



Curriculum Committee Agenda and Minutes

DATE: Monday, September 11, 2017		TIME: 2:00-4:00 p.m.		LOCATION: B-220	
<input type="checkbox"/> James Smith (Chair)	<input checked="" type="checkbox"/> Mary Copeland (Co-Chair)	<input type="checkbox"/> Anthony Ababat	<input checked="" type="checkbox"/> Kathryn Adams	<input checked="" type="checkbox"/> Vicente Alvarez	
<input checked="" type="checkbox"/> Corrina Baber (Online)	<input checked="" type="checkbox"/> Jennifer Bjerke	<input checked="" type="checkbox"/> Patrick Buckley	<input checked="" type="checkbox"/> Lorrie Burnham (VPI Designee)	<input type="checkbox"/> Colleen Calderon	
<input checked="" type="checkbox"/> Melita Caldwell-Betties	<input checked="" type="checkbox"/> Jeffrey Demsky	<input checked="" type="checkbox"/> Glenn Drewes	<input type="checkbox"/> Virginia Evans-Perry	<input checked="" type="checkbox"/> Andrea Hecht	
<input checked="" type="checkbox"/> Leticia Hector	<input type="checkbox"/> Albert Maniaol	<input type="checkbox"/> Daniele Ramsey	<input checked="" type="checkbox"/> Yolanda Simental	<input checked="" type="checkbox"/> Laurie Sullivan	
<input checked="" type="checkbox"/> Maria Valdez	<input checked="" type="checkbox"/> Margaret Worsley	<input checked="" type="checkbox"/> Kay Dee Yarbrough		Student:	
GUESTS:		James Stewart	Michael Lysak		
<input checked="" type="checkbox"/> Corrina Baber, due to scheduling conflicts, participates and provides proposal input online.					
<i>The Curriculum Committee recommends that the pre-requisites and co-requisites approved be re-evaluated in the next 2-3 years by the appropriate departments/programs to ensure student success.</i>					
<i>Note: Committee members are voting on all Proposals, Requisites, Advisories, and Distributed Education.</i>					

CURRICULUM COMMITTEE ORIENTATION:	
6th Edition of the PCAH:	Mary provided the committee a hardcopy of the 6 th Edition of the Program and Course Approval Handbook (PCAH). This handbook is issued by the State Chancellor's Office for Curriculum Committees to ensure all proposals are in compliance. The PCAH is also on SBVC's CurricUNET website for reference.
Where Does a Course Fit in the Grand Scheme of Things?	<p>The Curriculum Committee has processes to follow, for all credit and noncredit courses. The Committee must follow these guidelines, but once a proposal is approved, the Dean and Administration have a right of assignment.</p> <p>Mary reviewed SBVC Mission Statement and asked members to keep the Mission Statement in mind when reviewing/approving curriculum. https://www.valleycollege.edu/about-sbvc/missions-values.php</p>
Curriculum Approval Process:	<p>Mary reviewed the Curriculum Approval Process with the Committee:</p> <ul style="list-style-type: none"> Department discussion Proposal entered into CurricUNET Curriculum Technical Review Curriculum Committee Board of Trustees State Chancellor's Office ACCJC (If applicable) <p>Faculty develop and write curriculum, committee recommends, Board of Trustees and the State Chancellor's Office approve curriculum.</p> <p>Per Glenn Drewes, he makes sure to notify members of his division that he is a member of the Curriculum Committee. He works with faculty to prepare proposals prior to submission to the Curriculum Committee, allowing for a smoother process. As a curriculum committee member, we have insight as to the preferences of the Curriculum Committee.</p>
Handout: Brown Act	The Curriculum Committee falls under the Brown Act. This means the Curriculum Committee is a public meeting using public funds. The committee is governed by certain laws and must vote, have a quorum, and the agenda and minutes must be posted publicly. The committee must use words like, "All in Favor", "all opposed", "any discussion" and must keep a record of no or yes votes and those who abstain from voting.

