

San Diego Community College District

Policy 5300
September 7, 2000

COURSES OF INSTRUCTION AND EDUCATIONAL PROGRAM APPROVAL

CONDITION

"Courses of instruction and educational programs shall be prepared under the direction of the governing board of each Community College District. . ." California Education Code, Section 78200. (Now see [Section 70902](#))

POLICY

To satisfy statutory requirements and to assure implementation of the goals of the District Educational Master Plan, the Board recognizes the need to offer a wide range of courses and programs to satisfy the occupational, transfer, degree, and certificate needs of students, which include offering courses in all levels from developmental to honors.

Each of the San Diego Community Colleges, San Diego Community College District Centers for Education and Technology (CET) and Military Education Programs shall develop and maintain articulation and course equivalency agreements, as appropriate, with two year and four-year colleges and high schools in the San Diego Community College service region.

The Board hereby directs the Chancellor to develop procedures that will assure the approval of courses of instruction and of educational programs that satisfy the requirements of the Education Code and Title 5 of the California Code of Regulations.. These procedures will remain flexible to permit timely response to change.

In developing the procedures the Chancellor shall consider the following principles:

1. The college academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. The college/CET curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, programs, degrees, and certificates to the Curriculum and Instructional Council, the Board of Trustees, and the California Community College Chancellor's Office, as appropriate.
3. The Chancellor or designee is responsible for issues related to curriculum and instruction:
 - Convening and chairing the CIC and
 - Submitting curriculum recommendations of the CIC to the District Board of Trustees and to the State Chancellor's Office,
 - Facilitating articulation of courses and programs with colleges and universities and ensuring compliance with state and federal regulations and board policy.

4. The College and CET presidents or their designee shall actively participate in the curriculum review and approval process.
5. Faculty shall actively participate in the curriculum review and approval process.
6. New programs shall not duplicate existing, approved programs.
7. New courses must be offered as part of an existing program and shall not duplicate courses offered in other programs.
8. Input from community groups shall be encouraged.
9. Input from advisory committees shall be solicited.
10. The campus/center resources shall be appropriate for courses/programs offered.
11. All requirements of national, state and local approval and/or accrediting agencies shall be met.
12. Units of credit earned per hour of class meeting shall be consistent with legal requirements.
13. To ensure the articulation of courses between and among institutions, faculty shall actively participate in the review process, particularly individuals having the specialized skills and knowledge required to make the determination of course equivalency.
14. Faculty shall continually review and oversee courses to ensure rigor and integrity of curriculum, facilitating transfer between and among such institutions as K-12, and four-year colleges and universities.
15. All members in the curriculum processes described above shall be continually engaged in participatory, shared, and collegial governance.

SUPERSEDES:

Policy 5300, 6/9/81, 10/14/98. 11/14/02