



ADMINISTRATIVE PROCEDURES

No. 4020.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROGRAM AND CURRICULUM DEVELOPMENT

The primary responsibility of the Curriculum Committee is assuring academic excellence in curriculum matters by ensuring that curriculum is academically sound, comprehensive, and responsive to the evolving needs of Mendocino College and the community through review and approval of:

- New and modified course proposals for Title 5 compliance
- Courses as they relate to programs of study
- Appropriate requisites
- Modifications or restructuring of existing programs
- Deletion and/or inactivation of courses and programs
- Modes of delivery
- CSU and UC general education proposals in collaboration with the articulation officer
- Policy changes pertaining to curricula issues
- Implementation of state regulations and guidelines pertaining to the curriculum development process
- Proposed programs of study
- Student Learning Outcomes

The Curriculum Process

An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a six-year rotational cycle and updated as needed. CTE curriculum is updated on a two-year cycle. The Academic Senate Curriculum Committee will review all curriculum proposals.

Curriculum proposals shall be accepted year round. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year's college catalog. The initiator shall check with the committee for internal timelines and technical review deadlines.

The completed proposal shall receive a technical review by an approved subcommittee appointed by the Curriculum Committee. Any revisions shall be addressed prior to full Curriculum Committee review. Following technical review approval, the proposal shall be forwarded for full Curriculum Committee approval consisting of one or two readings depending on proposal type. Proposals shall be evaluated for need, quality, feasibility, academic rigor, technical correctness and consistency with Committee standards, the College Mission, and state regulations. All new Career and Technical Education (CTE) programs and program deletions shall be submitted to the

North/Far North Regional Consortium (NFNRC) as required by the California Community College Chancellor's Office (CCCCO).

Proposals recommended by the Curriculum Committee shall be forwarded, with draft meeting minutes and submission rationale, to the Board of Trustees' designee (Superintendent/President) for approval throughout the year. The Board of Trustees shall rely primarily on the advice of the Academic Senate on all matters pertaining to the curriculum including instruction and student learning. The Board retains authority to approve all programs and curricula offered by the district and delegates authority to the Superintendent/President to approve program and/or course proposals. Applicable proposals shall then be forwarded to the Chancellor's Office, California Community Colleges, for approval and/or charting. The College Catalog is a collaborative publication reflecting these approvals. The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Complete curriculum records are maintained through the curriculum management system.

Curriculum Committee Membership

In accordance with Title 5, Section 55002a (1) the college curriculum committee has been established by the mutual agreement of the college administration and the Academic Senate. Curriculum Committee membership shall reflect a balanced representation across disciplines, whenever possible.

Non-voting members of the committee serve as resources for the voting members. They are responsible for providing information regarding their area of expertise (such as: enrollment procedures, degree requirements, grading policies, finances, feasibility, effects of actions on the Centers) and for communicating committee action to their constituent groups in a regular and timely manner.

Committee members cannot be represented by a substitute. Voting members must be in attendance to cast a vote (proxy voting is not allowed).

The Committee consists of a 7 faculty members including a Full Time Faculty chair, five Full Time Faculty members (it is highly recommended that one be a counselor) and a Part Time Faculty member. Also included in the voting members are a student representative and the Vice Chair (Vice President of Academic Affairs). Non-voting and resource members include Articulation Officer, Dean of Applied Academics, Dean of Instruction, Director of Admissions and Records, SLOT representative, DE representative and Center Administrators.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

Mendocino College calculates credit based on a 17-week semester. Total Student Learning Hours are divided by 51 to determine the units of credit, in increments of .5 units. Classes that deviate from the full term are still required to meet the same number of hours per unit and are calculated the same way. Compliance is monitored by the Instruction Office and Admissions and Records. The standard ratio of in class to outside of class hours as outlined in title 5 are used here.

Academic Activity	In-Class	Outside-of-Class
Lecture	1	2
Activity	2	1
Lab	3	0

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
ACCJC Accreditation Standard IIA;
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.