

**BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish a procedure which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**References:**

Education Code Sections 70901(b), 70902(b), and 78016;  
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150  
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  
Administrative Procedure 4020 Program and Curriculum Development

**Replaces:**

Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.