

# AP 4020 Program and Curriculum Development

## Reference:

*Title 5 Sections 51021, 55000 et seq., 55002.5, 55100 et. seq., 55130  
34 Code of Federal Regulations Part 600.2; 668.8  
ACCJC Accreditation Standard II.A.9 and 10  
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
5. Perfected education program development
6. Distance Education
7. Standards on student preparation

The Curriculum and General Education Committee recommendations are prescribed to meet each of the requirements under Title 5 Section 55003 and in accordance with the college's curriculum review process and is a sub-committee of the Academic Senate.

All recommendations made by the Curriculum and General Education Committee are submitted to the Board of Trustees for final approval by the Vice President of Instruction.

Membership of the Curriculum and General Education Committee, consistent with the charter, shall consist of:

Co-chairs:  
Vice President of Instruction – non-voting  
Cive President of the Academic Senate

The following shall be voting members of the Curriculum committee:  
Division Chairs (6) or designee  
Counseling Representative  
Articulation Officer  
Director of Admissions and Records or designee  
Student Learning Outcomes Coordinator

The following shall be non-voting members of the Curriculum committee:  
Vice President of Student Services  
Associate Student Representative & PTK Representative  
Instructional Assistant  
Instructional Technician – Curriculum (Ex-Officio member)  
Distance Learning Coordinator  
Dean of Instruction – CTE  
Total: 18

### **Program Review**

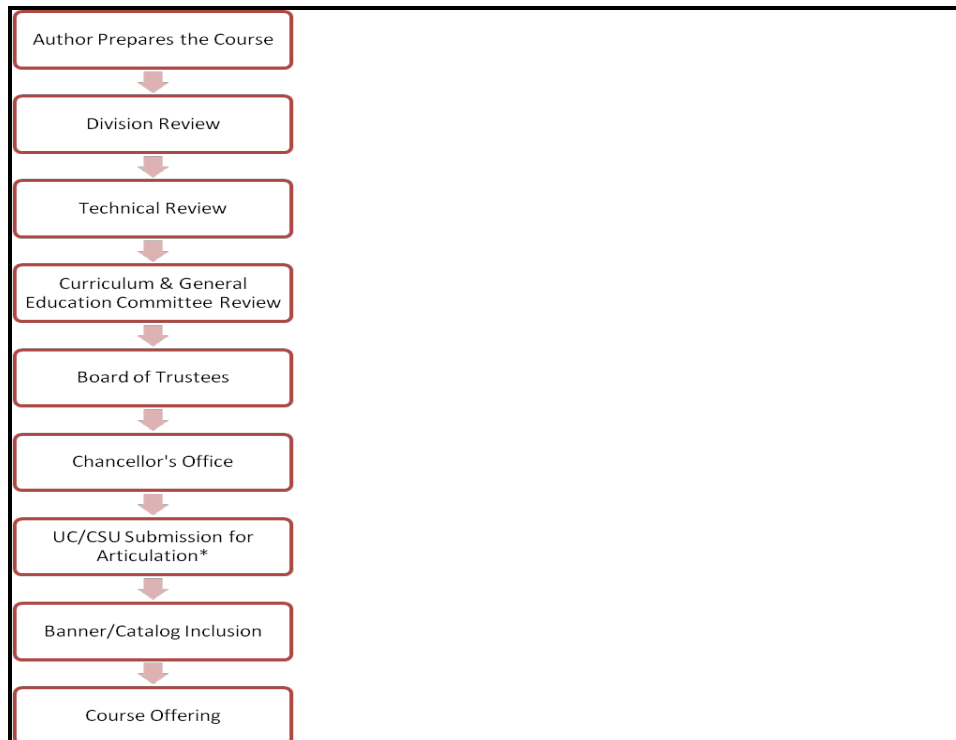
Program Review is a systematic process of data collection, analysis, and interpretation for effective planning and accreditation review. Evaluation of programs includes the following elements:

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 are considered 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 Office of Instruction website, [www.taftcollege.edu/office-of-instruction](http://www.taftcollege.edu/office-of-instruction)

## Credit Hour

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

1. One hour of classroom or direct faculty instruction (50 minutes for credit hour calculation) and a minimum of two hours out-of-class student work each week for 16 weeks; 48 hours total student work time for one credit.

Credit hours for all courses may be awarded in increments of one unit or less, but not less than .25 units. The next increment of credit is awarded only when the student passes the minimum number of hours for that increment. Units of credit are calculated by adding total contact hours and outside-of-class hours and dividing by hours per unit divisor (16).

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.

3. Laboratory courses are calculated at 3 hours per week in the lab or 48 hours total student work time for one unit of credit.
4. Cooperative work experience courses defined in Code 55252 adhere to the formula for credit hour calculations identified in Code 55356.5. Seventy-five (75) hours of paid work experience or 60 hours of unpaid work experience, in increments of not less than .5 units are permissible.

As per title 5, section 55002(a)(B) Course Outline of Records will include all student work hours, that is, student contact hours plus out-of-class hours.

*Academic Senate – 9/25/18*