



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, March 1, 2018
 12:50 p.m. –Board Room

Present:	<input type="checkbox"/> Martha Garcia	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input checked="" type="checkbox"/> Xochitl Tirado	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Velasquez	<input type="checkbox"/> Norma Nava	<input type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Andres Martinez	<input type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Kristen Gomez
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Luis Caloca Aaron Equihua	
Consultants:	<input checked="" type="checkbox"/> Efrain Silva	<input checked="" type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Vikki Carr	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> David Zielinski	<input checked="" type="checkbox"/> Norma Nunez	<input type="checkbox"/> Kevin Howell	<input checked="" type="checkbox"/> Lennor Johnson
	<input type="checkbox"/> Betsy Lane			
Ex-officio				
Visitors:	Analise Garcia	Gabriel Gonzalez	Cesar Supnet	Victor Torres
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Craig Blek called the regular meeting of the Imperial Valley College Curriculum Committee to order at 12:58 pm on Thursday, March 1, 2018.

B. Approval of the Minutes

1. Regular Meeting of February 15, 2018

M/S/C (Leon/Gilison) to approve the minutes of the February 15, 2018, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. **AHP 090 – Introduction to Health Science (2.0)**
- b. **NURS 240 – Intravenous Therapy Techniques (2.0)**

M/S (Leon/Gomez) to approve the deletion of AHP 090 and NURS 240, from the credit curriculum, effective 2018-2019, as presented. The motion carried.

2. Revised Courses

- a. **HE 102 – Health Education (3.0)**
- b. **NURS 204 – Transition to Associate Degree Nursing (3.0)**
- c. **VN 240 – Intravenous Therapy Techniques (2.0)**

M/S (Leon/Gilison) to approve the update for items a. through c. above, as indicated in CurricUNET, effective 2018-2019. The motion carried.

B. CSU/UC Transferability Local Practice

M/S (Leon/Rice) to allow ESL 106 and ESL 107 to come before the curriculum committee without required local practice of indicating three 4-year institutions and articulation for transferable courses. The motion carried. (Opposed – Kristen Gomez)

- It is the intention to obtain CSU area C2 if there is a significant cultural component.
- Above ESL 005 mirroring ENGL 008 and 009.
- Assigning transferability impacts financial aid. There are state issues that expect a reduction of units, there is a concern about the effect of the additional 10 units on financial aid.

C. Curriculum Policies and Procedures

1. AP/BP 4020 – Program, Curriculum and Course Development

M/S (Leon/Gilison) to approve the revision to Administrative Procedure (AP) and Board Policy (BP) 4020 Program, Curriculum and Course Development, effective upon Board Approval, as presented. The motion carried.

III. Discussion Items

1. Course Review - Craig

a. Outside of 5-year review

Committee should consider local policy to assure that course review cycles are completed to keep courses with the 5-year window.

b. Deletion of courses not offered for a set period of time

Members were asked to consider setting a limitation on courses that were not offered that would call for possible inactivation after a set period of time. Discussion will continue at future meetings.

IV. Information Items

1. Curriculum Chair

Craig reminded members that his term would be up in June.

V. Other Items

Kristen provided clarification from the previous meeting regarding general education patterns. Her intent was not to convey the cutting of courses with relation to institutional requirements.

VI. Next Regular Meeting: March 15, 2018, 12:50pm in the Board Room

VII. The meeting adjourned at 1:39 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

IMPERIAL COMMUNITY COLLEGE DISTRICT BP 4020 Program, Curriculum and Course Development

Reference:

Education Code Section 70901(b), 7092(b) and 78016;
Title 5, Sections 51000, 51022, [55002.5](#), 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under the Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Section 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The program and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the CEO shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for vocational and occupational programs;
- development of a general catalog and announcement of courses.

All new programs and program discontinuances shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

The Board delegates the authority for all other actions to the CEO.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The CEO will establish procedures which prescribe the definition of “credit hour” consistent with applicable [Title 5 and](#) federal regulations, as they apply to community college districts.

The CEO shall establish procedures to assure that curriculum and the District complies with the definition of “credit hour” or “clock hour,” where applicable. The CEO shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See AP 4020

IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 4020 Program, Curriculum and Course Development

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References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

[34 Code of Federal Regulations Part 600.2](#);

[ACCJC](#) Accreditation Standards II.A;

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.

