



## Administrative Procedure 4020 Program, Curriculum, and Course Development

Reference: *Education Code Section 70902(a); Title 5, Section 51022(a); Accreditation Standard II.A*

### Curriculum Review

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

1. Each college has established a Curriculum Committee and its membership structure is mutually agreeable to the college administration and the Academic Senate.
2. Each college's Academic Senate delegates to the Curriculum Committee, without forfeiting its rights or responsibilities under Title 5, Section 53200-53204, the responsibility to establish prerequisites, corequisites, advisories on recommended preparation, and certain limitation of enrollment using the curriculum review process.
3. Each college's Curriculum Committee also reviews the course and prerequisite in a manner that meets each of the requirements under Title 5, Section 55201(b.1), and those specified in each college's curriculum review process.
4. Each college shall review each prerequisite, corequisite or advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or corequisite which is successfully challenged under Title 5, Section 55201(f), subsections (1), (2), or (3) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and the law.

### Program Review

Each college shall include curriculum assessment as part of its established ongoing, systematic program review processes. Results of all program review are integrated into institution-wide planning for improvement and informed decision making. The colleges regularly review and refine their program review processes to improve institutional effectiveness resulting in improvements in student achievement and learning.

### Student Learning Outcomes

Each college shall develop, implement, and assess student learning outcomes for all courses, programs, and degrees. Student learning outcomes will be filed and maintained along with the official course outline of record. The results from the assessment of student learning outcomes will be used by the faculty and administration to improve institutional effectiveness.

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Rule of 7

There are, at a minimum, seven components in the official course outline of record. These components are uniform throughout the district when developing curriculum:

1. Course number
2. Title
3. Prefix
4. Units
5. Transferability
6. Prerequisites \*
7. Course Objectives \*

\* This applies to new courses and courses in the review process.

Language applying to course objectives is permissive. The intent is to establish, at a minimum, three (3) common course objectives. This does not preclude faculty from adopting additional objectives.

Additionally, official common course descriptions will be published in each college catalog.

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