
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard II.A;
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.

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.

❖ From current LBCC AR 4005 Curriculum and Instruction

Responsibilities

The Vice President, Academic Affairs, shall administer these procedures.

Nature of Curriculum: The courses and programs developed by the departments of the college shall relate directly to the educational mission of the California community colleges and to the mission of Long Beach City College.

Educational Plans: The curricula as developed by the various departments shall be consistent with the college's Strategic Plan, Strategic Enrollment Management Plan, and educational plans of the departments.

Faculty and Student Input: Curriculum development is primarily the responsibility of the faculty, but appropriate student, administrative, and community involvement shall also be reflected.

Articulation: Deans and department heads shall ensure proper articulation of new courses and programs with other educational institutions through consultation with the Articulation Officer and with their peers at the educational institutions involved. Also see BP/AP 4050 Articulation.

Committee on Curriculum and Instruction: The Committee on Curriculum and Instruction, herein referred to as the Curriculum Committee, is the primary recommending body on curriculum and instruction. It is a standing committee of the Academic Senate. As appropriate, recommendations of the Curriculum Committee shall be forwarded to the

office of the Vice President, Academic Affairs for formatting and review, and through this office to the Superintendent-President for placement on the agenda of the Board of Trustees. The President of the Academic Senate shall then present Curriculum Committee proposals to the Board of Trustees for information or approval.

A. **Compliance:** The procedures used to review, recommend, approve, and implement courses and instructional programs shall comply with the provisions of Title 5 and guidelines from the California Community Colleges Chancellor's Office and in consultation with Academic Services.

B. **Functions**

1. Review and make recommendations regarding new courses, courses to be inactivated, and modifications in existing courses.
2. Review and make recommendations regarding the feasibility, appropriateness, and need for proposed educational programs.
3. Review and make recommendations regarding the appropriateness, need, effectiveness, and priority of existing educational programs.
4. Review and make recommendations regarding the appropriateness, need, and priority of proposed and existing courses within existing programs.
5. Review and recommend modifications in Associate degree requirements and areas of emphasis, and recommend courses to fulfill the CSU and Intersegmental General Education Transfer Curriculum.
6. Recommend new academic policies.
7. Review and recommend modifications to existing degrees, proficiencies, curriculum guides, and programs of study.
8. Review and recommend modifications in academic policies.
9. Review and approve modifications in academic procedures and standards of good practice.
10. Approve new academic procedures and standards of good practice.
11. Assist in informing college faculty of new and revised academic administrative procedures, policies, and standards of good practice.
12. Oversee the operation and effectiveness of the subcommittees of the Committee on Curriculum and Instruction.
13. Remain current on issues regarding curriculum and instruction.

14. Disseminate information and train faculty and administrators regarding curriculum and instruction.
15. Annually review information in the college catalog, the official legal document describing all courses, curricula, degrees, and educational policies and programs of the District, to determine the accuracy of information on curriculum and instruction.

C. Meetings

1. Curriculum Committee and subcommittee meetings shall be held regularly, and meeting schedules and locations shall be published in advance.
2. Minutes, summaries, and consent agendas shall be published on the college website. Minutes, summaries, and consent agendas will be kept on file in the Academic Senate Office.
3. A simple majority of the membership shall constitute a quorum to conduct the business of the Curriculum Committee.
4. Courses, programs, and action requests submitted to the Curriculum Committee shall require a majority vote for approval.
5. In the event of cancellation of two consecutive regularly scheduled meetings for lack of a quorum, the initiator of an action before the Curriculum Committee or a subcommittee may, at the initiator's option, submit the matter directly to the Academic Senate President for consultation with the Vice President, Academic Affairs, and for consideration and action by the Senate.

D. Composition: The Curriculum Committee shall be composed of the following members,

1. Elected Faculty Members: One member may be elected from each department, including LAC and PCC counseling and library. Departments may, by mutual agreement, choose to elect a joint representative. A joint representative will have a single vote.
 - a. Each elected faculty member, and other appropriate Curriculum Committee members, will be assigned to at least one standing subcommittee by the Curriculum Committee Chair in consultation with the subcommittee chairs with the goal of as broad a representation as possible from the various departments and schools of the college.
 - b. Faculty members shall be selected by a process determined by the Academic Senate.