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PCAH Important Points:	
5 Types of Curriculum:	<ol style="list-style-type: none"> 1. Degree Applicable 2. Non-Degree Applicable 3. Noncredit 4. Contract Education 5. Fee-Based Community Service Classes
Factors to Consider:	<ul style="list-style-type: none"> • Meets the need of the students • Educational Master Plan • Accreditation Standards • Program Review • Transfer Programs • Noncredit Student demand and transition to credit • CTE: Current LMI for credit programs, Regional Consortium endorsement. • The committee will be requiring a narrative prior to approving proposals. • College must demonstrate it has the resources to maintain a program. • College must offer all of the required courses for the program within 2 years.
Four Categories for Program Criteria:	<ol style="list-style-type: none"> 1. AA/AS-T Degree (Transfer Degrees) 2. AA/AS Degree 3. Certificates of Completion (Certificate leading to improved employability) 4. Certificate of Competency (Certificate in a recognized career field)
Clarifying formula for Credit Hour:	<p>The new PCAH specifies that the Course Outline of Record must now include Outside of Class Hours.</p> <p><u>[Total Contact Hours + Outside-of-class Hours]</u> Hours-per-unit Divisor</p> <p>Hours inside and outside class hours = Total Contact Hours must be on all CORs. Mary entertained the idea of potentially adding a ratio to the future catalog to help students who have a misunderstanding when it comes to the number of hours needed in each class.</p>
When to Say NO to Curriculum?	<p>Compliance and Quality Matter:</p> <ul style="list-style-type: none"> • Approval • Apportionment • Articulation • Accreditation • Access
Curriculum Questions, Whom to Contact?	<p>Feel free to reach out to:</p> <ul style="list-style-type: none"> • Mary Copeland (Curriculum Co-Chair) • Cindy Parish (Interim Articulation Officer) • Kay Dee Yarbrough (Curriculum Support)



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Handout: BP 4020	<p>The Committee is tasked with revising the board policy. This revision is needed to add the definition of the Credit Hour. Mary Provided a proposed new BP. Once the committee approves, Mary will take to Senate for approval, District Assembly will approve, and then will become BP.</p> <p><u>Voting:</u> Motioned: Patrick Buckley Seconded: Maria Valdez Motion Approved.</p>
Handout: Senate Resolution	<p>Mary is proposing a resolution to ensure the Curriculum Committee has full-time administrative support. With the inconsistencies with the leadership in the Office of Instruction, the Curriculum Committee needs to stay consistent. In the past, the Administrative Curriculum Coordinator was assigned with helping with administrative duties for the Curriculum Committee. As of right now, this position is placed on Administrative Hold and is vacant. A Secretary II in the Office of Instruction works on curriculum, meets with faculty, and trains faculty on how to input information into CurricUNET. This Secretary II is not designated as full-time curriculum support and, at any time may be pulled from Curriculum to work on other projects, such as schedule. The Curriculum Committee needs full-time administrative support to work in tandem with curriculum chair. Mary has created a resolution, which addresses the needs of the committee. She asked the committee to review the resolution and provide any feedback. Submitting the resolution does not mean the position will be created, but will simply reiterate how important full-time administrative support is to the committee.</p> <p><u>Voting:</u> Motioned: Kathy Adams Seconded: Patrick Buckley Abstention: Lorrie Burnham Motion Approved.</p> <p>Next step: The resolution will go to the Academic Senate for a first and second read. If approved, this resolution will go to the Board of Trustees.</p>
Handout: Membership of the Curriculum Committee	<p>Mary asked the committee to review the membership of the curriculum committee. Mary proposed revising the AP to show who exactly is a voting member. Per Leticia Hector, a resolution was written a few years ago to show the voting members of the committee, which included two members of the Instruction Office. At this time, the Schedule/Catalog Data Specialist was instructed by the Vice President of Instruction not to attend curriculum meetings. Instead of creating a resolution, the committee suggested bringing this issue up with the Academic Senate, to display how management is not recognizing how critical some positions are to this committee/campus. After bringing this up with the Senate, a resolution may come soon.</p>
SLOs/PLOs:	<p>Per ACCJC at the Curriculum Institute, SBVC needs to add SLOs in the Course Outline of Record. In the past, the committee was concerned with having faculty submit a proposal in CurricUNET every time they update their SLOs, but this will be a way for faculty to ensure their courses align with their SLOs and also to keep them in a centralized location, giving students easy access to the COR and SLO in one location. Mary is asking the committee to vote to add SLOs to the COR.</p> <p><u>Voting:</u> Motioned: Maggie Worsley Seconded: Patrick Buckley Motion Approved.</p>
Team Based Division of Labor List:	<p>Mary asked the committee to review the team based division of labor list and to sign up in the area in which they are most comfortable.</p>



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CONTENT REVIEW:

