

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 4020**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

- Title:** Program and Curriculum Development
- Adoption Date:** 3/2/10
- Revision Date:** May 14, 2013; November 4, 2014; March 10, 2015
- Responsible Office:** Vice President, Instruction
- Policy References:** Title 5 Sections 51021, 55000 et seq., 55100 et seq.; ACCJC Accreditation Standards II.A; BP 4020; Program and Course Approval Handbook, 5<sup>th</sup> Edition, California Community Colleges Chancellor's Office, Sept. 2013; 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

**Introduction**

Types of programs offered at College of the Siskiyous include:

**Credit**

- Associate Degrees
- Certificates of Achievement (COA) [18 or more semester units]
- Certificates [12-17.5 semester units]
- Local Certificates [12 or fewer semester units]

**Noncredit**

- Certificate of Competency
- Certificate of Completion

Associate degree and certificate of achievement programs require approval from California Community College Chancellor's Office. Other certificates (under 18 units) require local approval only. Certificates requiring between 12 and 18 semester units may be requested and the designation "Certificate of Achievement" may be assigned pursuant to Title 5, section 55070(c). Such certificates are then eligible to be listed on student transcripts.

**Criteria**

The following criteria as set forth in Program and Course Approval Handbook (PCAH) should be utilized throughout the development and approval process:

- Appropriateness to mission
- Student Need
- Curriculum standards (Title 5 Section 55002)
- Adequate resources
- Compliance

### **New Program Initiation**

The development of a new program may be initiated by community or faculty members including the appropriate division in one or more discipline areas. New program originators shall complete program proposals in paper format or via electronic submission using College of the Siskiyous' curriculum management system (CurricUNET). The approval process cannot formally begin until new program proposals have been entered electronically into the District approved curriculum management system. The program proposal should address the data fields and supporting documentation required by the Chancellor's Office as defined in the Program and Course Approval Handbook. Additional supporting documentation may vary depending on the proposal type. All courses required by the program shall be current and in compliance.

A consensus approach shall be used amongst appropriate stakeholders, including Administration, Faculty, and Community interests in order to advance the development of any new program.

### **New Program Approval**

The program proposal shall be reviewed according to the above criteria by the following individuals and approving bodies:

1. Appropriate Division Dean or Director
2. A Curriculum Committee member who is assigned for technical review
3. Curriculum Committee
4. Vice President, Instruction (CIO)
5. Board of Trustees
6. North/Far North Consortium (CTE programs only)
7. Chancellor's Office

For programs in career and technical education, also refer to AP 4102-Occupational/Vocational Technical Programs.

No programs may be offered prior to the completed approval process.

### **Program Review**

Programs shall be reviewed annually according to the criteria listed under "Criteria" in this procedure, and the Accreditation Standard II.A.2 and II.A.16 which requires the review of program relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

Appropriate faculty, instructional area, and division dean or director shall carry out the task of review according to timelines determined by the District.

### **Program Revisions**

- **Substantial Changes to Existing Programs**  
Substantial changes to existing programs are defined in Program and Course Approval Handbook of California Community Colleges Chancellor's Office.

Faculty and relevant disciplines related to the program shall discuss the changes in the appropriate discipline areas, and complete an update of the existing program in CurricUNET. The changes shall be reviewed and approved by:

1. Division Dean/Director
2. Curriculum Committee
3. Chief Instructional Officer (CIO)
4. Board of Trustees
5. North/Far North Regional Consortium (CTE programs only)
6. Chancellor's Office

The Instructional Services Office shall submit any Substantial Changes to Approved Credit or Noncredit Programs to the Chancellor's Office.

- **Non-substantial Changes to Existing Programs**

Non-substantial changes to existing programs are defined in Program and Course Approval Handbook of California Community Colleges Chancellor's Office.

Faculty and relevant disciplines related to the program to be revised shall discuss the changes in the appropriate instructional area, and obtain approval from

1. Division Dean/Director
2. Curriculum Committee

The Instructional Services Office shall submit any Non-substantial Changes to Approved Credit or Noncredit Programs to the Chancellor's Office.

- **Program Status Change**

Program status change means to "activate or inactivate a program", or "archive or unarchive a program". These program status changes do not reflect a program deletion or closure. Faculty and relevant disciplines shall discuss program status changes according to criteria listed in this procedure.

For program status changes other than program deletion, the change shall be approved by the:

1. Division Dean/Director
2. Curriculum Committee

For procedure on program deletion/closure, refer to AP 4021-Program Discontinuance.

The Instructional Services Office shall submit any Credit or Noncredit Program Activation/Inactivation to the Chancellor's Office.

For more information on program and curriculum development, also see College of the Siskiyous Curriculum Handbook and AP 4022-Course Approval.