

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS		INDEX NUMBER E-65
REFERENCE: Title 5, C.C.R. Section 55002	TOPIC: Curriculum Development and Approval: Standards and Procedures	
ISSUE DATE: July 18, 1983	INITIATED BY: Educational Support Services Division	
CHANGES: Revised all Sections Revised Section 3 (b) Revised Section 3(b)(1); 6(a) Revised all Sections Revised Section 3(c)	DATES OF CHANGES: December 5, 2008 July 18, 2001 May 14, 2009 April 22, 2010 May 22, 2012	

1. BACKGROUND FOR CURRICULUM PLANNING AND DEVELOPMENT

The Board of Governors of the California Community Colleges has adopted regulations establishing distinct sets of standards for courses, which may or may not be applied for credit toward the associate degree. In addition, the Board of Governors requires that noncredit courses be approved through the same local curriculum review and approval process as that required for credit courses. Title 5, sections 55000-55202 provide the regulatory framework for curriculum approval. The college and/or district curriculum committee shall be established by mutual agreement of the college and/or district administration and the academic senate. The committee shall either be a committee of the academic senate, or a committee, which shall include faculty and may otherwise be comprised in any way that is mutually agreeable to the college and/or district and the academic senate. Regulations require that all courses at a community college be reviewed and approved for recommendation by a college curriculum committee, and/or when applicable a district curriculum committee be established in a manner that is acceptable to the local academic senate, as well as the campus or district administration. This means that the academic senate must approve the process and structure of the committee charged with curricular review and approval. Once the process and structure of the curriculum committee have been established, this committee will then serve as the required body to which all course and program changes for the college will be submitted. The curriculum committee will also serve as the body that determines the appropriateness of prerequisites, corequisites and advisories for all courses.

2. DISTRICT CURRICULUM COMMITTEE

A District Curriculum Committee shall be established to recommend policies and procedures concerning curriculum development, oversee the curriculum approval process, and to make recommendations to the District Academic Senate on curriculum matters.

The District Curriculum Committee will be a standing committee of the District Academic Senate.

The composition of the Committee is as follows:

* The nine local college faculty chairs of the college curriculum committees (9)

*The President and Vice President of the DAS (2)

*A faculty member representing AFT (Article 32, C Agreement) (1)

Student (1) selected by Student Affairs Committee

An Articulation Officer (1) selected by college Articulation Officers

Academic Affairs Vice President (1)

Educational Support Services Division representative (1)

(* Indicates voting member)

A quorum will consist of 7 voting members. Other Academic Vice Presidents or faculty may serve as resource persons. The committee will be chaired by the Vice President of the District Academic Senate.

3. CURRICULUM PLANNING AND DEVELOPMENT

This regulation applies to all curriculum proposals and provides the curriculum procedures of the Los Angeles Community College District (LACCD) as required by Title 5 of the California Code of Regulations. This is the recognized curriculum development and approval policy for the LACCD.

a. New Courses

1. Approval Criteria

In reviewing and recommending a course, the college curriculum committee shall consider whether the proposed course meets the following criteria:

- a. Appropriateness to college mission. The stated goals and objectives of the proposed course are consistent with the mission and master plan of the college. The course provides systematic instruction in a body of content or skills whose mastery forms the basis of the student grade.
- b. Need. There must be a demonstrable need for a course that meets the stated goals and objectives of the college's Educational Master Plan.

- c. Quality. The course meets the standards and criteria contained in Title 5, section 55002.
- d. Feasibility. The college has the resources necessary to support the course at the level of quality presupposed in the course design.
- e. Compliance. The course complies with all other laws applicable to it, including federal regulations, licensing requirements and any legal requirements that may exist for a particular course or courses

2. Procedures

STEP 1: A new course proposal will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: The District Office's Educational Support Services Division will assign a course number and, if necessary, a subject code and abbreviation.

STEP 3: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college's curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 4: All proposed new courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college's curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the College President.

STEP 5: Following all college approvals, the college's Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for posting.