Course ID:	C-ID:	TOP Code:	Equate:	DE:	Requisite or Advisory:	Notes:	Voting:	Board Date:	Result:
ART 100		1002.00	NO	YES	DA; ENGL 015	Only updated textbooks.	Motioned: Maggie Worsley Seconded: Glenn Drewes Motion Approved	12/14/17	Approved
ART 108		1002.00	NO	YES	DA; ENGL 015	No comments by tech review	Motioned: Maggie Worsley Seconded: Glenn Drewes Motion Approved	12/14/17	Approved
ENGR 100		0901.00	NO	NO	DA; ENGL 015	Department added ENGL 015 as a Departmental Advisory	Motioned: Leficia Hector Seconded: Maria Valdez Motion Approved	12/14/17	Approved

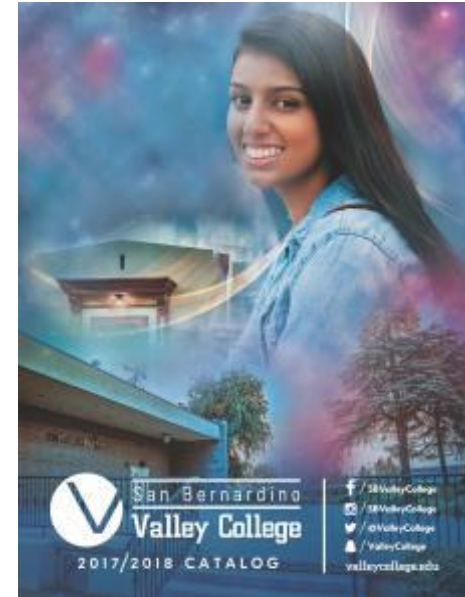
CERTIFICATE AND DEGREE MODIFICATIONS:

Program:	Program Type:	TOP Code:	Notes:	Voting:	Board Date:	Result:
Accounting	Degree	0502.00	Advisory Minutes Updated	HOLD – Department no-show.	HOLD	HOLD
Accounting	Certificate	0502.00	Advisory Minutes Updated	HOLD – Department no-show.	HOLD	HOLD
Bookkeeping	Certificate	0502.00	Advisory Minutes Updated; Dept. will discuss adding one course to bring the certificate up to 18 units, thus allowing for financial aid, etc.	HOLD – Department no-show.	HOLD	HOLD
Business Administration	Degree	0505.00	Advisory Minutes Updated	HOLD – Department no-show.	HOLD	HOLD
Business Administration	Certificate	0505.00	Advisory Minutes Updated	HOLD – Department no-show.	HOLD	HOLD
Retail Management	Certificate	0506.50	Advisory Minutes Updated; Dept. will research to see if they want to keep the current format of the certificate. Current format is based on the Western Association of Food Chairs. (WASC)	HOLD – Department no-show.	HOLD	HOLD
Astronomy	Degree	1911.00	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Patrick Buckley Motion Approved	12/14/17	Approved
Physics	Degree	1902.00	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Maggie Worsley Motion Approved	12/14/17	Approved

From



To



Fall 2017

Curriculum Committee and Technical Review Committee Training

Mary Copeland, Curriculum Chair

Kay Dee Yarborough, Curriculum Administrative Support

Curriculum Committee Members/Technical Review Committee Members Orientation

All committee members should read and be familiar with the following documents at a minimum:

Program and Course Approval Handbook 6th edition (PCAH)

The Course Outline of Record: A Curriculum Reference Guide Revisited 2017

Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates

SBVC Curriculum Handbook

The above documents are available on the [curricunet webpage](#).

Understanding the Process

- Things to consider:
 - Where does the course/program fit in the grand scheme of things?
 - Have you spoken with other faculty in your area?
 - Did you check other colleges?
 - Have you spoken to the articulation officer?
 - Are you sure it fits in our [mission?](#)
 - Did you check out the [handbook?](#)
 - Did you speak to your dean?



You've entered the proposal into the system: Now What?

- Proposal is ready for review – the proposal will go through a series of steps in Curricunet:
 - Department Faculty - Technical Review Committee -Department Chair
 - Curriculum Committee
 - Dean
 - ***During this process, there are checks all along the way. Your proposal may be returned for edits, suggested changes or denied.
- ***Faculty *develop and write* curriculum, Curriculum Committee *recommends*, Board of Trustees *approves*, Chancellor's Office.**

PCAH 6th Edition Important Points

- Program and Course Approval Handbook is created by the Chancellor's office to assist us in the development of programs and courses.
- Authority:
 - Ed Code Section 70901: The Board of governors shall... (b) (10) Review and approve all education programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.
 - Tied to finance: title 5, section 58050: Conditions for Claiming attendance.