2. Faculty Members (or designee) by position:
 - a. Academic Senate President
 - b. LBCCFA President or designee
 - c. Honors Program Coordinator
 - d. Articulation Officer
 - e. Transfer Center Coordinator
 - f. Matriculation Coordinator
 - g. CHI President or designee
 - h. Department Planning/Program Review Subcommittee Chair (if not already serving)
 - i. Representative from the Academic Senate's Career and Technical Education Committee
 - j. Curriculum Committee Chair
 - k. Past Curriculum Committee Chair (for one year)
 - l. Assessment of Student Learning Outcomes Subcommittee Chair (if not already serving)
 - m. Online Education Faculty Coordinator
 - n. Open Educational Resources Coordinator
 - o. Student Equity Faculty Coordinator, or designee
3. Two Student Representatives appointed by the Associated Student Body Cabinet
4. Administrative Representatives (or designee):
 - a. Dean, Academic Affairs, who serves as liaison with the Chancellor's Office and manages curricular databases
 - b. Five instructional deans or associate deans from Academic Affairs
 - c. Dean, Counseling/Student Support Services
 - d. Dean, Enrollment Services (or designee)
 - e. Director, Workforce Development
 - f. Associate Dean, Online Learning and Educational Technology
5. Ex Officio, Nonvoting:
 - a. Superintendent-President
 - b. Vice President, Academic Affairs
 - c. Curriculum, Instruction and Professional Development for K-12 (LBUSD)
 - d. Curriculum Specialist
 - e. Articulation Specialist

E. **Voting Rights:** All members of the Curriculum Committee other than Ex Officio, shall have a vote on the Curriculum Committee and the subcommittees on which they serve.

F. **Terms of Office**

1. The term of office for the chair of the Curriculum Committee shall be three years. The Curriculum Committee Chair can serve more than two terms, but only two consecutively.
2. The term of office for elected faculty members shall be three years.
3. The members of the standing subcommittees shall serve three-year terms.
4. The term of office for the subcommittee chairs shall be three years, and the terms shall be staggered.
5. The term of office for the Past Curriculum Committee Chair shall be one year.
6. If an elected Curriculum Committee member misses three consecutive Curriculum Committee or three consecutive subcommittee meetings without informing the chair, this will be considered an act of resignation and the election process initiated.
7. If an elected Curriculum Committee member chooses to resign before the conclusion of the term, the member must inform the Curriculum Chair in writing in order to initiate an election of the new department representative. Election timelines are at the discretion of the Curriculum Chair and the Academic Senate President if they are prior to the standard end of spring semester elections.

G. Curriculum Committee Chair

1. The chair of the Curriculum Committee shall be an elected faculty member and shall be elected by the Curriculum Committee for a three-year term. The Curriculum Committee Chair is a member of the voting body and shall vote only to rectify a situation when voting results in a tie. To fill the Curriculum Committee Chair's vacated Department Representative position, the Department will elect a replacement to serve the remainder of the Curriculum Committee Chair's term. If the Curriculum Committee Chair is elected for a second term, another election will be held in the Curriculum Committee Chair's department. If the Curriculum Committee Chair chooses to assume the position of Past Curriculum Committee Chair, the elected representative from the Chair's Department will serve for that year. The Curriculum Chair may choose to return to the position of Department Representative at the conclusion of the term as chair or past chair.
2. Upon election, the Curriculum Committee Chair shall be appointed by the Academic Senate President to the Academic Senate and the Academic

Senate Executive Committee for the duration of the term of office as Curriculum Committee Chair.

3. The Curriculum Committee Chair and the Vice President of Academic Affairs shall meet regularly (minimally once a month) to discuss curricular issues.

H. **Standing Subcommittees**

1. **Academic Policy and Standards:**

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible (including a counselor)
- (3) One student from the Curriculum Committee
- (4) Matriculation Coordinator
- (5) Dean, Enrollment Services (or designee)
- (6) One instructional dean as administrator liaison
- (7) Curriculum Committee Chair, non-voting

b. **The Academic Policy and Standards Subcommittee shall:**

- (1) Review and recommend to the Curriculum Committee modifications in academic standards and policies including, but not limited to, grading, prerequisites, credit/noncredit, experiential learning, innovative instruction, independent study, distance education, work experience, dean's list, credit by examination, unit limitation, advanced placement, academic renewal, probation, and dismissal.
- (2) Review and recommend to the Curriculum Committee policies and standards for the conduct of classroom research.
- (3) Review and recommend to the Curriculum Committee policies and standards for assessment, placement, and evaluation of student outcomes in placement, remediation, and proficiency/competency testing.
- (4) Conduct routine review of existing policies and procedures on a six-year cycle.