STEP 6: The Educational Support Services Division will conduct a technical review and electronically notify the Vice President of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate, Senate President and Vice President, and the Articulation Officers at all colleges in the District. The District Academic Senate Vice President will notify the appropriate Discipline Committee Chairs. These parties have twenty (20) working days to forward any comments to the college proposing the course. These parties do not have the authority to prevent the approval of the course, but they may express concerns they would like the initiating college to consider.

STEP 7: A District Discipline Committee or any member of the District Curriculum Committee can request to have a new course proposal reviewed by the District Curriculum Committee prior to recommendation to the Board of Trustees. Concerns will be in writing and will be sent (either electronically or in hard-copy) to the Chair of the DCC, with a copy to the Vice Chancellor of Educational Support Services. Concerns from a Discipline Committee must be in the form of a letter signed by a majority of the members of the District Discipline Committee or in minutes from a District Discipline Committee meeting, where there was a quorum and a majority of the members present voted for the action.

STEP 8 Upon receipt of the written concerns, the Chair of the DCC will place the matter on the next agenda of the DCC and the clock on the 20-day review period will stop. If the concerns were raised by a District Discipline Committee, the Chair of the DCC will notify the District Discipline Committee Chair, as well as the Curriculum Committee Chair from the proposing college, as to the date when the committee's concerns will be reviewed by the DCC.

STEP 9: During the DCC meeting when the concerns are discussed, the DCC will review the written concerns, listen to comments from both the college proposing the course and the Chair of the District Discipline Committee or the Curriculum Committee Chair from the college opposing the course. The DCC will discuss the concerns and formulate possible recommendations.

If the DCC has any recommendations, the DCC Chair will forward those recommendations to the Senate President and College President of the college proposing the course (with copies to the Vice President of Academic Affairs and the Curriculum Committee Chair). The DCC will then either take action to restart the clock on the 20-day review process or extend the review process by up to an additional 20 days. If the DCC extends the review period, it will do so with explicit recommendations for actions to be taken by the college, District Discipline Committee or both.

STEP 10: At either the end of the initial 20-day review period (less the time taken for DCC review) or at the end of the extended review period, the new course will be placed on the next available agenda of the Board of Trustees.

STEP 11: If after twenty (20) working days, no requests (see STEP 7) are received for DCC review, the Chair of the District Curriculum Committee will notify the District Academic Senate President and the Vice Chancellor of Educational Support Services, who will place the proposed new course on the next available agenda of the Board of Trustees and electronically forward a copy of the Board item to the DAS President, DAS Vice President, Vice Presidents of Academic Affairs, Curriculum Deans and Curriculum Committee Chairs.

STEP 12: Following Board action, the Educational Support Services Division will enter the new course(s) into the course database.

b. Changes to Existing Courses

1. Procedures

The procedures in this section apply to changes to course attributes of existing courses with the same subject title and subject number, approved at more than one college. The course attributes subject to these procedures are as follows:

- Course Title
- Units
- TOP Code
- Course Classification (Liberal Arts & Sciences, Occupational, Developmental, etc.)
- CSU Transferability
- Associate Degree Applicable
- Special Class Status (for disabled students)
- Basic Skills Indicator
- Student Accountability Model (SAM) Code

Changes to these attributes, approved through the procedures listed below shall be applied to the course at all colleges in the District where the course is offered. All other changes to existing courses will be made in accordance with established college curriculum approval process and may vary by college.

STEP 1: Changes to the course attributes (data elements) listed above shall be initiated and approved at the college level by the faculty in the discipline.

STEP 2: Proposals for course changes will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs for appropriate action, as determined by college curriculum approval process.

STEP 3: The proposed course revisions will be placed on the agenda of the college Curriculum Committee for action. Upon approval by the Curriculum Committee, each proposed course change will be forwarded to the college Academic Senate for consideration, in keeping with college curriculum approval process. Senate recommendations will be forwarded to the Vice President of Academic Affairs.

STEP 4: The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President.