The Chancellor's Office **approves:**

New and substantial changes to existing credit programs
new and revised noncredit programs and courses

The Chancellor's Office **reviews:**

New and revised credit courses
Nonsubstantial changes to approved credit programs

Five Criteria

- There are five criteria used by the Chancellor's Office to approve those programs and courses defined earlier. Derived from multiple sources.
 - A. Appropriateness to the Mission
 - B. Need
 - C. Curriculum Standards
 - D. Adequate Resources
 - E. Compliance

A. Mission p. 15 PCAH

- CCCs offer five types of curriculum that fall within the mission:
 - Degree-applicable credit
 - Nondegree-applicable credit
 - Noncredit
 - Contract education
 - Fee-based community service classes
- State approval is required for credit programs and for noncredit programs and courses.
- Considerations:
 - Appropriate level for community college
 - Address a valid transfer, occupational, basic skills, civic education, or lifelong learning
 - Programs and courses should be congruent with the [mission statement](#) and [master plan of the district](#).

B. Need p. 16 PCAH

- Proposal must demonstrate a need for a program or course that meets the stated goals and objectives in the region the college proposed to serve with the program. A new program must not cause harmful competition with an existing program at another college.
- Factors to consider:
 - Educational master plan
 - Accreditation standards
 - Program review
 - Transfer programs
 - noncredit, student demand and transition to credit
 - CTE: current LMI and for credit programs, Regional Consortium review.

C. Curriculum Standards PCAH

- Title 5 mandates that all credit and noncredit curriculum must be approved by the college curriculum committee and the district governing board. CTE programs must be recommended by the CTE Regional Consortia.
- Program Narrative addresses the following elements:
 - Program is designed so that successful completion of the program requirements will enable students to fulfill the program goals and objectives.
 - Programs and courses are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
 - The COR meet all the requirements of title 5, section 55002 for credit and noncredit course requirements.

D. Adequate Resources : PCAH

- The college must demonstrate that it has the resources to realistically maintain the program or course at the level of quality described in the proposal. (Hence the extensive review process)
- Faculty compensation
- Library resources
- Facilities and equipment

- College must offer the all of the required courses for the program at least once every two years.

E. Compliance : PCAH

- The design of the program may not conflict with any state or federal laws, statutes or regulations. Such as:
- Open course regulations (Cal. Code Regs., tit. 5, § 51006)
- Course repetition and repeatability regulations (Cal. Code Regs., tit. 5, §§ 55040-55046 and 58161)
- Regulations regarding tutoring and learning assistance (Cal. Code Regs., tit. 5, §§ 58168-58172)
- Regulations regarding open/entry open/exit courses (Cal. Code Regs., tit. 5, § 58164)
- Statutes and regulations on student fees (Cal. Code Regs., tit. 5, chapter 9, subchapter 6)
- Prerequisite and enrollment limitation regulations (Cal. Code Regs., tit. 5, § 55003)
- Particular provisions of the Nursing Practices Act (Cal. Code Regs., tit. 16)

Criteria for Credit Course Submissions

- District is responsible for ensuring that submitted course outlines of record (COR) contain the required elements specified in title 5, section 55002 and that ***local approval is consistent with all standards in section 55000 et. Seq.***

Credit Program Criteria p. 65 PCAH

- Four categories:
 - Associate in Arts for Transfer (AA-T)
 - Associate in Science for Transfer (AS-T)
 - Associate of Arts (AA)
 - Associate of Science (AS)
 - Certificates of Achievement – credit certificates that are transcribed. 18+ units must be submitted to CO for approval. 12+ units may be submitted and transcribed. (Certificates under the unit threshold are local certificates and are not transcribed).
 - Certificate of Competency and Certificate of Completion are reserved for noncredit programs.

Program Goals:

1- Transfer (all ADTs and Certs for CSU GE-breadth and IGETC), 2-CTE (not including ADTs) ,
3- Local (everything else not in a CTE TOP Code).

NB- Noncredit program criteria and development are covered by another training.

