



Board Policy

Chapter 4 – Academic Affairs

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 Superintendent/President 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, including:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

Establishment of Courses and Programs

The administration, in consultation with the Curriculum Committee, the Academic Senate and affected faculty and departments, shall develop and implement processes for the establishment, modification, discontinuance, and review of instructional courses or programs consistent with Title 5 and the Education Code. The aforementioned process will culminate in a recommendation to the Superintendent/ President for appropriate action.

All new programs shall be approved by the Board of Trustees.

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

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

Units of Credit

The Board of Trustees authorizes the use of the Carnegie Unit Formula as the relationship between hours of student work and units earned. The normal expectation for a semester-length course is that for each week, a minimum of:

One hour of lecture = one unit of credit

Three hours of lab/studio/activity = one unit of credit

References:

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5, Sections 51000, 51022(a), 55002(b)(1)(B), 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;

ACCJC Accreditation Standard 2

Adopted: December 4, 2000 (for BP 5110 and BP 5320)

Revised: April 5, 2022; June 4, 2024 (references only)

(Replaced former SMC BP 5110 and BP 5320)