

AP 4020 Program and Curriculum Development

Reference:

**Education Code Section 70902(a);
Title 5, Section 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** ~~has~~ **will** established a Curriculum Committee, ~~and its Membership structure of the Curriculum Committee is~~ **will be** mutually agreeable **agreed upon by** ~~to~~ the college administration and the Academic Senate **at each college and SCE.**

1.1.2 ~~Each college's~~ **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 ~~55201(b.4)~~ **55002**, and those specified in each college's **institution's** curriculum review process.

2.0 Program Review

2.1 ~~Starting in the Fall of 1994 as~~ **As** a regular part of the program review process or at least every six years, each college **and SCE** shall review ~~each~~ 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 ~~policy~~ **administrative procedure** and with the law. Any prerequisite or corequisite ~~that~~ **which** is successfully challenged under Title 5, Section ~~55003 55201(f)~~, subsections **(p) and (q)** ~~(1), (2), or (3)~~, shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this ~~policy~~ **administrative procedure** and the law.

3.0 Instructor's Formal Agreement to Teach the Course as Described

3.1 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.

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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.

5.0 Advisories on Recommended Preparation

- 5.1 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

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- 6.3.2.1 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.
- 6.3.3.1.4 Prepare and distribute curriculum materials for Board of Trustees approval.
- 6.3.4 ~~Function~~ **Mission and Purpose**
- 6.3.4.1 ~~The District Curriculum Coordinating Committee shall be the highest authority in the District for the interpreting of the implementation of Title 5 before such issues go to the Chancellor for recommendation to the Board of Trustees.~~ **The mission and purpose of the District Curriculum Coordinating Committee (DCCC) is to:**
- 6.3.4.1.1 Ensure that District curriculum complies with all relevant legal requirements (Title 5, California Education Code, etc.).**
- 6.3.4.1.2 Coordinate District curriculum to facilitate student access and success.**
- 6.3.4.1.3 Support and facilitate consistency and compatibility of District curriculum.**
- 6.3.4.1.4 Facilitate efficient processing of curriculum at the District level.**
- 6.3.4.1.5 Resolve other matters of curriculum as determined appropriate by the membership of the DCCC.**
- 6.3.4.2 ~~It is the responsibility of the DCCC to work toward the coordination and compatibility of curriculum in the District through resolution of articulation conflicts and curriculum planning.~~

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6.3.5 Procedures

6.3.5.1 The DCCC ~~will~~ **shall** meet ~~at least twice a year and at anytime a meeting is requested by any committee member~~ **once a month during the regular semesters of the colleges and SCE.**

~~6.3.5.1.1 In the fall semester to resolve articulation conflicts and approve new curricula.~~

~~6.3.5.1.2 In the spring semester for curriculum planning and policy making.~~

6.3.5.2 ~~Any member of the DCCC may request the presence of any staff member as a resource person at DCCC meetings.~~ **Additional meetings may be called by the Vice Chancellor, Educational Services & Technology, by agreement of the academic senates, or by agreement of the membership of the DCCC.**

6.3.5.3 ~~An appeals committee will be composed of the lead faculty member from each delegation and the chairperson of the District Curriculum Committee. An appeals process may be constituted on two bases: (1) if a request is made by any entity or, (2) if there is a tie vote.~~ **Prior to submittal to the Board of Trustees for approval, summaries of all District curricula must be submitted for review and recommendation by the DCCC.**

6.3.5.3.1 ~~The DCCC shall attempt to resolve the disagreement with the entity within two weeks, but if the entity is not satisfied, the appeal shall go forward.~~ **The DCCC shall review curriculum to ensure the following:**

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 Adherence of proposed curriculum with the approved Fullerton/Cypress Class Size Planning and Resource Document;

6.3.5.3.1.3 Equity of lecture/lab and unit designations;

6.3.5.3.1.4 Compliance with established safety guidelines;

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6.3.5.3.1.5 Support and maintenance of course articulation with four-year colleges and universities, including catalog descriptions, prerequisite and co-requisite requirements, etc.;

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 without DCCC approval but with DCCC review.

~~6.3.5.3.2 In the case of a tie vote, the DCCC shall have two weeks to resolve issues and achieve a majority. If at the end of the two week period no majority has been attained, the issue shall go forward.~~

~~In either of the above cases, the appeals committee shall consider the issue(s) involved and make a recommendation to the Board of Trustees.~~

~~6.3.5.4. Upon request in writing by any member of the DCCC, the chair will call a meeting within three weeks of the request.~~

6.3.6 Curriculum Recommendations

6.3.6.1 Prior to submittal to the DCCC, all curricula shall be reviewed in accordance with local site procedures.

6.3.6.2 Upon DCCC approval, curriculum shall be forwarded to the Board of Trustees for approval.

6.3.6.2.1 If submitted curriculum is not recommended by the DCCC, the Vice Chancellor, Educational Services & Technology, shall inform representatives of the appropriate site of the rationale and ask for reconsideration.

6.3.6.2.2 Curriculum advanced by the sites for DCCC review and recommendation shall first be approved by the local curriculum committee. If agreement on the curriculum cannot be reached between the appropriate Academic Senate and the President/Provost, a formal written statement of disagreement shall be signed, before the disputed curriculum may be submitted to the DCCC for consideration if requested by the appropriate Academic Senate.

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6.3.6.2.3 **The DCCC will attempt to resolve the dispute and will make recommendations for reconsideration.**

6.3.6.2.4 **Subsequent to recommendation for reconsideration by the DCCC, representatives at the sites shall reconsider the disputed curriculum and shall attempt to resolve the issues in dispute prior to re-submittal.**

6.3.6.3 **Once site agreement has been achieved, the curriculum shall be resubmitted to DCCC for approval.**

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