Pages 48-54 in the PCAH Defines:

Title 5 clarifies formula for calculating credit hours:

$$[\text{Total Contact Hours} + \text{Outside-of-class Hours}]$$

Hours-per-unit Divisor

Total Contact Hours = total time per term that a student is under the direct supervision of an instructor or other qualified employee... including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc.

Outside-of-class Hours = required for calculations, expressed in ratio of **in-class** to **outside-of-class** hours, for example:

1:2 for Lecture (lecture, discussion, seminar and related work)

2:1 for Activity (activity, lab w/ homework, studio, and similar)

3:0 for Laboratory (traditional lab, natural science lab, clinical, and similar)

Hours-per-unit Divisor = 48-54 for semesters, or 33-36 for quarters (we use 54)

Committee members have an important task – and need enough training to feel comfortable saying “no” to colleagues when necessary.

But why would the committee ever want to say **no** to curriculum?



Compliance and Quality Matter

1. **Approval:** Certification and correct data for COCI speed up the process.
2. **Apportionment:** Ed Code and Title 5 §§ 55100 and 55130 give the Chancellor's Office the authority to "terminate the ability of a district to offer courses [and educational programs]... until such time a district demonstrates compliance with all requirements for certification."
3. **Articulation:** Curriculum is evaluated for quality by transfer institutions, C-ID, and external regulatory bodies.
4. **Accreditation:** Standard IIA3, among others, requires certain elements for courses, including Student Learning Outcomes, resources, etc.
5. **Access:** Ultimately, quality assurance matters for the students. When the curriculum committee does its job, students have access to courses and programs that are current, cohesive, and clear about goals and pathways.

Resources

- Resources for Effective Curriculum Processes:
 - Curriculum Chair – Donna Greene mcopelan@valleycollege.edu
 - Articulation Officer- Maria Jasso cparish@sbccd.cc.ca.us
 - Curriculum Administrative Support- Kay Dee Yarbrough kyarbrough@valleycollege.edu

BROWN ACT BASICS

What is it?

It's an Act (law) that sets requirements for how the meetings of public organizations are advertised and held.

Why do we have to follow it?

It's an open meetings law which prohibits public organizations from using public funds to hold closed meetings. Since we fall under a legislative body and use student funds, we must adhere to the Brown Act to give all students (as well as members of the community) the chance to participate in our legislative process.

What do we have to do?

- **Post the meeting's agenda**
 - A. Must be posted in a public and accessible location 72 hours before the meeting.
 - B. You cannot change the agenda once it is posted. However, there are three action exceptions: emergency situations, a need for immediate action, and items posted on a previous agenda (discussed not more than 5 days earlier). In ASFC, we rarely (if ever) will have an emergency situation that needs to be voted on. A need for immediate action requires that the item was only brought to the attention of the group after the agenda was posted.
 - C. If the meeting gets cancelled, post a notification to the public in an easily accessible location as soon as possible.
 - D. Special meetings: Unlike regular meetings, the agenda for a special meeting must be posted at least 24 hours before the meeting. Any meeting other than the regularly scheduled is deemed "Special" under the Brown Act. There are two common reasons why an entity usually holds a special meeting. 1. The meeting could not be held on the specified regular date 2. There is a need to make a business decision between the regular meeting dates.
 - E. Emergency meetings: Unlike regular meetings and special meetings, the agenda for an emergency meeting only needs to be posted 1 hour before the meeting. A meeting is only considered to be an Emergency meeting if there is an actual emergency. It is a extremely rare occurrence, since the emergency must be a crippling activity, work stoppage or other activity which severely impairs public health, safety or both (Brown Act).
 - F. There needs to be a short description of each item on the agenda so that the public can have a sense of what will be discussed (approximately twenty words in length).
- **Hold meetings in an accessible location**
 - A. If the meeting is held in a different location (from usual), it must be advertised.
 - B. The meetings must be held in the jurisdiction of the body (unless advertised and accessible to anyone who wishes to attend). For example, since ASFC is an entity of Foothill College, ASFC meetings must be held on campus.
 - C. Not allowed to have "closed-door" or "casual" meetings outside of the public meeting. No discussing action items or items on the agenda outside of the public meeting. Includes discussing meeting items in email, text messaging, and other tech sources.
- **Allow the public (students and members of the community) to address the body.**

A. Since it is a public entity using public funds, the public must be granted the opportunity to address any items in the body's jurisdiction that is not on the agenda.

