

Academic Affairs
DRAFT as of 10/21/13

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
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.
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

NOTE: *This policy is legally required. The following policy indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the Chancellor. It is the option we legally advise, but options that delegate all authority to the Chancellor or that require Board approval for new courses and deleted courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval.*

The portion of this policy regarding credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall rely primarily on the Academic Senates to establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

NOTE: The language in current CLPCCD Policy 6201 is shown as struck below due to the detail contained therein. The major concepts are incorporated in new AP 4020 titled Program and Curriculum Development.

❖ From the current CLPCCD Policy 6201 titled Program Introduction Process

PURPOSE

~~In conformance with Title 5 (CCR sect. # 51022) and generally accepted institutional good practice, the purpose of the Program Introduction Process is to provide a clear and flexible process for consideration of new programs. Specifically, the Program Introduction Process takes into consideration the potential impacts of a new program, while still allowing the college to take advantage of opportunities and encouraging innovation in faculty and administration.~~

~~For instructional programs, the definition of program is that set forth in CCR Title 5, Section 55000: “An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” This process need not be used to explore offerings that do not meet the definition of a program.~~

PROCESS

~~**Idea Step:** Ideas for a new program originate with many sources, including the faculty, the community, students, the administration, program review, and advisory boards.~~

Consultation Step: The champion of the idea communicates the idea with an administrator at a preliminary discussion level to determine whether to explore a new program. The champion and the administrator will discuss projected resources, levels of support, and a timeline. If the champion is not a faculty member, faculty members from the discipline and/or related disciplines should be involved in the discussion at this point. The consultation will continue through the presidents' meeting at the district office for further discussion and exploration before moving onto the preliminary study step.

Preliminary Study Step: The champion conducts a preliminary study and develops a one-page proposal, which includes cost assessment, mission appropriateness, projected generated FTES, and an implementation schedule. The champion should consider input from the Educational Master Plan, program review, other discipline faculty, advisory boards, community/employer partners, students, and other potentially interested contributors. See Appendices I and II: Qualitative and Quantitative Measures and Other Things to Consider in Preparing a Proposal for a New Program

Vice President Review and Recommendation Step: The Vice President prepares a recommendation based on the preliminary study, which includes projected enrollment management resources; unnecessary duplication of program within the institution and/or regionally; and human, facility, and financial resources required. The champion and/or the Vice President should share the recommendation with committees that allocate resources. The faculty champion begins to develop curriculum.

Division Review/Approval Step: The champion prepares the necessary curriculum paperwork for the required division review and approval.

Curriculum Committee Review/Approval Step: The faculty champion presents the proposal and the supporting curriculum paperwork to the Curriculum Committee for review/approval following the existing curriculum process. The Academic Senate, the District Curriculum Council, and the Vice Chancellor of Educational Services and Planning are informed of the new program proposal. After Curriculum Committee approval, Occupational Programs should be forwarded to Bay Area Deans for approval.

President's Review Step: Prior to submission of the new program to the District Chancellor and the Board of Trustees, the approval of the President is required.

District Chancellor/Board of Trustees Approval: This is the final internal approval step within the District.

External Approval Steps: As appropriate, the following agencies may need to approve the proposed new program: California Community College Chancellor's Office, California Post-secondary Education Commission, and Accreditation Commission.

Appendix I: Qualitative and Quantitative Measures

When possible the following measures should be described in terms of three-year trends and should be compared to regional and/or similar type programs. These measures may be used in proposing a new program. The list is suggestive, not exhaustive.

