

**REVIEW, ESTABLISHMENT, MODIFICATION AND
DISCONTINUANCE OF COURSES AND PROGRAMS**

COLLEGE LEVEL PROCEDURE

Each college shall submit a written and oral report to the District's Educational Planning Committee on the results of its program review. The report should include recommendations for new programs and modifications and discontinuance of courses and programs. At least one person from each college, preferably the curriculum committee chair, must complete the curriculum approval process training and then train the curriculum committee and staff who are involved in the curriculum approval process. Each college shall provide opportunities for training.

1. Review of Programs

- a. A specific program review process will be developed and implemented at each college. 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. The process should be mutually agreed upon with the Academic Senate. Program review shall incorporate both quantitative and qualitative elements and should assist departments in developing and articulating a vision for promoting academic excellence.
- b. Whatever specific process is used for academic programs, it should be based on appropriate core data, i.e., enrollment trends, and should relate to college planning processes and lead to better utilization of existing resources and increased quality of instruction and service.
- c. Fifty percent of vocational or occupational programs shall be reviewed each year over a two year cycle. The program review process shall include the following: (a) how the program 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.
- d. Any program that does not meet the above requirements will be terminated within one year.

2. Establishment of New Courses

- a. College faculty, in consultation with the appropriate college manager(s), has the responsibility for developing and proposing new instructional courses.
- b. 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.
- c. 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.

3. Establishment of New Programs
 - a. College faculty, in consultation with the appropriate college manager(s), has the responsibility for developing and proposing new instructional programs in accordance with Program and Course Approval Handbook for the California Community Colleges.
 - b. All college-approved new instructional programs must be submitted for review and approval to the Educational Planning Committee and the Governing Board, prior to submission to the State Chancellor's Office.
4. Modification and Discontinuance of Courses and Programs
 - a. Modification and discontinuance of courses shall be initiated at the department level at each college and approved by the local curriculum committee and appropriate manager(s).
 - b. Modification and discontinuance of programs shall be made using the college's program review process and any review required by outside agencies for each college.
 - c. The college must submit to the Educational Planning Committee a list of programs identified as in trouble as a result of program or enrollment management review. An analysis of the problem and possible solutions for programs in trouble must be submitted as well.
 - d. A review of program performance with the faculty members involved and the appropriate departments/divisions should take place before a program is designated as in trouble. Prior to the development on campus of a formal "program in trouble" recommendation, both the Academic Senate President and the United Faculty Vice President on campus should have direct discussions with the College President regarding why the program is in trouble.

DISTANCE EDUCATION COURSES

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology for at least 51% of the course hours.

Course Approval:

1. Each proposed or existing course offered by distance education shall be reviewed and approved separately.
2. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Curriculum & Instruction Procedure 4008. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification:

The college's curriculum committee will certify the following:

1. Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
2. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the college's curriculum committee approval

procedures.

3. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval:

1. All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

DISTRICT LEVEL PROCEDURE

1. The District shall continuously maintain and provide access to appropriate data for the colleges; to complete a comprehensive program review for identified programs.
2. The District Educational Planning Committee will:
 - a. Meet at least annually to review and discuss program review reports from each college.
 - b. Seek Districtwide solutions for “programs in trouble” that were not resolved within an individual college.
 - c. Review and give approval for substantial modification of existing credit programs either at the Fall or Spring meetings or through electronic communications.
 - d. Receive notification of and review programs to be discontinued prior to submission to the Governing Board.
 - e. Review and give approval for new educational programs prior to submission to the Governing Board. When the committee does not convene in the spring term reviews and approvals may be conducted electronically. The process will consist of:
 - (1) Stage one: Preview – Concept/idea notification – the college must notify the committee of new programs they would like to develop.
 - (2) Stage two: Approval by Committee (college has to do a feasibility study, labor market research, and complete and submit District Level Approval forms).
 - (3) Stage three: Governing Board approval (college must complete State approval forms).
 - f. Return the applications for approval of new programs over 12 units to the college for submission to the Chancellor of the California Community Colleges, following Governing Board approval.
3. The Chancellor or designee will certify annually that all faculty and staff involved in the curriculum approval process have completed required training.

California Education Code 70901(b), 70902(b), 78016
Title 5, California Code of Regulations, Sections, 51022(a), 55100, 55130, 55200