- **Conduct public votes**

A. Since it is a public entity using public funds, secret ballots are prohibited.

- **Have all documents public**

A. Anyone who wants access to ASFC documents must be granted access to them. Examples of documents include agendas, minutes, codes, By-Laws, etc.

What type of meetings have to abide by the Brown Act?

ALL ASFC entities must abide by the Brown Act. This includes all standing committees, advisory committees, and sub-committees.

What can members of the public do at meetings?

- Bring up concerns and other matters during public forum.
- Allowed to comment (when called upon by the Chair) - this includes negative as well as positive comments.
- If a member of the public is disruptive during the meeting, then the Chair can have them leave the room before continuing the meeting.
- Be accommodated if they have a special need.

Important Change to Brown Act effective January 1, 2014

The Brown Act now requires a public report on any action taken in any meeting, and the vote or abstention on that action of each member present. Votes may need to be taken by roll call or in another manner that allows verification of the vote of each member in order to comply with the requirements of SB 751.

PROPOSED SENATE RESOLUTION

WHEREAS, Curriculum is part of Academic and Professional matters and is a sub-committee of the academic senate

WHEREAS, Curriculum has a direct impact on enrollment, scheduling, student success, financial aid,

WHEREAS, the Curriculum committee and Curriculum Chair are responsible for approving curriculum that has adheres to Title 5, The State Approved Program Course Approval Handbook, California Education Code, ACCJC Policies, the State Chancellor of Community College Guidelines, the Inland Empire/Desert Regional Consortium, as well as local policies,

WHEREAS, in order to comply, certify and submit courses for state approval, a full-time Administrative Curriculum Coordinator is necessary to meet the demands of Curriculum guidelines,

WHEREAS, San Bernardino Valley College used to have an Administrative Curriculum Coordinator,

WHEREAS, the Administrative Curriculum Coordinator is a member of the committee, takes and publishes the minutes (which is required by law), prepares and submit updates to the Board of Trustees, submits all courses and programs to the State Chancellor's Office for approval, and updates the college catalog with all revisions.

WHEREAS, the Administrative Curriculum Coordinator position has been placed on administrative hold since 2015,

WHEREAS, although there is current administrative support, there is no person working in the official capacity as Administrative Curriculum Coordinator,

WHEREAS, the administrative person who works with the Curriculum and Committee can be moved at any time,

WHEREAS, most California Community Colleges have a full time Curriculum Specialist,

RESOLVED, the Curriculum Committee requests the Administrative Curriculum Coordinator position be reinstated so that there is continuous and professional support for Curriculum.



San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

(Replaces current SBCCD BP 4020)

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

All courses and programs shall be certified by the Curriculum Chair and Vice President of Instruction each year on October 1.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

~~Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.~~

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44 The Chancellor shall establish procedures:
45 • which prescribe the definition of "credit hour" consistent with applicable federal
46 regulations, as they apply to community college districts.
47 • to assure that curriculum at the District complies with the definition of "credit hour"
48 or "clock hour," where applicable.
49 • for using a clock-to-credit hour conversion formula to determine whether a credit
50 hour program is eligible for federal financial aid. The conversion formula is used
51 to determine whether such a credit hour program has an appropriate minimum
52 number of clock hours of instruction for each credit hour it claims.

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55 ~~(a) One credit hour of community college work (one unit of credit) shall require a total of~~
56 ~~at least minimum of 48 semester hours of lecture, study, or laboratory, total student work~~
57 ~~at colleges operating on the semester system or 33 quarter hours of lecture, study or~~
58 ~~laboratory total student work, at colleges operating on the quarter system which may~~
59 ~~include inside and/or outside-of-class hours.~~

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61 ~~(b) A course requiring 96 hours or more of lecture, study or laboratory work at the~~
62 ~~college s operating on the semester system or 66 hours or more of lecture, study, or~~
63 ~~laboratory work at colleges operating on the quarter system shall provide at least 2 units~~
64 ~~of credit.~~

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65 ~~**(b) A course requiring 96 hours or more of total student work at colleges**~~
66 ~~**operating on the semester system or 66 hours or more of total student work at**~~
67 ~~**colleges operating on the quarter system shall provide at least 2 units of credit.**~~

68 . For programs designated by the governing board as clock hour programs, units of credit
69 shall be awarded in a manner consistent with the provisions of 34 Code of Federal
70 Regulations part 600.2.

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71 Credit hours for all courses may be awarded in increments of one unit or less.

