

AP 4020 Program and Curriculum Development

Reference:

Title 5 Sections 51021, 55000 et seq., 55100 et seq.

ACCJC 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.

Taft College defines a program as an approved sequence of courses leading to a certificate or an associate degree.

Curriculum Review

The Curriculum and General Education Committee has the responsibility to review:

1. New credit and non-credit programs and courses
2. Changes to existing credit and non-credit programs and courses
3. Prerequisites, co-requisites, and advisories
4. Graduation requirements including general education requirements

The Curriculum and General Education Committee recommendations shall be made in a manner that meets each of the requirements under Title 5 Section 55003 and in accordance with the college's curriculum review process.

All of the recommendations made by the Curriculum and General Education Committee must be submitted to the Board of Trustees for final approval.

Membership of the Curriculum and General Education Committee shall consist of:

1. Vice President of Instruction (Co-Chair)
2. Vice President of the Academic Senate (Co-Chair)
3. Division Chairs from the Academic Divisions:
 - a. Applied Technologies
 - b. Learning Support Division

- c. Liberal Arts
 - d. Math & Sciences
 - e. Social Sciences
4. Vice President of Student Services
 5. Articulation Officer
 6. Director of Admissions & Records
 7. Director of Dental Hygiene
 8. Academic Senate President
 9. Coordinator of Counseling
 10. SLO Coordinator
 11. Student Representative from ASB
 12. Student Representative from PTK

Program Review

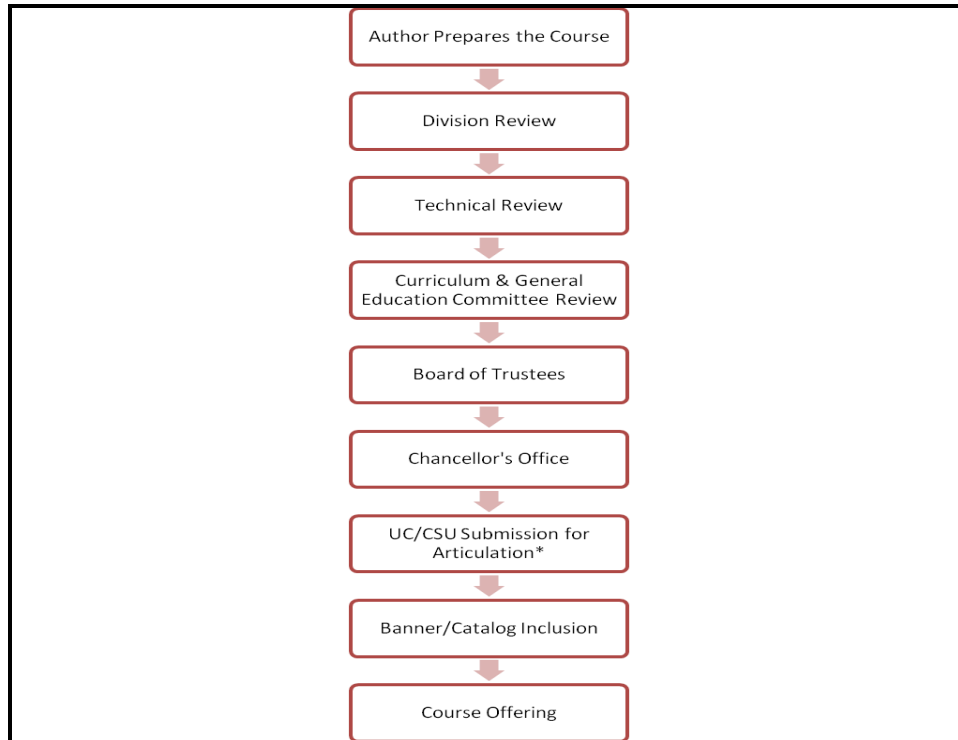
Program Review is a systematic process of data collection, analysis, and interpretation for effective planning and accreditation review. Evaluation of programs includes the following elements:

1. Curriculum development and review
2. Student access and success
3. Program and course student learning outcomes review and development
4. Applicable student and programmatic data
5. Consideration of job market and other related information for vocational and occupational (career & technical education) programs.

Inclusion of program goals and plans must be considered as part of the annual institutional planning. The review of the programs and their effectiveness is an ongoing professional responsibility and should be meaningful and practical.

District Curriculum Approval Process

The following chart designates the responsibility, review, and approval of courses:



*Only for those courses that need to be submitted for transfer to UC/CSU

Publication

The publication of changes and maintenance of records including all curriculum related items (minutes, course outlines, etc) are available in print and through the Taft College Instructional website at www.taftcollege.edu/instruction/faculty_resources.php

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

1. 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
2. At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.