



## **AP 4020 Program and Curriculum Development**

### **References:**

34 CFR sections 600.2;

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;

Title 5 sections 51021, 55000 et seq., and 55100 et seq.;

ACCJC Standard 2

- A. Programs and curricula of the Santa Clarita Community College District are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate in alignment with the policies and procedures approved in Board and Administrative Policy 4021 regarding Program Viability – Initiation, Modification, and Discontinuance.
- B. The Instruction Office provides the administrative support for this process through shared governance with the Academic Senate and its sub-committees. Proposals are then forwarded to the Board of Trustees for review and approval before final submission to the California Community Colleges Chancellor's Office. Career Technical Education programs and courses must also be recognized by the South Central Regional Consortium before being sent to the California Community Colleges Chancellor's Office. The college catalog is a collaborative publication reflecting these approvals.
- C. The primary responsibility of the Academic Senate and its sub-committees are assuring academic excellence in curriculum matters by ensuring that curriculum is academically rigorous, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:
  - 1. New and modified course proposals for Title 5 compliance
  - 2. Courses as they relate to programs of study
  - 3. Appropriate requisites
  - 4. Modes of instruction

5. CSU and UC general education proposals in collaboration with the articulation officer
  6. Policy changes pertaining to curricula issues
  7. Implementation of state regulations and guidelines pertaining to the curriculum development process
  8. Proposed programs of study (e.g., Associate Degrees, Certificates of Achievement)
  9. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
  10. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, the Intersegmental General Education Transfer Curriculum (IGETC) through summer 2025, and the California General Education Transfer Curriculum (Cal-GETC) beginning fall 2025
  11. Review all curriculum proposals to ensure they meet the needs of students, quality and feasibility of the course, align with the college's mission, and comply with Title 5.
- D. An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. CTE programs are reviewed on a two-year cycle through the District's program review process. CTE prerequisites are validated every two years.
- E. Curriculum proposals shall be accepted according to the annual Curriculum Committee calendar. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year's college catalog.
- F. The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 sections 55100 and 55130.

**Reviewed By CPC: 05/20/2025**

**Next Review Date: Spring 2031**