

Glendale Community College District

4020

Administrative Regulation

COURSE, PROGRAM, AND CURRICULUM DEVELOPMENT

The course of study shall be designed to fit the needs of lower division college students and may include courses of instruction designed to prepare persons for admission to the upper division of higher institutions of learning and such other courses of instruction designed to prepare persons for private business, commercial, homemaking, industrial, and other vocations, and such courses of instruction as may be deemed necessary to provide for the civic and general education of the citizens of the community.

The Curriculum and Instruction committee of Glendale Community College, a subcommittee of the Glendale Community College Academic Senate, shall have the responsibility for developing the educational program in accordance with the philosophy and objectives of the College for recommendation to the Academic Affairs Committee, the College Executive Committee, and the Board of Trustees. The Curriculum and Instruction Committee will support all certificated personnel of the College, both administrative and teaching in the continuing revision and innovation of curriculum. Community groups and advisory committees may submit requests for new courses or curricula and recommend revisions for existing curricula. All proposals relating to curriculum development should be submitted to the office of the Vice President, Instructional Services, who will be responsible for the processing of the proposals to the Curriculum and Instruction Committee, and finally to the Board of Trustees, who shall have final authority.

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for alternative academic activities as established (e.g. laboratory work, internships, practica, studio work, and other academic activities leading to the award of credit hours).

Furthermore, curriculum development and approval is linked to program review and is based on, among other information, student and program learning outcomes assessment data.

At least every 6 years, as part of the program review process, the program faculty in cooperation with the Dean of Institutional Research and Planning, shall review each prerequisite, co-requisite, and advisory to establish that each is still supported by the

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faculty in the discipline or department and by the curriculum committee, and that it is still in compliance with all other provisions of the law.

References:

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

See Board Policy 4020

Adopted 12/13/16