Academic Affairs

AP 4020   PROGRAM AND CURRICULUM DEVELOPMENT

References:
> Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
> Accreditation Standards II.A

Program Introduction Process
The Program Introduction Process is a means by which new programs are considered.

The Program Introduction Process includes:
- initiation, review, approval, and evaluation of criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic services office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- timelines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

Program and curriculum development is outlined and defined in the current curriculum approval structure at each college in accordance with the District's Functional Map as it relates to the role of the Academic Senate in this process.

The following elements should be addressed:
- Develop a proposal for a new program that includes student needs, environmental scan, assessment study, etc.
- Demonstrate program initiation as a result of mission appropriateness, Educational Master Plan, program review, and/or advisory board input, if applicable
- Determination of available resources, levels of support, cost assessment, projected generated FTES, and an implementation schedule
- Dialog with other affected programs in the District, discipline faculty, advisory boards, community/employer partners, students, and other potentially interested contributors

Occupational Programs should be forwarded to Career Technical Education Regional Consortium for approval. Upon the approval of the College President, proposals may be submitted to the Chancellor for Board of Trustees approval.

District Chancellor/Board of Trustees approval is the final internal approval step within the District.

As appropriate, the following agencies may need to approve the proposed new program: California Community College Chancellor's Office, California Post-Secondary Education Commission, and Accrediting Commission for Community and Junior Colleges (ACCJC).

Also refer to the Program Course Approval Handbook from the California Community College Chancellor's Office

Date Approved: February 18, 2014
(This is a new procedure recommended by the Policy and Procedure Service)

Deleted: College-approved proposals for new programs and the supporting curriculum paperwork should be vetted through the District Curriculum Council for review and input. After District Curriculum Council approval,

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