

REVIEW, ESTABLISHMENT, MODIFICATION AND DISCONTINUANCE OF COURSES AND PROGRAMS

1. The District Educational Planning Committee

The District Educational Planning Committee shall meet annually to discuss the review, establishment, modification and discontinuance of courses and programs for each of the colleges. Members of the committee shall include the following representatives: three managers (appointed by the college President) and two faculty (appointed by the Academic Senate) from each college; Chancellor (chair); Executive Vice Chancellor, Education and Technology; Executive Vice Chancellor, Administrative Services, Associate Vice Chancellor/Chief Human Resources Officer; and the United Faculty president.

2. Review of Programs

2.1 Within a five-year period, a program review shall be conducted of every academic and student services program in the District unless required more frequently.

2.2 Fifty percent of vocational or occupational programs shall be reviewed every year over a two-year cycle. The program review process shall include the following: (a) how it meets documented labor market demand; (b) that it does not represent unnecessary duplication of other training programs in the area; (c) that its effectiveness is demonstrated by the completion and employment of its students; (d) the review process required by this section shall include the review and comments as 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.

Any program that does not meet the above requirements will be terminated within one year.

3. Establishment of New Programs and Courses

3.1 A new educational program is defined as "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." A program should represent a minimum of 12 semester units in the discipline/sub-discipline, in a learning sequence, with a specific educational objective.

3.2 All proposals for new instructional programs must be submitted for review and approval to the Educational Planning Committee, the Governing Board, and the State Chancellor's Office.

3.3 New courses that are part of an existing approved program shall be submitted for review and approval by the local college curriculum/instruction committee, the College President, and the Chancellor. They will be submitted to the Governing Board and State Chancellor's Office.

3.4 New courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 Regulations and do not need approval from the State Chancellor's Office.

4. Modification and Discontinuance of Courses and Programs

4.1 Modification and discontinuance of courses and programs shall be made using the procedures established by each college.

Title 5, California Code of Regulations, Section 51000, 51022(a), 55002, 55100, 55130
California Education Code 70901(b), 70902(b), 78016