

Glendale Community College District

4020

Board Policy

COURSE, PROGRAM, AND CURRICULUM DEVELOPMENT

All curriculum offered by the Glendale Community College District complies with state law as defined by the California Education Code, Sections 78200 – 78208.

The programs and curricula of the District shall be of high quality appropriate to college standards and lower division study, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the president shall establish procedures for the development and review of all curricular offerings, including their creation, modification, or discontinuation.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- for all new programs, a consideration of student need, a comparison of the proposed programs to other programs in the college service area, the transferability of coursework within the program to upper division coursework at appropriate baccalaureate institutions;
- for all career technical education and occupational programs as well as academic and avocational programs as is appropriate, a consideration of labor market data and other related information including recommendations from advisory boards;
- use of data in the regular review and justification of programs and course descriptions including an analysis of student need, a comparison of the course to other comparable courses within the college service area, course offerings at baccalaureate institutions, and labor market data;
- training opportunities for persons involved in aspects of curriculum development.

All new programs and program deletions from the curriculum shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

All courses must satisfy the conditions authorized by Title 5 regulations and, as required, 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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The president will establish procedures which define “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The president shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The president shall also establish procedure for using a clock-to credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:

- Education Code Sections 70901(b), 70902(b), and 78016;
- Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
- 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.
- Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
- Accreditation Standard II.A.2; II.A. 9 and II.A. 11

See Administrative Regulation 4020

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