

## AP 4020 Program and Curriculum Development

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### Reference:

*Title 5 Sections 51021, 55000 et seq., 55002.5, 55100 et. seq.,  
34 Code of Federal Regulations Part 600.2;  
ACCJC Accreditation Standard II.A.9;  
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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Taft College defines a program as an approved sequence of courses leading to a certificate or an associate degree.

### Curriculum Review

The Curriculum and General Education Committee has the responsibility to review:

1. New credit and non-credit programs and courses
2. Changes to existing credit and non-credit programs and courses
3. Prerequisites, co-requisites, and advisories
4. Graduation requirements including general education requirements
5. Perfected education program development
6. Distance Education
7. Standards on student preparation

The Curriculum and General Education Committee recommendations are prescribed to meet each of the requirements under Title 5 Section 55003 and in accordance with the college's curriculum review process and is a sub-committee of the Academic Senate.

All recommendations made by the Curriculum and General Education Committee are submitted to the Board of Trustees for final approval by the Vice President of Instruction.

Membership of the Curriculum and General Education Committee, consistent with the charter, shall consist of:

Co-chairs:  
Vice President of Instruction – non-voting  
Vice President of the Academic Senate

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The following shall be voting members of the Curriculum committee:

- Division Chairs (6) or designee
- Counseling Representative
- Articulation Officer
- Director of Admissions and Records or designee
- Student Learning Outcomes Coordinator

The following shall be non-voting members of the Curriculum committee:

- Vice President of Student Services
  - Associate Student Representative & PTK Representative
  - Instructional Assistant
  - Instructional Technician – Curriculum (Ex-Officio member)
  - Distance Learning Coordinator
  - Dean of Instruction – CTE
- Total: 18

### Program Review

Program Review is a systematic process of data collection, analysis, and interpretation for effective planning and accreditation review. Evaluation of programs includes the following elements:

1. Curriculum development and review
2. Student access and success
3. Program and course student learning outcomes review and development
4. Applicable student and programmatic data
5. Consideration of job market and other related information for vocational and occupational (career & technical education) programs.

Inclusion of program goals and plans are considered part of the annual institutional planning. The review of the programs and their effectiveness is an ongoing professional responsibility and should be meaningful and practical.

The District shall develop and offer programs and curricula in ethnic studies. The District shall develop and offer programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status on the topic.

### District Curriculum Approval Process

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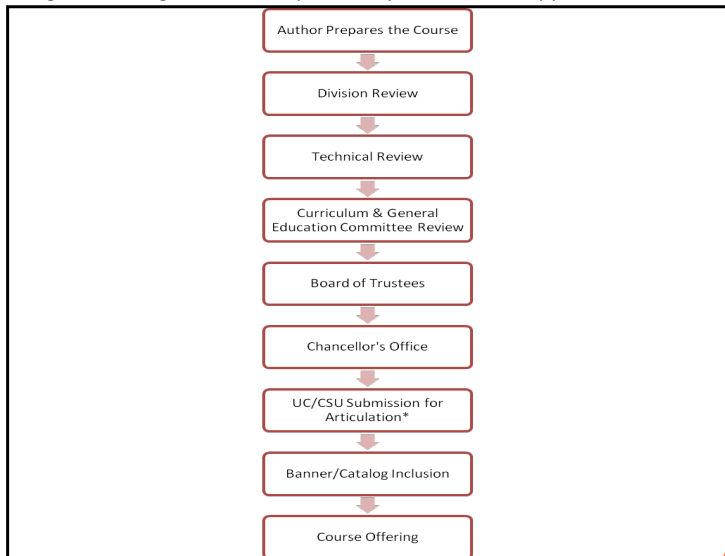
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The following chart designates the responsibility, review, and approval of courses:



\*Only for those courses that need to be submitted for transfer to UC/CSU

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**Publication**

The publication of changes and maintenance of records including all curriculum related items (minutes, course outlines, etc) are available in print and through the Taft College Office of Instruction website, [www.taftcollege.edu/office-of-instruction](http://www.taftcollege.edu/office-of-instruction)

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**Credit Hour**

For purposes of federal financial aid eligibility, a "credit hour" shall not be less than:

1. One hour of classroom or direct faculty instruction (50 minutes for credit hour calculation) and a minimum of two hours out-of-class student work each week for 16 weeks; 48 hours total student work time for one credit. **A course requiring 96 hours or more total student work shall provide at least 2 units of credit.**

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Credit hours for all courses may be awarded in increments of one unit or less, but not less than .25 units. The next increment of credit is awarded only when the student passes the minimum number of hours for that increment. Units of credit are calculated by adding total contact hours and outside-of-class hours and dividing by hours per unit divisor (16).

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2. 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.

3. Laboratory courses are calculated at 3 hours per week in the lab or 48 hours total student work time for one unit of credit.
4. Work experience education courses defined in Code 55252 adhere to the formula for credit hour calculations identified in Code 55253, Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12. Seventy-five (75) hours of paid work experience or 60 hours of unpaid work experience, in increments of not less than .5 units are permissible. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

As per title 5, section 55002(a)(B) Course Outline of Records will include all student work hours, that is, student contact hours plus out-of-class hours.

Academic Senate – 9/25/18

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