

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: PROGRAM AND COURSE DEVELOPMENT	Number: AP 6.03
Legal Authority: California Education Code Sections 70902 and 78016 Title 5, California Code of Regulations, Sections 51022, 55002, and 55130 Accreditation Standard II.A	

The College defines a program as an approved sequence of courses leading to a certificate or degree. This definition does not establish a program relative to Board Policy 6.17 Revitalization, Suspension, and Discontinuance. The Program and Course Approval Handbook for the California Community Colleges is the basis for curriculum and program development at the College. In addition, the College Curriculum Committee maintains and annually updates the Curriculum Handbook to detail standard operating procedures for program, curriculum and course development.

A. Curriculum Review

The curriculum review process shall, at a minimum, be in accordance with the following:

1. The College Curriculum Committee, as a committee of the Academic Senate, is responsible for implementing policies and procedures recommended by the Academic Senate regarding Curriculum. The Curriculum Committee is responsible for reviewing program, curriculum, and course proposals and recommending action on them to the Chancellor and the Board of Trustees. The Curriculum Committee membership structure will include representatives from the administration, faculty, students, and classified personnel. The Curriculum Committee ensures compliance with state and federal regulations pertaining to curriculum and relies on faculty discipline expertise from departments submitting curriculum proposals for review. The Curriculum Committee is charged with reviewing and recommending action on the following:
 - a. Creation, revision, and deletion of courses.
 - b. Discipline placement of courses.
 - c. Creation, revision, and deletion of course outline addenda for distance education and honors.
 - d. Prerequisites, co-requisites, and advisories for courses and programs.
 - e. Creation, revision, and deletion of certificate and degree programs.
 - f. Revision of departmental name, in compliance with local contract provisions.
 - g. Alignment of learning outcomes with program- and institutional-level outcomes.
 - h. Relevant codes, e.g., TOP and SAM codes
2. Academic Program Review is initiated by the departments in accordance with Administrative Procedure 2.14, Institutional Planning.

B. Publication of Changes and Maintenance of Records.

After Board approval of curriculum changes, the Vice Chancellor, Academic Affairs, will publish all new, revised, or deleted programs and courses commencing with the next academic year in the College Catalog according to college catalog production timelines.

C. Maintenance of Courses and Programs.

It is the intention of the college to maintain a current and relevant curriculum. To support this goal:

1. Each department shall develop a course rotation plan to offer courses in a timely manner, within budget constraints.
2. Each department shall propose new, revised, or inactivated programs and courses;

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3. Each department shall comply with program and course review standards; each program and course will be reviewed through a proposal to the Curriculum Committee at least once every six years.
- D. Programs are to be revitalized, suspended, or discontinued in accordance with Board Policy and Administrative Procedure 6.17, City College of San Francisco Program Revitalization, Suspension, and/or Discontinuance.
- E. The Curriculum Committee proposes, and the Academic Senate recommends, criteria for the award of course credit based on the number and type of hours for each credit course in accordance with Title 5 and other state and federal regulations and guidelines. Detailed criteria are published in the college's Curriculum Handbook.
- F. Consistent with federal regulations [34 CFR Part 668.8] pertaining to federal financial aid eligibility, the District will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students:
 1. The District shall make the required disclosures available to prospective students in promotional materials and on its website.
 2. The District shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.
- G. To ensure compliance with state regulatory guidance, the Associate Vice Chancellor of Workforce and Economic Development shall maintain an appointment, record keeping, and follow-up process for the advisory committees for each career and technical education program.
 1. Consistent with Perkins IV: PART B, SEC. 121. STATE ADMINISTRATION. California State Plan Requirements of Local Educational Agency CTE Programs Assisted with Section 131 and 132 Funds (page 223), each CTE department shall have extensive business and industry involvement in program activities
 2. Consistent with California Regulation Title 5, Section 55601: Appointment of Vocational Education Advisory Committee, the governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. The committee shall consist of one or more representatives of the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.
 3. Consistent with California Education Code Section 78016, (a) every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local- Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance

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Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- a. Meets a documented labor market demand.
 - b. Does not represent unnecessary duplication of other manpower training programs in the area.
 - c. Is of demonstrated effectiveness as measured by the employment and completion success of its students.
4. The institution relies on faculty expertise and the assistance of advisory committees where appropriate to identify competency levels and measureable student learning outcomes for courses, certificates, programs – including general and vocational education, and degrees.
- H. In addition to the afore-mentioned review cycles, programs with external accreditation must adhere to review cycles required by the external accrediting bodies.

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