Qualitative Measures:

- Consistent with mission and values of the college
- Student requests, needs expressed through surveys
- Employer requests, needs
- Program review information and analyses
- CEMC information and analyses
- Advisory committee information and recommendations
- Balance of curriculum across college
- Transfer program availability
- Community requests and recommendations
- Information from, and needs expressed by, transfer institutions
- Regional demand for the program
- Constraints that may affect enrollments, completion, persistence
- Impact of proposed program on underrepresented and/or at-risk students
- Impact of program on the changing composition and diversity of the community
- Impact of program on other programs
- Student learning outcomes and assessment work
- Currency and articulation of existing curriculum
- Range and appropriateness of current curriculum in relation to industry standards and/or employer expectations
- Outside accreditation issues (ACCJC/WASC and other external accrediting bodies)
- Projected Transfer Outcomes

Quantitative Measures:

- Labor market data, including wage data and job availability (from EDD and other comparable sources)
- Unemployment data
- HS graduation rates
- Scores on HSEE from service region
- Other outcomes data from regional schools
- Similar programs in district and region, with 'region' defined as appropriate to the target population and/or need for the skills and certification provided by the program
- Number of inquiries received from prospective students with a related educational goal
- Retention within existing courses
- Persistence across courses within major or certificate
- Enrollment trends, completion rates and course cancellation patterns in current programs

- Enrollment trends in similar programs at other educational institutions
- Numbers of students achieving related goals at other educational institutions
- Numbers of completers in similar programs at other educational institutions
- Non-instructional cost per FTES (e.g., facilities, equipment, materials, staffing)
- Availability of qualified faculty and staff in region (including recruitment information from other institutions)
- Number of transfers or transfer-ready students

Appendix II: Other Things to Consider in Preparing a Proposal for a New Program:

Plan for recruitment of targeted populations

Cooperative ventures with local employers, transfer institutions, or other community colleges

Course scheduling patterns suited to target population

Articulation of program with K-12

Articulation with four year and/or technical institutions

Faculty development in techniques, methodology, best practices appropriate to new program

Appropriate sequencing of learning outcomes from one course to another in the program

Placement requirements

Program prerequisites

How program content is used in other courses beyond program itself

Student support services required: tutoring, learning skills, child care, financial aid

Need for (and availability of) specialized equipment, facilities, supplies, software

Need for specialized learning resources (library books, AV materials, etc.)

Facility Usage/Impact

NOTE: The language in current CLPCCD Policy 6211 is shown as struck below because the issue of class size is addressed through other District processes.

❖ From the current CLPCCD Policy 6211 titled Class Size

Minimum class size guidelines shall be developed by the Vice-President for Academic Services at each college. These guidelines shall refer to all lecture, seminar, work experience and laboratory classes. Independent study, colloquia, coordinated instruction systems classes, and classes by arrangement may be exempted from these guidelines.

In developing course minimum class size guidelines, exceptions may be based upon such factors as the following: requirements for graduation, requirements in a major or in career subject areas, course offerings irregularly based on enrollment and need, limited classroom and laboratory facilities, cost benefit data related to exceptions, and experimental or pilot programs and statutory and state regulations mandating class size.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current Chabot-Las Positas CCD Policy 6201 titled Program Introduction Process adopted on January 16, 2007 and current Chabot-Las Positas CCD Policy 6211 titled Class Size adopted on March 19, 1996. The **green ink** was added during the administrative review on March 21, 2013. This document was reviewed by representatives of the Academic Senates on October 21, 2013.

Date Adopted:

(This policy replaces current CLPCCD Policies 6201 and 6211)

Legal Citations for BP 4020

EDUCATION CODE SECTIONS 70901(b) and 70902(b)

70901. (a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher **education** in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance thereof, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state

general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher **education** with secondary **education**.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) (A) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.

(B) In a manner that is consistent with the regulations adopted by the board of governors under this paragraph, the chancellor shall monitor courses approved pursuant to the act that adds this subparagraph. The chancellor shall prepare and submit a report to the chairpersons of the appropriate policy and fiscal committees of the Legislature on or before January 1, 2012. This report shall include, but not necessarily be limited to, a description of the results of the monitoring and the extent to which community college districts have complied with applicable regulations of the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college

districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall remain in effect only until January 1, 2013, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2013, deletes or extends that date.

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) (A) Establish policies for and approve credit courses of

instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.

