

Academic Affairs

1 AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM

2 References:

- 3 Title 5, Sections 51021, 55000 et seq., and 55100 et seq.;
- 4 ACCJC Accreditation Standard II.A;
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended

8 The responsibility for development and improvement of curriculum rests with the faculty

9 and department chairperson under the leadership of Instructional Deans and the Office

10 of Academic Affairs.

11 The formal work of curriculum development is performed by the Curriculum Committee,

12 under the leadership of a faculty chair and the Vice President of Academic Affairs or

13 designee.

14 Proposed new courses and educational programs must have approval of the Curriculum

15 Committee, the Board of Trustees, and the State Chancellor's Office. In addition,

16 career and technical programs must have the recommendation of the Los Angeles

17 Orange County Regional Consortia (LAOCRC). Unless an exception is granted by the

18 Office of Academic Affairs, all new courses and programs must be published in the

19 College Catalog before they can be offered. Each course must have an approved

20 course outline of record.

21 Recommendations for new courses and educational programs should be submitted to

22 the Office of Academic Affairs on the appropriate form. A proposal for a new course

23 and/or new educational program may originate with a faculty member, department

24 chairperson, or Instructional Dean, but must be submitted to the Curriculum Committee

25 through the Instructional Dean.

26 The following steps outline the procedure for adding new courses and educational

27 programs to the curriculum.

- 28 • Completion of the course outline and supporting forms by the person proposing
- 29 the class
- 30 • Completion of the appropriate document(s) to integrate the new course into an
- 31 existing program, if necessary
- 32 • Signature of the Department Chair with recommendation
- 33 • Notification of other programs that may be affected by the addition of the new
- 34 course

- 35 • Signature of the Instructional Dean with recommendation
- 36 • Recommendation by LAOCRC
- 37 • Submission to the Curriculum Committee by established deadlines
- 38 • Approval by the Curriculum Committee
- 39 • Verification of any Curriculum Committee modifications by the Dean of Academic
- 40 Affairs, who also ensures those changes are incorporated in college publications
- 41 • Approval by the Board of Trustees
- 42 • Approval by the State Chancellor's Office
- 43 • Publication in college catalog and schedule of classes

44 Courses offered as general education or in a distance education format shall have
45 separate approval by the Curriculum Committee. All new programs and courses shall
46 offer a variety of modes of instruction to meet the learning abilities of prospective
47 students. The Curriculum Committee will evaluate these new and continuing courses to
48 determine if they meet an identifiable need, are consistent with the College mission and
49 goals, and are appropriately classified as transfer, degree applicable, credit but not
50 degree applicable, or non-credit.

- 51 For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:
- 52 • One hour of classroom or direct faculty instruction and a minimum of two hours
 - 53 of out of class student work each week for approximately 15 weeks for one
 - 54 semester, or the equivalent amount of work over a different amount of time; or
 - 55 • At least an equivalent amount of work as required in the paragraph above, of this
 - 56 definition for other academic activities as established by the institution including
 - 57 laboratory work, internships, practica, studio work, and other academic work
 - 58 leading to the award of credit hours.

59 Existing courses shall be reviewed at least every three years by the faculty responsible
60 for teaching the courses. Course outlines shall be reviewed every three years by the
61 department, and the revised and signed course outline of record shall be submitted to
62 Academic Affairs and the Instructional Dean's Office. If the faculty member(s) wishes to
63 change the course title, number, name, description, class hours, units, prerequisites, co-
64 requisites, recommendations, or make substantial changes to the content, objectives, or
65 methods of delivery, the changes must be submitted to the Curriculum Committee for
66 approval.

67 Course deletions and reinstatements must be presented to the Curriculum Committee
68 for approval.

69 Using the content review or content validation process, existing courses containing
70 prerequisites, co-requisites, or recommendations shall be reviewed by faculty every six
71 years for continuing appropriateness. Any changes must be presented to the
72 Curriculum Committee for approval.

73 The Curriculum Committee shall publish its calendar of meetings for the year and
74 disseminate it to all divisions and offices involved in the curricular process.

75 The Office of Academic Affairs shall maintain records of all Curriculum Committee
76 meetings. Approved courses and programs will be published in the next College
77 Catalog and schedule of classes after the entire process for approval has been
78 completed.

79 Outlines for courses at Cerritos College shall be maintained by the Office of Academic
80 Affairs.

81 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007

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Date Reviewed: January 16, 2019

(Replaces former Cerritos College Policies 3006, 3022, 3023, 3027)