2. **Associate Degree and General Education:**

- a. Membership:
- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
 - (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
 - (3) One student from the Curriculum Committee
 - (4) Transfer Center Coordinator
 - (5) Honors Program Coordinator
 - (6) Articulation Officer
 - (7) Dean, Enrollment Services (or designee)
 - (8) One instructional dean as administrator liaison
 - (9) Curriculum Committee Chair, non-voting
 - (10) Dean, Academic Affairs, non-voting
 - (11) Curriculum Specialist, non-voting
 - (12) Articulation Specialist, non-voting
- b. The Associate Degree and General Education Subcommittee shall:
- (1) Review and recommend to the Curriculum Committee modifications to the Associate Degree and/or Certificates.
 - (2) Review and recommend to the Curriculum Committee modifications to the General Education Patterns, and certificates.
 - (3) Review and recommend to the Curriculum Committee additions or modifications in proficiency requirements for the college curriculum.
 - (4) Review and recommend to the Curriculum Committee the appropriateness of courses to be added to the Associate Degree and General Education requirements and/or patterns.
 - (5) Resolve inter-program conflicts resulting from curricular overlaps.
 - (6) Review and recommend to the Curriculum Committee all proposed additions of new programs for appropriateness in meeting the mission, goals, and Strategic Plan of the college.
 - (7) Review and recommend to the Curriculum Committee the program descriptions for the catalog.
 - (8) Review documents to be submitted to the Curriculum Committee for completeness, accuracy, and compliance with state standards and regulations as appropriate.

- (9) Ensure that all supporting documents for programs are housed in Academic Senate and Academic Services.

3. Course Evaluation

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large. The Chair should be trained and willing to serve on the Peer Online Course Review team.
- (2) Dean, Academic Affairs, Administrative Coordinator for the Subcommittee
- (3) Articulation Officer
- (4) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
- (5) One instructional dean as administrator liaison
- (6) Curriculum Committee Chair, non-voting
- (7) ASLO Representative, non-voting
- (8) Curriculum Specialist, non-voting
- (9) Online Education Faculty Coordinator

b. The Course Evaluation Subcommittee shall:

- (1) Review all new course requests for accuracy completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (2) Review all course modifications, and inactivations, for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (3) Review and recommend to the Curriculum Committee all courses in the areas of distance education, honors, and selected topics.
- (4) Review all requisite requests for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (5) Identify curriculum conflicts and facilitate resolutions.
- (6) Review courses for compliance with state standards and regulations, and develop local interpretations of statewide curriculum standards.

- (7) Develop and implement, as necessary, course proposal processes and procedures based on planning and document publication time frames.

c. Course Information:

- (1) All Curriculum documents shall conform to Title 5 standards.
- (2) The official outline of record shall consist of:
 - (a) An outline on file in the Academic Services Office.
 - (b) All necessary supporting documents on file in the Academic Services Office.
 - (c) A class syllabus on file in the appropriate school and/or department office within the first two weeks of the beginning of the class.
- (3) Course Numbering System:

Courses are numbered in terms of how they relate to other educational institutions, to the community, and to the educational goals of the students. All courses must be numbered according to the criteria described in the section on the Course Numbering System in the college catalog.

- (4) Courses for Repeat Enrollments:

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational/career and technical education competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses. See AP 4227 Repeatable Courses.

- (5) Multi-Semester Courses:

Courses of study may be longer than one semester and are defined as Sequential Material/Learning Classes. Each semester of such a course shall have a fixed course number and a letter indicating the specific semester of the course. Each semester of the course shall be listed separately in the catalog (e.g., History 5A, History 5B).

