

Role of Administration in Curriculum

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

Accreditation Standards (Adopted June 2014)

https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf

Standard IV.A.4

“Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.”

Kern Community College District (KCCD) Board Policy

BP 4020 Program, Curriculum, and Course Development

<https://do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/kccdedu/s3fs-public/page/BP4020.pdf>

“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.

In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.”

KCCD Administrative Procedures

AP 4020 Program and Curriculum Development

<https://do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/kccdedu/s3fs-public/page/AP%204020.pdf>

“Initiation, Submission, Review, Approval, Evaluation

- The governing board relies primarily upon the advice and judgement of the academic senate for curriculum and educational program development. Each College Academic Senate will establish a College Curriculum Committee. Faculty on the College Curriculum Committee will ensure that the content and methods of instruction meet the academic and professional standards and expectations of the California Community College system as given in California Education Code and Title 5 regulations.
- Faculty acting through discipline areas within the academic divisions of the College shall be responsible for instructional program and course proposal development, submission, review, approval, and evaluation to the College Curriculum Committee. Working with appropriate faculty, college administration may initiate the college procedures for instructional program and course changes to the College Curriculum Committee.
- Final recommendations for program additions and modifications from the College Curriculum Committee 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 Chancellor for approval by the Board of Trustees. Once approved by Trustees, the content is submitted for State approval.
- Program and curriculum additions and revisions are published in the College catalogs and Board of Trustees meeting minutes.”

AP 4021 Program Discontinuance

<https://do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/kccdedu/s3fs-public/page/AP%204021.pdf>

“In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures. Final recommendations for program deletion 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 Chancellor for approval by the Board of Trustees.”