STEP 5: Following all college approvals, the college's Vice President of Academic Affairs, or designee, will forward the approved Course Change form (electronically or in hardcopy) to the Educational Support Services Division for posting.

STEP 6: The Educational Support Services Division will conduct a technical review and electronically notify the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District. The District Academic Senate Vice President will notify the appropriate Discipline Committee Chairs. These parties have twenty (20) working days to forward any comments to the college proposing the change. These parties do not have the authority to prevent the change, but they may express concerns they would like the initiating college to consider.

STEP 7: A District Discipline Committee or any member of the District Curriculum Committee can request to have a course change proposal reviewed by the District Curriculum Committee. Concerns will be in writing and will be sent (either electronically or in hardcopy) to the Chair of the DCC, with a copy to the Vice Chancellor for Educational Support Services. Concerns from a Discipline Committee must be in the form of a letter signed by a majority of the members of the District Discipline Committee or in minutes from a District Discipline Committee meeting, where there was a quorum and a majority of the members present voted for the action.

If, after twenty (20) working days no requests are received, the recommended changes can be made to the course(s). Changes affecting courses with active sections will be effective in the next available semester.

If, after twenty (20) working days, requests are received they will be placed on the agenda of the next DCC meeting and the Vice Chancellor of Educational Support Services Division will be notified. Upon receipt of the concerns, the clock on the 20-day review period will stop. If the concerns were raised by a District Discipline Committee, the Chair of the DCC will notify the District Discipline Committee Chair, as well as the Curriculum Committee Chair from the proposing college, as to the date when the committee's concerns will be reviewed by the DCC.

STEP 8: During the DCC meeting when the concerns are discussed, the DCC will review the written concerns, and listen to comments from both the college proposing the course change and the Chair of the District Discipline Committee or the Curriculum Committee Chair from the college opposing the course change. The DCC will then accept or deny the requested course change. If the DCC denies the request, the college can appeal the decision to the District Academic Senate Executive Committee for a final decision.

c. Cross-Listing (Course Content Equivalency)

Cross-listed courses are courses that are closely aligned. The following course attributes must be identical Districtwide: course title, units, credit status, degree applicability and CSU transferability. Additionally, the following course attributes must be the same at the college: catalog and schedule description, hours, course content and objectives, prerequisites, corequisites and advisories, general education placement, as well as IGETC and CSU GE Certification area (if applicable). Courses requiring a Master's Degree to teach may not be cross-listed with courses not requiring a Master's Degree. Once the courses are cross-listed, a person qualified to teach in either discipline may teach either course. All cross-listings must be approved by the respective district discipline committees and the District Curriculum Committee (DCC).

STEP 1: Requests to cross-list courses shall be initiated and approved at the college level by the faculty in the disciplines.

STEP 2: Proposals to cross-list courses will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs for appropriate action, as determined by college curriculum approval process.

STEP 3: The proposal to cross-list courses will be placed on the agenda of the college Curriculum Committee for action. Upon approval by the Curriculum Committee, each proposed course cross-listing will be forwarded to the college Academic Senate for consideration, in keeping with college curriculum approval process. Senate recommendations will be forwarded to the Vice President of Academic Affairs.

STEP 4: The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President.

STEP 5: Following all college approvals, the initiator of the proposal will consult with the appropriate DAS VP to obtain contact information for each District Discipline Committee and will be responsible for obtaining approval from each of the District Discipline Committees. The initiator shall have ninety (90) calendar days (excluding Summer) to gain approval.

STEP 6: Simultaneously with Step 5, the college's Vice President of Academic Affairs, or designee, will forward an electronic copy of the approved Course Cross-Listing form to the Educational Support Services Division for a twenty (20) working day posting in accordance with the posting schedule.

STEP 7: Within ninety (90) calendar days, the cross-listing proposal, along with the recommendation from the District Discipline Committees, will be sent to the DCC Chairperson and placed on the next available DCC agenda for action. However, unless the request is endorsed by all appropriate District Discipline

Committees, it will not be considered for approval. If any of the District Discipline Committees do not respond within ninety (90) calendar days, the cross-listing request will be placed on the next available DCC agenda for review and action. A non-response by a discipline committee will signify tacit approval of the request.