- d. A division of leadership responsibilities between the faculty chair and the Dean, Academic Affairs, is defined in the *Curriculum Handbook*.
- e. Upon favorable recommendation, new courses are presented to the Curriculum Committee on a Consent Agenda. Upon approval, new courses are forwarded to the Academic Senate President, the Vice President of Academic Affairs, and the Superintendent-President for approval signatures and inclusion on the Board of Trustees' agenda.

4. Department Planning/Program Review

- a. Standing Subcommittee Membership
 - (1) The Chair shall be a faculty member elected by the subcommittee from the faculty members serving as department representatives on the subcommittee. This person shall also sit on the Curriculum Committee if the person is not already a member.
 - (2) Department head or designee from each department
 - (3) LBCCFA President or designee
 - (4) Dean, Institutional Effectiveness
 - (5) All instructional deans and all area deans responsible for instructional programs
 - (6) Curriculum Chair, non-voting
 - (7) Director of Planning, non-voting
- b. Steering Committee Membership: Program Review decisions are made by a steering committee comprised of the chair of the Standing Committee, faculty members drawn from the Standing Committee, the Dean, Institutional Effectiveness, Director of Planning and the Curriculum Chair.
- c. The Department Planning/Program Review Subcommittee shall:
 - (1) Review all existing programs on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
 - (2) Review the self-study report conducted by the faculty members of any program undergoing supplemental program review.
 - (3) Participate in the review of all proposed deletions or mergers of entire programs for contributions to the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
 - (4) Annually review and process CTE credentials that are designated for review, known as the Ed Code Review.

- (5) Review and recommend changes to instructional program plan/review, supplemental program review template.
- (6) Review and recommend changes to program and school planning procedures.
- (7) Review and recommend to the Curriculum Committee additions or modifications to existing curriculum guides for each discipline's major or Area of Emphasis for the Associate Degree or certificate program.

5. **Assessment of Student Learning Outcomes**

a. Membership:

- (1) The Assessment of Student Learning Outcomes Subcommittee Chair(s)
- (2) One faculty from each instructional school, to be appointed by Academic Senate
- (3) Two faculty from the school of Career Technical Education, to be appointed by Academic Senate
- (4) One faculty representative from the Associate Degree/General Education subcommittee
- (5) One faculty representative from Course Evaluation Subcommittee
- (6) Three faculty at-large with at least one from PCC, to be appointed by Academic Senate
- (7) One faculty representative from Counseling and Student Support Services
- (8) Dean, Academic Affairs
- (9) Dean, Institutional Effectiveness (or designee)
- (10) One instructional dean
- (11) One student member to be appointed by the ASB
- (12) One part-time faculty member to be appointed by CHI
- (13) Curriculum Committee Chair, non-voting
- (14) Educational Assessment Research Analyst I, non-voting

b. The Assessment of Student Learning Outcomes Committee shall:

- (1) Serve as a resource for activities related to the assessment of student learning outcomes by assisting faculty to articulate, assess, analyze, and act on student learning outcomes.
- (2) Conduct a technical review of all new, modified, and inactivated course and program student learning outcomes.
- (3) Review the LBCC principles of assessment and the SLO disaggregation procedure for student learning outcomes, modify

as necessary, and present them to the Committee on Curriculum and Instruction for adoption.

- (4) Review institutional student learning outcomes on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee. Implement an assessment process analyze data, and recommend actions to improve learning at the institutional level to the Committee on Curriculum and Instruction.
- (5) Review the college-wide plan for student learning outcomes assessment according to the Student Learning Outcomes Processes Evaluation Cycle for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Committee on Curriculum and Instruction.
- (6) Ensure compliance with accreditation standards for Student Learning Outcomes (SLOs) at the course, program, and institution levels.
- (7) Provide an annual report that summarizes, analyzes, and evaluates the past year's student learning outcomes assessment activities and accomplishments at the course, program, and institutional level. Use the report to make necessary improvements and adjustments to the assessment effort.

