

EDUCATIONAL PROGRAM DEVELOPMENT, MODIFICATION & CONTINUANCE

References:

Education Code Sections 70902 (b) and 78016;
Title 5 Sections 51022 and 55130

Based on the primacy provided to faculty under the law to review and approve new and modified curriculum and educational programs through the Curriculum Committee, a subcommittee of the Academic Senate as part of the District's 10 + 1 Agreement with the Academic Senate (Policy 2515), all curriculum at Southwestern College will be reviewed for approval by the Curriculum Committee to ensure the rigor and standards of SWC curriculum is being upheld. The committee Co-chairs (the Academic Senate President-Elect and the Vice President for Academic Affairs) will collaborate to determine the fiscal impact of the curriculum and meets timelines.

Curriculum must be submitted according to the procedures set out in the most current *SWC Curriculum Handbook*, which is based on the current edition of the *Program and Course Approval Handbook* published by the Chancellor's Office, California Community Colleges. All curriculum must be submitted electronically utilizing the College's submission program, CurricUNET, where historical documents and modifications are archived.

For any new or modified curriculum to be offered at SWC, it must be:

- 1) submitted according to the approved curriculum timelines and processes for the academic year,
- 2) reviewed and approved by the Curriculum Committee,
- 3) approved by the Governing Board, and
- 4) published in College documents.

For the creation of Career Technical Education programs, proof of need must be provided with clear recent data with written confirmation that no other public entity (i.e. community colleges, adult education centers) offer or plan to develop such a program. New CTE curriculum should be reviewed by the Regional Occupational Deans' Council.

Courses and Programs will be reviewed in a regularly assigned cycle within Academic Program Review (APR) to ensure currency and prerequisite review. All documentation of this review will be held within the APR report, which is kept by the APR Committee Chair and forwarded to all relevant committees as stipulated in the institutional program review process.

Grant-funded curriculum shall be reviewed by the Curriculum Committee for initial approval. Once deemed academically sound and approved by Curriculum Committee, the Curriculum Committee Co-Chairs shall ensure proper consultation and collaboration is

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applied to obtain necessary approval for facilities, budget items and/or staffing as per District Policy 2510. All grant-funded curriculum shall require a written agreement determining the process whereby grant-funded curriculum may be supported by the District in the future. This agreement will be reached through collegial consultation between the Academic Affairs office, Academic Senate President and the cognizant program director at least 18 months prior to the termination of funding.

Curriculum inactivation must also be submitted electronically but will only require that it be placed on a curriculum committee meeting agenda as an informational item along with the effective date for Articulation purposes. Other items deemed to be minor changes may appear before the Curriculum Committee as information items on a Curriculum Committee agenda.

All curriculum reviewed by the Curriculum Committee will be forwarded by the Office of Instruction to the Governing Board on a Curriculum Summary on a curriculum summary prepared by the Office of Instruction for Board approval. All curriculum documents, procedures, deadlines and other pertinent information will be posted on the Curriculum Committee website.

Stand Alone Certification Procedures

References: AB1943 (Nava, 2006), Title 5 §55100

1. The Curriculum Committee faculty Co-Chair shall, whenever possible, attend the Curriculum Institute in order to be up to date on Title 5 changes and in order to receive Stand Alone Training in person. When attendance is not possible, a faculty designee will attend or the Co-Chair will receive training from CCCConfer and receive documentation from the Chancellor's Office that he/she is able to train faculty and staff on this subject.
2. The Co-Chair will call for a Mandatory Training Session of the curriculum committee and all involved faculty and staff at the beginning of the fall semester.
3. The Co-Chair will present the Chancellor's Office approved powerpoint presentation without deleting any of the slides and will give the presentation based on the Chancellor's Office speaker's notes for the training session.
4. At the training, the Co-Chair will obtain original signatures from those present. A copy of this signature document will be made for submission to the Chancellor's Office and an electronic copy in pdf format will be retained as well as the original in the Office of Instructional Support Services (ISS Office).

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5. The Co-Chair will ensure that any required personnel who are required in the approval of curriculum be trained before the end of the first week of September.
6. When all personnel have been trained, the Certification of Mandatory Stand Alone Training is filled out by the Co-Chair, signed and delivered to the Office of Academic Affairs for the signature of the Vice President for Academic Affairs.
7. The Certification form is then delivered to the Office of the Superintendent President for his signature and returned to the Office of Academic Affairs.
8. The original Certification form, which contains the signatures of the Superintendent/President, the Vice President for Academic Affairs and the Curriculum Co-Chair is then copied in both hard copy and pdf format and is kept in the ISS Office for auditing purposes.
9. The original Certification form is then sent to the Chancellor's Office along with a hard copy of the signature document. This documentation must be received by the Chancellor's Office no later than September 30th in order to meet the Certification deadline.
10. Electronic copies of the Certification page as well as the signature page are to be shared with the Curriculum Co-Chairs and the Superintendent/President's Office so as to provide proof of compliance with Title 5.