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72 ~~The governing board of each community college district shall establish policy, consistent~~
73 ~~with the provisions of this section, defining the standards for credit hour calculations.~~
74 ~~District policy shall specify the credit hour calculation method for all academic activities,~~
75 ~~expected ratios of in-class to outside-of-class hours for each type of academic activity,~~
76 ~~standards for incremental award of credit, standard term length, calculation methods for~~
77 ~~short term and extended term courses, and provisions for monitoring compliance with~~
78 ~~state and federal regulations related to credit hour calculations.~~

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81 ► Title 5 clarifies formula for calculating credit hours: Credit Hour Calculation:

82 [Total Contact Hours + Outside-of-class Hours]

83 _____
84 _____
85 Hours-per-unit Divisor

86 Total Contact Hours = total time per term that a student is under the direct supervision of
87 an instructor or other qualified employee ---including lecture, recitation, discussion,
88 seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc.

89 Outside-of-class Hours = required for calculations, expressed in ratio of in-
90 class to outside-of-class hours, for example:

91 1:2 for Lecture (lecture, discussion, seminar and related work) means one our of faculty
92 supervised lecture per week expects two hours of work outside of class--

93 2:1 for Activity (activity, lab w/ homework, studio, and similar) meaning two hours of
94 faculty supervised activity requires one hour of work outside of class

95 3:0 for Laboratory (traditional lab, natural science lab, clinical, and similar) meaning three
96 hours of faculty supervised activity requires zero hours of work outside of class.

97 Hours-per-unit Divisor = 48-54 for semesters, ~~or 33-36 for quarters~~

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101
102 **References:** Education Code Sections 70901(b), 70902(b), and 78016;
103 Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
104 U.S. Department of Education regulations on the Integrity of Federal
105 Student Financial Aid Programs under Title IV of the Higher Education Act
106 of 1965, as amended;
107 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
108 ACCJC Accreditation Standards II.A and II.A.9
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Adopted: 5/13/04
Revised: 4/9/09, 10/9/14, 12/11/14,
7/14/16

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 4020	Legal Update #28 – 4/7/16	BP 4020 Program, Curriculum, and Course Development – This policy was updated to change the word “deletions” to “discontinuances” to maintain consistency in terminology throughout this policy	5/3/16 – DA Agreed. 7/14/16 – Board approved.

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175 education requirements. The committee generates and regularly reviews guidelines and
176 best practices for all aspects of student learning process.

177

178 **Membership**

179 Membership is comprised of the Accreditation Liaison Officer, at least one faculty
180 member from each division and other interested faculty, administrators, staff and
181 students.

182

183

CURRICULUM COMMITTEE

184

Charge

185 Under AB1725 the Academic Senate has the responsibility to make recommendations
186 with respect to academic and professional matters. Curriculum is an academic matter
187 and, therefore, the Curriculum Committee is authorized by the Academic Senate to
188 make recommendations about the curriculum of the college, including approval of new
189 courses, deletion of existing courses, proposed changes in courses, periodic review of
190 course outlines, approval of proposed programs, deletion of programs, review of degree
191 and certificate requirements, approval of prerequisites and co-requisites, and
192 assessment of curriculum as needed.

193

194

Membership

195 Membership is comprised of the Vice President of Instruction (or designee) and one
196 other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate,
197 the Articulation Officer, faculty members from each division as recommended by the
198 Academic Senate, two students, and two Instruction Office staff members
199 (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist)
200 appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a
201 resource to the committee.

202 *(College Council approved revisions on 11/13/13)*

203

204

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

205

Charge

206 The Enrollment Management and Student Equity Committee serves in an advisory
207 capacity to the President's Cabinet regarding enrollment. The committee is responsible
208 for reviewing internal and external assessment trend data as it applies to enrollment
209 planning, researching and reviewing successful models of recruitment and retention
210 programs, projecting enrollment growth/decline, projecting academic and student
211 support service needs based on enrollment trends. The committee makes
212 recommendations regarding recruitment and retention strategies, in the annual updating
213 of the Enrollment Management Plan. The committee reviews and regularly updates the
214 Student Equity Plan. Both plans are forwarded to College Council for review.

215

216

Membership

217 Membership is comprised of the Vice President of Student Services or designee, Dean
218 of Counseling and Matriculation, two Deans from Instruction, Dean of Research,
219 Planning and Institutional Effectiveness, Director of Financial Aid, Director of
220 Admissions and Records, and Director of Marketing and Public Relations, Student