6. Open Education Resources Subcommittee

a. Membership:

- (1) The Open Education Resource Coordinator to serve as Subcommittee Chair(s)
- (2) One faculty from each instructional school, to be appointed by Academic Senate; and two faculty from the school of Career Technical Education, to be appointed by Academic Senate
- (3) Three faculty at-large with at least one from PCC, to be appointed by Academic Senate
- (4) Dean, Academic Affairs
- (5) Dean, Institutional Effectiveness (or designee)
- (6) One instructional dean or associate dean
- (7) One Part-time faculty member to be appointed by CHI
- (8) Associate Dean, Online Learning and Educational Technology
- (9) Curriculum Committee Chair, non-voting

b. The Open Education Resource (OER) Committee shall:

- (1) Survey the educational programs at Long Beach City College for current use of open education resources and update this

information annually. Frequently review assessment of open educational resource use, zero textbook cost (ZTC) and low textbook cost (LTC).

- (2) Serve as a resource for activities related to the open educational resources by assisting faculty to generate content.
 - (3) Review LBCC OER Implementation Grant applications and recommend funding allocation as needed.
 - (4) Review proposals for OER course materials and evaluate for appropriateness for the level of the course and for accessibility.
 - (5) Review open educational resources on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
 - (6) Provide an annual report that summarizes, analyzes, and evaluates the past year's OER implementation that includes a listing of OER Implementation grant recipients, OER adoption and activities and accomplishments.
7. All faculty members serving on standing subcommittees of the Curriculum Committee, except the Department Planning/Program Review Subcommittee, the Assessment of Student Learning Outcomes Committee and the Open Education Resources Subcommittee, shall be members of the Curriculum Committee.
 8. The chairs of the standing subcommittees shall be faculty members elected by the members of the standing subcommittee, shall be selected from the elected faculty members as listed in AP 4020 and shall serve three-year terms. The Department Planning/Program Review Subcommittee Chair shall be elected from the faculty members serving as their department representatives on the subcommittee for a three-year term.
 9. As the subcommittee chairs are elected faculty department representatives first, when their term as department representative ends, they must be re-elected by their department faculty. There may be instances when one's term as department representative does not coincide with the term as subcommittee chair. Therefore, in order to continue serving the in-progress term of the subcommittee chair, the faculty member must be re-elected by the department as a department representative, which occurs during the regularly scheduled department elections coordinated by Academic Senate. If the faculty member is not re-elected to serve as the department representative, the subcommittee

chair position is deemed vacant. The Curriculum Committee Chair will hold an election at the next subcommittee meeting to fill the subcommittee chair vacancy.

10. The chairs of the standing subcommittees and the Curriculum Committee Chair shall meet on a regular basis throughout the academic year to discuss curricular issues and exchange information about upcoming meetings.

11. A recall election for any elected officer can be initiated by a petition signed by over 50% of the voting body of the Academic Senate as stipulated in the Academic Senate By-Laws, Article V Section 6.

- I. **Ad Hoc Committees:** Ad hoc subcommittees of the Curriculum Committee or the standing subcommittees may be established and assigned to special topics or tasks.

Process for Curriculum Development and Modification

- A. Suggested proposals for new, modified, or inactivated courses may be presented by the faculty in the department or area in which the course is to be offered, modified, or inactivated.

Formal proposals for new, modified, or inactivated courses shall be initiated by faculty in the discipline in which the course is to be offered, modified, or inactivated. The course author shall review a proposal with the department head, the appropriate dean, the Articulation Officer, the Library Department Head, the Student Learning Outcomes Coordinator, and faculty from area(s) with which the proposal may be in conflict. The proposal must have the signatures of the department head, school or area dean, Student Learning Outcomes Coordinator, and Library Department Head to indicate they have given input prior to documents being submitted to the Subcommittee on Course Evaluation.

- B. A course proposal or modification initiated by a department shall then be presented by the course author, or designee, to the Course Evaluation Subcommittee for review and recommendation to the Curriculum Committee or to be returned to the course author for modifications, additions, or corrections.

Process for General Education Designation

- A. Proposals for courses to be placed into one or more of the three general education patterns (Associate Degree, CSU General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC)), must be submitted to the Associate Degree/General Education Subcommittee.

- B. An initiating department shall review the proposal for input from the department head and the appropriate dean. The department must complete the appropriate forms found on the college website.
- C. Upon review and approval, the Associate Degree/General Education Subcommittee will recommend the course to the Curriculum Committee for inclusion in one or more of the general education patterns.
- D. The chair of the Associate Degree/General Education Subcommittee will prepare an annual summary of the changes to the Associate Degree general education pattern. The subcommittee chair will also prepare an annual summary of courses to be recommended for inclusion in the CSU General Education Breadth Requirements and the IGETC pattern. These summaries will be conveyed to the Articulation Officer for further action. No course may be forwarded for inclusion in the IGETC pattern unless the University of California has first accepted it as a transfer course.

