

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4020**

COLLEGE OF THE SISKIYOU

Procedure Manual

- Title:** Program and Curriculum Development
- Adoption Date:** March 2, 2010
- Review Date:** August 6, 2019
- Revision Date:** May 14, 2013; November 4, 2014; March 10, 2015, May 23, 2019
- Responsible Area:** Vice President, Academic Affairs
- Responsible Office:** Instruction
- Policy References:** Title 5 Sections 51021, 55000 et seq., 55100 et seq.; ACCJC Accreditation Standards II.A; BP 4020; Program and Course Approval Handbook, 6th Edition, California Community Colleges Chancellor's Office, Sept. 2013; 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

Introduction

Types of programs offered at the College include:

Credit

- Associate Degrees
- Certificates of Achievement (COA) [16 or more semester units]
- Local Certificates [15.5 or fewer semester units]

Noncredit

- Certificate of Competency
- Certificate of Completion

Associate degrees that are not Associate Degrees for Transfer (ADTs) and credit courses require local Board approval. New programs that are Associate Degrees for Transfer (ADTs), CTE degrees, and Certificates of Achievement, and all noncredit courses and programs require approval from the California Community College Chancellor's Office (CCCCO). Certificates requiring between 8 and 15.5 semester units may be submitted to the CCCCCO for "Certificate of

Achievement” approval pursuant to Title 5, section 55070(c). If approved as Certificates of Achievement, they are eligible to be listed on student transcripts.

Criteria

The following criteria as set forth in Program and Course Approval Handbook (PCAH) should be utilized throughout the development and approval process:

- Appropriateness to mission
- Student Need
- Curriculum standards (Title 5 Section 55002)
- Adequate resources
- Compliance

New Program Initiation

The development of a new program may be initiated by community or faculty members including the appropriate division in one or more discipline areas. New program originators shall complete program proposals in paper format or via electronic submission using the College’s curriculum management system. The approval process cannot formally begin until new program proposals have been entered electronically into the District approved curriculum management system. The program proposal should address the data fields and supporting documentation required by the Chancellor’s Office as defined in the Program and Course Approval Handbook (PCAH). Additional supporting documentation may vary depending on the proposal type. All courses required by the program shall be current and in compliance.

A consensus approach shall be used amongst appropriate stakeholders, including Administration, Faculty, and Community members in order to advance the development of any new program.

New Program Approval

The program proposal shall be reviewed according to the above criteria by the following individuals and approving bodies:

1. Appropriate Division Dean or Director
2. A Curriculum Committee member who is assigned for technical review
3. Curriculum Committee
4. Vice President, Academic Affairs
5. Board of Trustees
6. North/Far North Consortium (CTE programs only)
7. Chancellor’s Office (when required)

For programs in career and technical education, also refer to AP 4102-Occupational/Vocational Technical Programs.

No programs may be offered prior to the completed approval process.

Program Review

All programs shall be reviewed annually according to the criteria listed under “Criteria” in this procedure, and the Accreditation Standard II.A.2 and II.A.16 which requires the review of program relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

Appropriate faculty, in the instructional area, and the Dean or Director shall carry out the task of review according to timelines determined by the District.

Program Revisions

- **Substantial Changes to Existing Programs**

Substantial changes to existing programs are defined in Program and Course Approval Handbook (PCAH) of California Community Colleges Chancellor’s Office.

Faculty and relevant disciplines related to the program shall discuss the changes in the appropriate discipline areas, and complete an update of the existing program. The changes shall be reviewed and approved as follows for all Associate Degrees for Transfer (ADTs), CTE degrees, Certificates of Achievement, and noncredit courses and programs:

1. Dean/Director
2. Curriculum Committee
3. Chief Instructional Officer (CIO)
4. Board of Trustees
5. North/Far North Regional Consortium (CTE programs only)
6. Chancellor’s Office

The Instruction Office shall submit any Substantial Changes to Approved Credit or Noncredit Programs to the Chancellor’s Office. The Instruction Office shall submit to the Chancellor’s Office for review any Substantial Changes to locally approved degrees.

- **Non-substantial Changes to Existing Programs**

Non-substantial changes to existing programs are defined in Program and Course Approval Handbook (PCAH) of California Community Colleges Chancellor’s Office.

Faculty and relevant disciplines related to the program to be revised shall discuss the changes in the appropriate instructional area, and obtain approval from

1. Dean/Director
2. Curriculum Committee

The Instruction Office shall submit any Non-substantial Changes to Approved Credit or Noncredit Programs to the Chancellor’s Office.

- **Program Status Change**

Program status change means to “activate or inactivate a program”, or “archive or unarchive a program”. These program status changes do not reflect a program deletion or closure. Faculty and relevant disciplines shall discuss program status changes according to criteria listed in this procedure.

For program status changes other than program deletion, the change shall be approved by the:

1. Dean/Director
2. Curriculum Committee

For procedure on program deletion/closure, refer to AP 4021-Program Discontinuance.

The Instruction Office shall submit any Credit or Noncredit Program Activation/Inactivation to the Chancellor's Office.

For more information on program and curriculum development, also see College of the Siskiyou Curriculum Handbook and AP 4022-Course Approval.