

6.3.4.1.3 Support and facilitate consistency and compatibility of Cypress College, Fullerton College, and SCE curriculum while respecting institutional uniqueness.

6.3.4.1.4 Facilitate efficient processing of curriculum at the District level.

6.3.4.1.5 Address other matters of curriculum as determined appropriate by the voting membership of the DCCC, in consultation with the academic senates.

6.3.5 Procedures

6.3.5.1 The DCCC shall meet once a month during the regular semesters of the colleges and SCE.

6.3.5.1.1 Additional meetings may be called by the Vice Chancellor, Educational Services & Technology, at the request of the campus academic senates or campus administration.

6.3.5.2 Staff members are welcome to attend DCCC meetings as resources.

6.3.5.3 Prior to submittal to the Board of Trustees for approval, summaries of curricula must be submitted for review and recommendation by the DCCC. This includes all new curricula, deletions and major revisions.

6.3.5.3.1 The DCCC shall review curriculum to ensure the following:

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- 6.3.5.3.1.1 Compliance with all relevant legal requirements, including, but not limited to, fees, course repeatability, distance education provisions and course numbering provisions;
 - 6.3.5.3.1.2 Utilization of the approved Fullerton/Cypress Class Size Planning and Resource Document in consideration of class size, with additional discipline and/or course specific justification, and in recognition that not every course will fit the categories on the document;
 - 6.3.5.3.1.3 Appropriateness of lecture/lab and unit designations, tied to pedagogical methodology and other curricular considerations determined by the campus curriculum approval process;
 - 6.3.5.3.1.4 Compliance with established safety guidelines;
 - 6.3.5.3.1.5 Support course articulation with four-year colleges and universities.
 - 6.3.5.3.2 Minor curriculum revisions, including textbook updates, minor revisions to course content that do not change the overall scope of the course, changes in schedule description and mandated course reviews that do not have significant changes, will be approved by the colleges and SCE and implemented according to campus curriculum approval process.
- 6.3.6 Curriculum Recommendations
- 6.3.6.1 Prior to submittal to the DCCC, all curricula shall be reviewed in accordance with local campus procedures.
 - 6.3.6.2 Upon DCCC review of proposals for curriculum revision, and approval by majority vote for new curriculum and deletion proposals, curriculum shall be forwarded by the campuses to the Board of Trustees for approval through the Office of the Vice Chancellor, Educational Services and Technology.
 - 6.3.6.2.1 If submitted new curriculum or deletion proposals are not recommended by a majority vote of the DCCC, the Vice Chancellor, Educational Services & Technology, shall inform representatives of the appropriate campus of the rationale in writing and request that faculty address the concerns.

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- 6.3.6.2.2 Curriculum advanced by the campuses for DCCC review and recommendation shall first be approved by the local curriculum committee.

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