Process for SLO Development and Modifications

- A. The course author in the discipline in which the course or program resides shall initiate the development and/or modification of Student Learning Outcomes and assessment methods. Faculty authors developing and/or modifying Student Learning Outcomes shall use the process as defined by the Assessment of Student Learning Outcomes Subcommittee.
- B. Approval of new and/or modified Student Learning Outcomes will be carried out on a regular basis as defined by the Assessment of Student Learning Outcomes Subcommittee. Student Learning Outcomes modification can occur within and outside of a course or program's routine review cycle.
- C. Upon review and approval, the Assessment of Student Learning Outcomes Subcommittee and the SLO Facilitators will follow the subcommittee's procedure for timely input and updating across platforms.

Process for Program Development

- A. Faculty in the department in which the program is to be offered or modified shall initiate proposals for new or substantive modifications to existing programs or certificates. Initiating faculty shall review the proposal with the department head and the appropriate dean and Vice President, Academic Affairs to include a discussion about program feasibility. The proposals must be based on the guidelines in the Chancellor's Office *Program and Course Approval Handbook*.
- B. New degrees and certificates intended to facilitate transfer to a baccalaureate-granting institution must be developed in consultation with the faculty at one or more colleges or universities within the state, preferably with those public institutions closest to Long Beach City College. The initiating

department must submit the transfer courses required in the program or used as restricted electives to the Articulation Officer so that an articulation agreement can be completed with the institutions that will potentially receive transferring students. Articulation agreements must be in place for the majority of the courses in the program before it can be submitted to the Associate Degree/General Education Subcommittee for consideration.

- C. New Career Technical Education programs, or substantial modifications to existing degrees and certificates shall be developed in consultation with the appropriate advisory committees, state agencies, and Academic Services. Evidence of that consultation and support must be presented as part of the program proposal.
- D. The department initiating a new program or a modification will complete the forms and supply the information required in the state *Program and Course Approval Handbook* and any additional forms and data required by the Associate Degree/General Education Subcommittee.
- E. Upon initial review of the proposal with the department and the dean, the faculty will work with an AD/GE subcommittee representative to complete all required documentation and forward it electronically to Academic Services. For new CTE degrees and certificates, Academic Services will forward the Notice of Intent and completed application to the Los Angeles/Orange County Regional Consortium.
- F. Upon completing a review of the proposal, the Associate Degree/General Education subcommittee will recommend the new program or substantial modifications to an existing program to the Curriculum Committee.
- G. Upon recommendation (favorable second reading vote) by the Curriculum Committee, modifications to existing programs will be forwarded by the chair of the Associate Degree/General Education Subcommittee to Academic Services for processing.
- H. Upon recommendation (favorable second reading vote) by the Curriculum Committee, new programs will be forwarded to the Academic Senate President, the Vice President, Academic Affairs, and Superintendent-President for approval signature and inclusion on the Board of Trustees' agenda.
- I. The Academic Senate President will present all degrees and certificates to the Board of Trustees for approval.
- J. Upon approval by the Board of Trustees, the Academic Senate President will inform Academic Services of the modifications to courses, degrees, and certificates for submission to the Chancellor's Office. Certificates of Accomplishment are not forwarded to the state authorities.

- K. Once the Chancellor's Office has approved the degrees and/or certificates, the catalog program of study information will be updated and curriculum guides may be posted to the web. The catalog will be published by August of each year and an addendum published in January of each year, if needed.
- L. Upon notice from the state, the Dean, Academic Affairs will notify the program sponsor, appropriate dean, Curriculum Committee Chair, Chair of the Associate Degree/General Education Subcommittee, Vice President, Academic Affairs, and the Articulation Officer so that further local processing can be completed and the new or altered program requirements can be placed into college publications.

