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CHAPTER 6: Educational Programs
Administrative Procedure NO. 6.13.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: BP 6.13.1 Curriculum Development, Program Review, and Program Viability

Adoption Date: ~~4/13~~ 11/2016

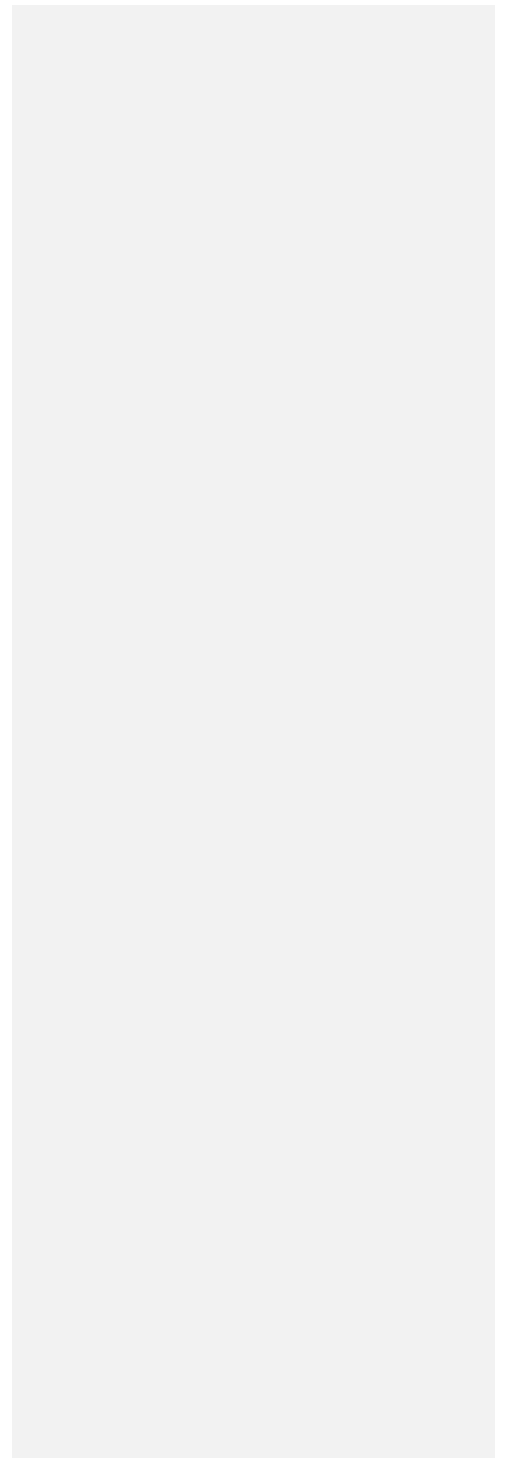
Policy References: Title 5 Sections 51021, 55000 et seq. and 55100 et seq.; ACCJC Accreditation Standard II.A

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PROCEDURE:

1. The District Colleges comply with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions.
2. The activities of Curriculum and Program Development, Program Review, and Program Improvement and Viability ~~and Discontinuance~~ shall have District-wide oversight and coordination ~~through the District Curriculum committee~~ and the office of the Vice Chancellor of Educational Services and Planning, in consultation with the District Academic Senate.
3. Curriculum and Program Development ~~and renewal~~ is the lifeblood of an institution of higher education, providing the currency and relevancy to the overall academic environment. Curriculum and Program Development shall:
 - Rely upon the discipline expertise of the program faculty
 - Rely on authoring faculty and local college curriculum committees to properly and thoroughly follow the curriculum development process:
 - ~~Depend on~~ environmental scanning and verifiable need for program in terms of regional workforce or transferability
 - ~~Include documented communication and consultation among discipline faculty colleagues, Deans, and Vice Presidents of Instruction at the three campuses, when similar or equivalent course(s) or program(s). A college Curriculum Committee programs exist elsewhere in the district. A college Curriculum Committee Chair may request a meeting for consultation facilitated by the District Curriculum Committee (DCC) if faculty or administrators wish to have further discussion among and between the colleges of the district~~ regarding specific curriculum or program development. This meeting would include the faculty and Deans from the curriculum area, the Vice Presidents of Instruction and the DCC.
 - ~~Depend on~~ Support the values and goals established in the college plans mission and institutional priorities ~~and existing in the published college Educational Master Plan~~
 - Result in a published proposal that will be presented to the academic senate through the local curriculum committee.
4. Program Review is a self-study conducted by program faculty and is a component of college planning that identifies strengths and weaknesses in each college program and assists program faculty, Academic Senate leadership and college administrators increase the quality of instruction and services. Program Review shall:

- Rely upon the discipline expertise of the program faculty
- Include input from advisory committees when appropriate
- Be based on institutional and environmental data
- Be conducted at least every six years, or in the case of vocational programs, every two years in compliance with Ed Code,
- Result in a published document that will be presented to the college community through the shared participatory governance process.



5. Program Improvement and Viability ~~and Discontinuance~~ is a component of college planning that leads to increased quality of instruction and service and to better use of existing resources. Quantitative and qualitative data are used to assess a program's academic relevance and vitality with the specific goal of assessing ~~discontinuance~~ the viability of the program. Major changes in course scheduling for a specific program shall be considered in the Program Improvement and Viability ~~Discontinuance~~ process. Program Improvement and Viability ~~Discontinuance~~ shall:
- Depend on the discipline expertise of the program faculty
Rely on authoring faculty and the local academic senate to properly and thoroughly follow the PIV process;
 - Reference current Program Reviews
 - Depend on a detailed SWOT Analysis
 - ~~Depend on Reference~~ the values and goals established in the college ~~plans planning process mission and institutional priorities existing in the published college Educational Master Plan;~~
 - Be based on a current, published list of criteria for considering ~~which~~ program viability. The criteria must be established through the ~~shared~~ participatory governance process
 - Include input from advisory committees when appropriate,
 - Consider the options of ~~viability, vitality,~~ revitalization, suspension or discontinuance
 - Carefully consider the intended and unintended consequences of discontinuance
 - ~~Result in a document that contains recommendations that will~~ be presented to the college community through the ~~shared~~ participatory governance process and be given sufficient time for ~~final~~ public comment
 - Allow for cases where a college Curriculum Committee Chair, or local Academic Senate President, may request a meeting for consultation facilitated by the District Curriculum Committee (DCC), ~~if faculty or administrators wish to have further discussion among and between the colleges of the district~~ regarding specific program improvement and viability. This meeting would include the faculty and Deans from the program area, the Vice Presidents of Instruction and the DCC.
6. All plans for Curriculum and Program Development, Program Review, and Program Improvement and Viability ~~and Discontinuance~~ will culminate in recommendations to the Board of Trustees through the Chancellor, or designee, for approval of curricular additions, program evaluations, and deletions.
7. The Office of Instruction at each College will be responsible for maintenance of all records regarding Curriculum and Program Development, Program Review, and Program Improvement and Viability ~~and Discontinuance~~.

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