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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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## **BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

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 Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to 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 vocational and occupational programs.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance.

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

All new programs shall be submitted to the California Community Colleges Chancellors 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 District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using 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.

**References:** Education Code Sections 70901 (b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022, 55002.5, 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;  
Accreditation Standards 2.

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

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.

### **Credit Hour Definition**

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 16 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.

### **Hours Per Unit**

One credit hour (one unit of credit) of community college work shall require a minimum of 48 - 54 total student learning hours.

Student learning hours = total instructor/student contact hours plus outside-of-class hours.

Instructor/student contact hours = in-class hours spent with the instructor.

### **Term Length**

The term length used to calculate the number of units awarded is based on a range of 16 to 18 weeks.

### **Instructional Formats**

As a matter of standard practice in higher education, lecture and related course formats assume two hours of outside of class work for every one hour in-class. Other instructional formats may use a different ratio but generally follow the formats below.

<b>Instructional Formats</b>	<b>In Class Hour(s)</b>	<b>Expected Number of Outside Class Hours</b>
Lecture (traditional delivery of course content)	1	2
Integrated Lecture/Lab (includes outside of class hours but not as many as traditional lecture or lab format)	2	1
Lab (traditional lab, activity, TBA)	3	0

### **Credit Hour Calculations**

Calculation of units are inclusive of all student learning hours including lecture, lab, and other contact hours, plus the total number of outside-of-class hours, and/or homework hours over a range of 16 – 18 weeks.

For purposes of federal financial 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 16-18 weeks or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required by 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.

Credit hour calculations are built into the college’s curriculum management system to ensure consistency and compliance with established college policies and state and federal regulations.

### **Calculation Method**

The total of student contact hours plus outside-of-class hours divided by 48 hours (minimum hours for 1 unit of credit for 16 weeks) = the number of units awarded:

$$\frac{[Total\ Contact\ Hours + Outside - of - class\ Hours]}{48} = No.\ of\ Units\ Awarded$$

The total of student contact hours plus outside of class hours divided by 54 hours (minimum hours for 1 unit of credit for 18 weeks) = the number of units awarded:

$$\frac{[Total\ Student\ Learning\ Hours]}{54} = No.\ of\ Units\ Awarded$$

### **Incremental Award of Credit**

Units are awarded in increments of 0.5 units. A course requiring 96 hours or more total student learning hours shall provide at least 2 units of credit.

24 total student learning hours = 0.5 units

48 total student learning hours = 1.0 unit

72 total student learning hours = 1.5 units

96 total student learning hours = 2.0 units

### **Unit Calculations for Short and Extended Terms**

The calculation methods described in this policy also apply to short term and extended term courses.

### **Unit Calculations for Work Experience Education Courses**

- Work Experience Education courses shall adhere to the formula for credit hour calculations identified in Title 5 §55253.
- Each 54 hours of paid or unpaid work equals one semester credit, or 33 hours equals one quarter credit.
- Units of credit may be awarded in increments of .5 units.

### **Approval Criteria:**

The District approves new courses and programs based on the following criteria:

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community college system as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the needs of the region the college proposes to serve. The proposed new program must not cause harmful competition with any existing program at another college.
3. Quality: Course Outlines of Record for each course have been approved by AP&P according to the standards and criteria in Title 5, Section 55002. Programs are designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.
5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, statutes and regulations.

### **Process and Timelines for Course and Program Development and/or Modification:**

1. The Academic Policy and Planning (AP&P) Committee offers regular training on the development and review of courses and programs, use of templates, submission, and approval procedures.
2. The discipline faculty, in collaboration with peers, deans, and administration, develop curricula that include but are not limited to modes of instruction and a range of delivery systems.
3. The appropriate Dean works with Department Chairs and AP&P Committee

representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.

4. All curricula, new or modified, are submitted for review, via the college's curriculum management system.
5. The review process includes faculty, administrators, and staff at various levels in the review process.
6. The AP&P Committee, after their review, prepares a summary of curricular recommendations.
7. Curriculum recommended by the AP&P Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to the Board of Trustees for consideration and final approval.
8. After Board approval, all new courses and programs are submitted to the Chancellor's Office Curriculum Inventory (COCI) system.
9. Modified courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
10. Approved new and modified curricula are published on the online college catalog.
11. The curriculum management system provides the platform to maintain records and aggregates data for periodic and regular curricular review.
12. The AP&P Committee, in collaboration with college catalog, scheduler, and related college processes, sets the annual catalog development calendar.

### **Reports of the AP&P Committee**

If the Academic Senate does not agree with the recommendations of the AP&P Committee, the Academic Senate, in accordance with approved senate procedures, may do any of the following:

1. Request additional information and/or clarification from the AP&P Committee.
2. Recommend that AP&P Committee forward the report to the Office of the Superintendent/President with senate comment, and with or without AP&P Committee response.
3. Return the report to the AP&P Committee for possible amendment and reconsideration by Academic Senate.

**References:** ASCCC. (2017). The Course Outline of Record: A Curriculum Reference Guide Revisited.

CCCCO. (2017). Program and Course Approval Handbook. (7th Edition).

CCR Title 5, Section 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

ACCJC Accreditation Standard 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.

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