Process for Approval of Administrative Procedures and Policies on Curriculum

- A. Suggested changes for new or modified administrative regulations or policies may be brought to the Chair of the Academic Policy and Standards Subcommittee by a district faculty member, administrator, or student.
- B. The Academic Policy and Standards Subcommittee will deliberate to determine the appropriateness of requests to address administrative procedures or policies, a prioritization of committee work, and a timeline for such.
- C. Once an administrative procedure, policy, or procedure is brought by the Academic Policy and Standards Subcommittee to the Curriculum Committee for first reading, the Academic Senate President will forward the recommendation to the Vice President of Academic Affairs for review and forwarding to the Superintendent-President for distribution to the President's Leadership Council as an information item. Recommendation by the President's Leadership Council will be communicated to the Chair of the Academic Policy and Standards Subcommittee and from that committee to the Curriculum Committee for final action.

1. Administrative Procedures

- a. After an administrative procedure is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the administrative procedure to the responsible administrator(s) (as identified in the administrative procedure) for inclusion in the College Catalog and implementation. The responsible administrator will report back to the Curriculum Committee on the projected implementation date or timeline.
- b. Administrative procedures are placed, by the Academic Senate President, through the Office of the Vice President of Academic Affairs, on the Board of Trustees' agenda as an information item.

2. Policies

- a. After a policy is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the policy to the Academic Senate President and the Superintendent-President and Vice President of Academic Affairs for inclusion on the Board of Trustees' agenda for approval. When the recommended policy has been approved by the Board of Trustees, the Academic Senate President will report the approval to the Curriculum Committee in a timely manner.

Process for the Resolution of Curriculum Disputes Between Programs or Departments

- A. Faculty members within the programs or departments in dispute will initially try to resolve the area(s) of disagreement on their own. This discussion may also include, but not be limited to, appropriate department heads, deans, and vice presidents.
- B. The inability to resolve the matter will lead to an arbitration process.
- C. In arbitration, an equal number of faculty members representing each of the programs or departments in dispute will present the relevant information to a fact-finding committee of the Curriculum Committee. The fact-finding committee shall consist of the Curriculum Committee Chair and Curriculum subcommittee chairs and one member of the Curriculum Committee elected for this purpose at the beginning of each year. Any member of the fact-finding committee who is a member of a program or department in dispute will excuse herself/himself from participating in the fact-finding process.
- D. Upon completion of the work of the fact-finding committee, the Curriculum Committee Chair shall submit a written report including all information relevant to the case in question to the departments in dispute prior to the submission of the report to the Curriculum Committee. At the conclusion of the presentation of the report, Curriculum Committee members may ask clarifying questions.
- E. The Curriculum Committee shall then vote. In case of a tie, the Curriculum Committee Chair will cast the deciding vote.

Course Curriculum and Program Review:

- A. All courses and programs shall be continually evaluated for appropriateness by the department and school every six years.
- B. Since all programs are represented by discipline faculty on the Department Planning/Program Review subcommittee, program peer reviewers are selected through the subcommittee chair and the members.

- C. In those situations where approval and/or accreditation is required or voluntarily carried out by an external agency, the approval or accreditation by the accrediting, state, or other external agency will be included as part of program review for the purposes of the college.
- D. Since the Course Evaluation Subcommittee membership cannot contain all discipline faculty, Routine Course Reviewers are selected through mutual agreement between the Course Evaluation Subcommittee Chair, the Curriculum Chair, and the Academic Senate President. When a position for Routine Reviewer becomes available, the opportunity will be announced to the Curriculum Committee body during the latter part of the spring term or when a vacancy occurs. Selection(s) shall be made by the end of the spring semester or no later than the month of June. In situations where a Routine Reviewer resigns during the academic year, a replacement selection process will commence within an appropriate time-frame.
- E. In the event that no curriculum faculty member wishes to fill the Routine Reviewer vacancy, the Curriculum Committee Chair will provide the Senate Appointment Committee with information about the opportunity including the desirable quality of curriculum experience.