STEP 8: If the DCC approves the proposal to cross-list courses, the DCC Chair will notify the appropriate District Discipline Chairs and the Educational Service Support Division. The cross-listed courses will be entered into the course database and the effective date will be posted. Cross-listings affecting courses with active sections will be effective in the next available semester for which no sections have been scheduled. All approved Cross-listed courses will be identified in the college catalog, even if all courses are not offered on that campus. If the college offers one of the Cross-listed courses then the college must list both of them in the catalog.

NOTE: Colleges have one year from the date of the implementation of these revised procedures to submit lists of courses to be cross-listed in accordance with the requirements above. Only these courses will be listed in the course database as cross-listed courses. All previous cross-listing will be deleted from the course database.

d. Addition of Existing District Courses to a College's Curriculum

Procedures

STEP 1: A proposal to add an existing District course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college's curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 3: All proposed courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college's curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college's Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the

Educational Support Services Division for informational posting to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District.

STEP 5: The Educational Support Services Division will conduct a technical review and place the courses on the next available agenda of the Board of Trustees.

e. Experimental/Emergency Courses

Colleges may offer an experimental/emergency course on a provisional basis for one full academic year if the course is approved by the college's curriculum approval process. Courses will be given a "99" number designation.

During the second semester, the college must submit a complete course proposal with a regular course number following the procedures for creating a new course as described in Section 3(a)(2). The "99" course shall be terminated at the end of the second semester.

Procedures

STEP 1: A proposal to add an experimental/emergency course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college's curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 3: All proposed courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college's curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college's Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for informational posting to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District.

STEP 5: The Educational Support Services Division will conduct a technical review and place the courses on the next available agenda of the Board of Trustees.

f. Modules

Modules are defined as courses that are a subset of an existing course (i.e. “Parent Course”) which retain most of the original attributes of the parent course with the exceptions of the course number, which will be appended by a letter, course title, which will also be appended by the same letter appended to the course number, units, and hours. The combined units and hours of the modules must equal those of the parent course.

For example: Math 105: Arithmetic is a 3-unit, 3-hour lecture course. Math 105A: Arithmetic A is a 1-unit, 1-hour lecture course, Math 105B: Arithmetic B is a 1-unit, 1-hour lecture course, and Math 105C: Arithmetic C is a 1-unit, 1-hour lecture course.

Procedures

STEP 1: A proposal to modularize a course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college’s curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 3: All proposed modularized courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college’s curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for informational posting to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District.

STEP 5: The Educational Support Services Division will conduct a technical review and place the modularized courses on the next available agenda of the Board of Trustees.

4. DISTRICT DISCIPLINE COMMITTEES

District discipline committees, formed according to District Senate guidelines and/or otherwise approved by the District Academic Senate, may be consulted by Disciplines at a college, by College Curriculum Committees, the Chancellor (or designee), the District Curriculum Committee, and/or by the District Senate, as needed. Topics which may be referred to a discipline committee are those which affect more than one college in the District.

District Discipline Committees may also initiate the discussion of any other curricular issues and make recommendations to the DCC.

5. REVISION OF THE CURRICULUM DEVELOPMENT AND APPROVAL PROCESS

The procedures described in this regulation may be revised subject to the mutual agreement of the DAS and the LACCD Chancellor.

6. DEFINITIONS

- a. "Working day": a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, and holidays, with the exception that days occurring between July 1 and August 15 will not be counted as working days.
- b. "Subject" is a general title used to describe the content of courses. Courses are placed in subjects and are listed with course identification numbers given by the State Chancellor's Office.
- c. "Discipline" refers to the determination of preparation needed to teach a subject or perform a defined purpose. Discipline relates to State Minimum Qualifications. Faculty qualified for a single discipline may be able to teach multiple subjects. Faculty are qualified to teach in disciplines.