COLLEGE OF THE REDWOODS

Book	Board Policies
Section	Chapter 4 - Academic Affairs
Title	Program, Curriculum and Course Development
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Philosophy and Purpose

College of the Redwoods is committed to the vitality and integrity of its educational offerings. Following a transparent process and using appropriate data are central to this endeavor. This procedure outlines the processes that will be used to initiate a new instructional program and develop curriculum, both credit and noncredit.

Definitions

An instructional program is defined as a discipline and/or as an organized sequence or grouping of credit or non-credit courses leading to a defined objective such as a major (area of emphasis), degree, or certificate of achievement.

Program Viability Committee (PVC) is a standing College committee tasked with reviewing data and making recommendations relevant to the initiation, revitalization, suspension, or discontinuance of an instructional program.
Instructional Program Initiation
In order to create and maintain a viable curriculum compatible with the Education Master Plan, the President/Superintendent or designee shall be responsible for recommending to the Board for approval all new credit and noncredit programs in accordance with the Education Code. New instructional programs are mutually agreed upon by the Board of Trustees or its representative and the Academic Senate.

Program initiation requires significant commitment of resources and should only occur after serious deliberation.
Instructional Program Initiation Process

Step One: New Instructional Program Request/Proposal

During a primary term, a new instructional program request can be initiated by the administration, faculty, or the Academic Senate by submitting the New Program Proposal form (see Appendix A) to the appropriate Dean/Director. Proposals will be forwarded to the Chief Instruction Officer (CIO), who will consult with the Academic Senate Co-Presidents on whether to move the proposal forward to the President/Superintendent.

Step Two: Program Viability Committee (PVC) Responsibilities

If a New Program Proposal is approved by the President/Superintendent, he or she will, with consultation with Expanded Cabinet, forward the request to the PVC.

When analyzing the viability of a new instructional program proposal, the PVC will work in close consultation with faculty in a relevant discipline and with a curriculum specialist and/or counselor. (For more information on the PVC membership, see AP 4021.)

The PVC's responsibilities include, but are not limited to, the following:

Gathering information and resources relevant to the program evaluation from:

- The Office of Institutional Research and other resources to validate information being used in determining recommendations.
- Relevant discipline experts from the faculty and from the local and professional community.

Providing a venue for the college community to give input regarding the program under review.
Preparing a written summary of each meeting.
Producing a PVC Recommendation.

Step Three: New Instructional Program Viability and Sustainability Analysis

Program Analysis will focus on the information provided in the New Program Proposal, augmented with additional data and information as needed.

Step Four: New Instructional Program Viability and Sustainability Report

Subsequent to review of all the relevant information, the PVC shall prepare a report that consists of a summary, followed by data analysis and a final recommendation. The report will include a tally of the final vote and reasons for any disagreement among PVC members. Except under extenuating circumstances, the final report shall normally be submitted to the CIO and the President/Superintendent within ninety (90) days of the PVC receiving New Program Proposal.

Step Five: Decision

The President/Superintendent has full responsibility and authority to implement the decision as designee of the Board of Trustees. If the President/Superintendent decides to implement the recommendation for initiation of the new program, the President/Superintendent will task the appropriate administrators to work with faculty and staff to develop the new instructional program. If the decision is to initiate a new program, a corresponding commitment should be made to include adequate resources, including faculty support, and the program will subsequently be reviewed by the Program Review Committee in accordance to its Comprehensive and Annual Review schedule. If the President/Superintendent decides not to implement the recommendation for initiation of the new program, then he or she shall communicate the reasons in writing to the Expanded Cabinet and to the Academic Senate.

Curriculum and Course Development
Curriculum development and course development are closely related and are the primary responsibility of the Curriculum Committee and the Academic Senate. As a standing committee of the Academic Senate, the Curriculum Committee follows the procedures set forth in the current California Community Colleges Chancellor's Office Program and Course Approval Handbook. Documentation of these processes is available on the Curriculum Committee website.

Upon Curriculum Committee and Academic Senate approval, the Academic Senate recommendations are forwarded to the CIO and then to the Board of Trustees (BOT) at least once during each fall and spring term for approval.

The BOT recommendation(s) shall be submitted to all required regulatory bodies for approval. New programs and courses shall be offered only after such approval has been obtained. Under the direction of the CIO, the district shall keep program and course lists updated and publicly available. Chancellor's Office approved course information is published in the college's catalog and in schedules.

The Curriculum Committee conducts ongoing reviews of courses and programs to maintain compliance with internal and external policies and to sustain academic excellence by ensuring that curricula are academically sound, comprehensive, and responsive to the evolving needs of the institution and the community. The Program Review Committee examines and evaluates Annual and Comprehensive Program Reviews for all subject and service areas to maintain compliance with policies, to assure compatibility with the Educational Master Plan, and to lead and facilitate authentic assessment as it relates to student success and planning.

Courses (Course Outlines of Record) are reviewed and updated at least once every five years. Faculty shall follow the course outline of record as the framework for the course, delivering the course content and meeting stated outcomes and objectives as determined by approved assessment criteria. Within this framework, each instructor shall use the outline in a manner best

The Curriculum Committee shall publish its calendar of meetings for the year and disseminate it to all departments and offices involved in the curricular process. In addition, the CIO, in mutual agreement with the Academic Senate, shall set and publish catalog cutoff dates.

Definition of a Credit Hour

1. An amount of student work represented in the intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time.

2. The award of credit hours will be based on an amount of work implied by the paragraph above 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. For asynchronous online courses, where no classroom instruction takes place per se, the assignment of credit hour will be based on the equivalent amount of work as represented by the definition above. If approved by the Curriculum Committee, an existing course may be taught in an online format for the same credit hours provided the amount of work expected remains the same.

The CIO and the Curriculum Committee are charged with the responsibility to ensure that the curriculum adheres to this requirement. The CIO and the Curriculum Committee must make a reasonable determination that proposed assignment of credit hours for new courses conforms to commonly accepted practice in higher education.

Reference: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; Accreditation Standard II.A; California Community Colleges Chancellor's Office Student Attendance Accounting Manual – Chapter 3; 34 CFR 600.2

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Appendix A.pdf (47 KB)