Modifications

Suggested modifications will first be discussed by the Curriculum Committee chair and subcommittee chairs or within the subcommittees at the Curriculum Chair's discretion. Their recommendations will then be submitted to the Academic Senate Executive Committee for suggestions. Following that, the Curriculum Committee Chair will present the policy or administrative procedures to the Curriculum Committee for first and second reading. After passage by the Curriculum Committee, the policy or procedures will be taken to the Academic Senate for first reading. The Academic Senate President will then forward the recommendation to the Vice President of Academic Affairs for review and forwarding to the Superintendent-President for distribution to the President's Leadership Council. Recommendations by the President's Leadership Council will be communicated to the Curriculum Committee Chair who will return the policy or procedures to the Academic Senate for second reading. The recommended policy will then be submitted to the Vice President of Academic Affairs for Board of Trustees' approval. Approved administrative procedures will be taken to the Board of Trustees as an information item. The Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

❖ From current LBCC AR 4029 Units to Contact Hours

Units to Contact Hours

Responsibilities

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of the procedures relating to the specific relationship between credit hours and units.

Definitions

Definitions of all terms used in this procedure shall be those adopted in the Program and Course Approval Handbook as issued by the Chancellor's Office of the California Community Colleges and governed by Title 5 Section 55002 subdivision (a)(2)(B), Section 55002 subdivision (b)(2)(B), and Section 55002.5.

Standard Formula for Credit Hour Calculations

Standards for credit hour calculations are contained in Title 5 Section 55002.5. Courses not classified as cooperative work experience, clock hour, or open entry/open exit use a standard formula to calculate the credit hour.

- A. Standard formula for credit hour is calculated by dividing the total of all student learning hours (lecture, lab, activity, or lecture/lab combination, TBA, and other outside-of-class hours) by the hours-per-unit divisor, which is then rounded down to the nearest increment of credit awarded by the college.

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{per-unit Divisor}} = \text{Units of Credit Hours}$$

- B. The result of the above calculation is then rounded down to the nearest .5 increment.
- C. The credit hour calculation must be included on the course outline of record.
- D. Lecture and related course formats require two hours of student work outside of class for every hour in class.

Units-to-Contact Hour Relationship

Long Beach City College establishes the following specific relationship between the number of units assigned to any given credit course and the number in the course outline:

- A. For each 1 unit of credit, a minimum of 18 lecture contact hours, plus a minimum of 36 additional hours of related independent student work will be assigned, or
- B. 54 laboratory or activity contact hours.

Work Experience and internship courses shall award credit in compliance with the Title 5 specifications under section 55256.5 as follows:

- C. 1 unit for each 75 hours of paid work or 60 hours of unpaid work.

As credit course contact hours increase, additional credit shall be awarded in half unit increments per the above standards. In addition, a credit course shall not be offered for zero (0) units.

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 **15 weeks for one semester or trimester hour of credit**, 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.

❖ **From current LBCC AR 4024 Program Establishment, Program Modification and Program Discontinuance**

Program Establishment and Modification

The Vice President of Academic Affairs shall be responsible for the overall coordination of these procedures.

Definition

A 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 learning (Title 5 Section 55000).

Program Establishment

- A. The development of a program consists of the following three steps:
 1. Faculty interested in developing a new program should begin by consulting with department faculty, the department chair, and the dean of

the school. Preliminary research, data collection, and discussion is completed by this group. The new program is proposed to the Chair of the Associate Degree/General Education Subcommittee (hereafter AD/GE), who provides additional consultation.

2. A formal presentation of the proposed program is made to AD/GE which recommends the proposed program to the Curriculum Committee, and if approved, recommends the proposed program to the Board of Trustees.
3. The development of programs requires local and external agency approval.

Program Modification

- A. The department faculty in the discipline in which the program resides shall initiate program modification. Faculty authors modifying programs shall use the process as defined by the AD/GE subcommittee. Faculty proposing changes to a degree or certificate should review the school catalog description. Proposed changes should be electronically submitted to Academic Services along with department minutes, draft curriculum guides, draft program of study, and other supporting documentation. Career Technical Education (CTE) programs must also provide advisory board meeting minutes. Academic Services will forward the documentation to the AD/GE subcommittee.
- B. A program is considered modified if its title, goals, objectives, or unit value become significantly different from those for which the program was originally approved. If the program is considered substantially modified, it is deemed a new program proposal and must be approved by the committees and offices listed under Program Establishment (above).

Also see BP 4020 Program and Curriculum Development, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.

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(Replaces LBCC Administrative Regulations 4005, 4024, and 4029)