

## INSTRUCTIONAL SERVICES

## AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

**References:**

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

The Curriculum Committee shall be the preeminent body for the development, review, and recommendation of curricular policy to include philosophy, goals, and strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate, and review the District curricula to encourage innovation and excellence in instruction. The Curriculum Committee shall report to the Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Current procedures for the following areas appear in CurricUNET:

- The initiation, review, approval, and evaluation processes and related criteria
- The designated responsibility and authority for initiation, review, and approval of courses (e.g., Instructional Services, Faculty Senate, faculty, academic departments, related disciplines, instructional divisions, Curriculum Committee, Articulation Officer)
- All time lines and limits for the process
- The process for the publication of changes and maintenance of records
- The use of a range of delivery systems and modes of instruction

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 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 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.

Office of Primary Responsibility: Instructional Services