(B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors, and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire, by eminent domain, any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by

majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made non-delegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall remain in effect only until January 1, 2013, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2013, deletes or extends that date.

EDUCATION CODE SECTION 78016

78016. (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance **Code**, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance **Code**, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

Title 5 Sections 51000, 51022, 55100, 55130 and 55150

5 CCR s 51000

Cal. Admin. Code tit. 5, s 51000

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 2. COMMUNITY COLLEGE STANDARDS SUBCHAPTER 1. MINIMUM CONDITIONS

s 51000. Scope.

The provisions of this chapter are adopted under the authority of Education Code section 70901(b)(6) and comprise the rules and regulations fixing and affirming the minimum

conditions, satisfaction of which entitles a district maintaining community colleges to receive state aid, including state general apportionment, for the support of its community colleges.

5 CCR s 51022

Cal. Admin. Code tit. 5, s 51022

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51022. Instructional Programs.

(a) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.

(b) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies and procedures to provide that its courses and programs are articulated with proximate baccalaureate colleges and high schools.

5 CCR s 55100

Cal. Admin. Code tit. 5, s 55100

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR
ARTICLE 1. APPROVAL OF CREDIT EDUCATIONAL PROGRAMS

s 55100. Course Approval.

(a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.

(b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree- applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:

(1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;

(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;

(3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;

(4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;

(5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major or area of emphasis for completion of an associate degree; and

(6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.

(c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).

(d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78401, Education Code.

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR
ARTICLE 1. APPROVAL OF CREDIT EDUCATIONAL PROGRAMS

s 55130. Approval of Credit Programs.

- (a) Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor.
- (b) The application for approval shall contain at least the following:
- (1) The name of the proposed program.
 - (2) The description of the proposed program.
 - (3) a list of required courses to be included in the program.
 - (4) course outlines of records for all courses in the program.
 - (5) The purposes and specific objectives of the proposed program.
 - (6) The place of the proposed program in the district master plan.
 - (7) An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.
 - (8) The need for the proposed program ascertained with regard to at least the following factors:
 - (A) Other community colleges in the area currently offering the program;

(B) Other programs closely related to the proposed program offered by the college;

(C) Relation of the proposed program to job market analysis, where applicable;

(D) Enrollment projection for the proposed program;

(E) Recommendations of career technical education regional consortia, when applicable;
and

(F) The classification of the courses in the program in accordance with section 55001.

(9) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) Library and media center resources;

(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) Availability of adequate or proposed financial support; and

(D) Availability of faculty.

(c) The development, establishment and evaluation of an education program shall include representative faculty involvement.

(d) An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate an educational program, after its approval, on the basis of factors listed in this section. If on the basis of such an evaluation the Chancellor determines that an educational program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination.

(e) In multicollge districts, program approval is granted for a specific college.

5 CCR s 55150
Cal. Admin. Code tit. 5, s 55150

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR
ARTICLE 2. APPROVAL OF NONCREDIT COURSES AND PROGRAMS

s 55150. Approval of Noncredit Courses and Programs.

(a) Each noncredit course shall be approved by the Chancellor in accordance with this article on forms provided by the Chancellor.

(b) Noncredit programs shall be approved by the Chancellor as provided in sections 55152, 55153 and 55154 on forms provided by the Chancellor. An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate a noncredit program, after its approval, on the basis of factors listed in sections 55152, 55153 or 55154, as applicable. If on the basis of such an evaluation the Chancellor determines that the program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination.

(c) Course outlines for all noncredit courses prepared in accordance with subdivision (c) of section 55002 shall be on file in the community college offering the course.

(d) Authorities of each community college maintaining noncredit courses shall keep such current records and reports as may be required by the Chancellor.

(e) In order to be eligible for enhanced funding pursuant to Education Code sections 84750.5 and 84760.5, a career development or college preparation noncredit course must be part of a program or sequence of courses approved by the Chancellor pursuant to sections 55151 or 55152.