

## 4B Program Courses

### Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

#### Employ the Process of Mutual Agreement

**Policies:** None

**Procedures:** None

**Appendices:** None

#### Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
  - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
  - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
  - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
  - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
  - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D*)
  - (7) **4B5**, Program Review
  - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

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Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

**Procedures:** None

**Appendices:** None

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Four – Students – Instructional**

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revision: To Establish/Amend District Policy

**4B** **Programs/Courses** ~~(Approved June 10, 2010)~~

**4B1** **Educational Programs**--The educational programs of the Colleges shall reflect the goals and objectives of the institutions. *The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and* currency.

**4B1A** Each College shall have on file with the District Office and the California Community Colleges Chancellor's Office an Academic Master Plan. Revisions to the Academic Master Plan must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office. (Title 5, Section 51008)

**4B1B** College educational programs not previously authorized must be approved by the District Chancellor, the Board of Trustees and the Chancellor of the California Community Colleges prior to offering. Approval shall be requested on forms provided by the State Chancellor's office in accordance with state law. (Title 5, Section 55130)

**4B1C** College credit courses not part of an existing program referred to as stand-alone courses must be approved by the Curriculum Committee, the appropriate Chief Academic Officer, and the College President and approved by the Board of Trustees upon the recommendation of the Chancellor or designee. The Board shall ensure that:

**4B1C1** The District submits a certification by September 30<sup>th</sup> of each year verifying that the persons who will serve on the Curriculum Committee and others who will be involved in the curriculum process at each college within the District for that academic year have received training consistent with the guidelines prescribed by the State Chancellor on the review and approval of stand-alone courses not part

of educational programs.

- 4B1C2** No course which has previously been denied separate approval by the California Community Colleges Chancellor's Office as a stand-alone course may be offered unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the College Curriculum Committee and approved by the Board of Trustees.
- 4B1C3** A group of stand-alone credit courses that are not part of an existing program which total eighteen (18) or more semester units in a single four-digit Taxonomy of Programs code are not linked to one another by means of prerequisites or co-requisites.
- 4B1C4** No student may be permitted to count eighteen (18) or more semester units of stand-alone credit courses not part of an existing program toward satisfying the requirements for a certificate or completion of an associate degree.
- 4B1C5** The District shall report all stand-alone credit courses to the California Community Colleges Chancellor's Office Management Information System.
- 4B1C6** ~~Effective January 1, 2013, or earlier, t~~he District shall separately submit for approval by the California Community Colleges Chancellor all non-degree applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.
- 4B1D** College credit courses not previously offered, but part of an approved program, shall be submitted by the Curriculum Committee and the appropriate Chief Academic Officer, to the College President for recommendation to the District Chancellor and approval of the Board of Trustees prior to offering in an advertised schedule.
- 4B1E** Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:
1. Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.
  2. Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.
  3. Each College shall keep current records and reports as may be required by the State Chancellor.
  4. In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the State Chancellor.

**4B1F** Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.

**4B1G** Contract education courses may be offered by the District.

**4B2** **Courses** – Course additions, deletions, and modifications shall be determined through established College procedures. *(Revised February 5, 2009)*

**4B2A** The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

**4B2B** College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

**4B2C** In addition to course additions, deletions, and modifications initiated by the College procedures, College or District administration may initiate the appropriate College procedures.

**4B2D** Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.