BACKGROUND

California Education Code Section 70901 provides that the Board of Governors of the California Community Colleges has statewide responsibility to:

- establish minimum standards for credit and noncredit classes
- review and approve all educational programs offered by community college districts
- adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the Board of Governors, a credit course that is not part of an approved educational program, and monitor courses approved

The California Community Colleges Chancellor's Office uses the following five (5) criteria to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Section 70902 of the California Education Code provides that the governing board of each community college district shall:

- establish policies for, and approve, credit courses of instruction and educational programs
- establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the Board of Governors

Section 70902 further provides that the governing board of each community college district may offer, without the approval of the Board of Governors, a credit course of

instruction that is not offered in an approved educational program, under conditions authorized by regulations adopted by the Board of Governors.

California Code of Regulations Title 5 Section 51021, Curriculum, requires that “each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Subchapter 1 (commencing with §55000) of Chapter 6.”

Title 5 Section 55000, Definitions, defines “course” as “an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002” and “educational program” as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.”

Title 5 Sections 55002 and 55100 establish the criteria for courses and standards for approval, while Sections 55130 and 55150 provides the criteria and standards for approval of credit programs, and noncredit courses and programs, respectively.

In addition, Title 5 Section 55002(a)(1), Curriculum Committee, mandates that “the college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.”

CURRICULUM COMMITTEE ROLE, FUNCTION, AND MEMBERSHIP

The District’s Curriculum Committee serves in an advisory capacity to the Academic Senate and provides policy recommendations and procedures in the areas of (1) curriculum, including establishing prerequisites and placing courses within disciplines, (2) degree and certificate requirements, (3) grading policies, and (4) educational program development. This responsibility includes initiation, review, and approval of programs.

The function, membership, and procedures of the Curriculum Committee are subject to review every two (2) years by the Board of Trustees, or its designee, and the Academic Senate.

The Curriculum Committee is composed of the following members:

Academic Senate: 11/07/12, 10/15/14

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~~Board of Trustees: 03/15/07~~

~~Shared Governance: Curriculum Committee 10-18-12; Academic Senate 11-07-12~~

Voting Members

Chief Instructional Officer	Behavioral and Social Science Department Chair
Academic Senate Representative (Chair)	Humanities Department Chair
Distance Education Coordinator	World Languages and Speech Communication Department Chair
Disabled Student Programs and Services Director	Business Department Chair
Counseling Representative	Industrial Technology Department Chair
Articulation Officer	English Department Chair
Assistant Librarian	ESL Department Chair
Associated Student Government Representative	Humanities and World Languages and Speech Communication Department Chair and Coordinator
Exercise Science/Wellness/Sport Department Chair	Nursing and Allied Health Department Representative
Public Safety Department Chair	Science, Math and Engineering Department Chair and Coordinator
	Math and Engineering Department Chair

Consultants

Chief Instructional Officer	Vice President for Student Services
Dean of Economic and Workforce Development	Director of Admissions and Records
	Matriculation Student Success and Support Director
Dean of Health and Science	Child, Family and Consumer Sciences Director
	Transfer Center Director

Dean of Arts, Letters and Learning Services	Non-Credit Coordinator
Dean of Counseling	SLO Coordinator
	Basic Skills Coordinator

The Curriculum Committee meets regularly on the first and third Thursday of each month during the academic year.

~~At its first meeting of the academic year, Curriculum Committee members and all other persons who will be involved in the curriculum approval process will complete the training provided for in Title 5 Section 55100, which permits community college districts to approve, without prior approval by the California Community Colleges Chancellor's Office, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (i.e., "stand-alone" courses). The district must annually certify (by September 30) that all faculty and staff involved in the curriculum approval process have completed this training. The training will be provided by the Curriculum Committee Chair, who will have received prior official training for certification either at the annual Curriculum Institute or via online training sessions offered by the Chancellor's Office.~~

At its last meeting of the academic year, the Curriculum Committee develops the meeting schedule for the ensuing year. The meeting schedule includes the deadline for new and revised programs and courses to be added to the next catalog, and programs and courses to be deleted from the catalog.

The Technical Review Committee, a subcommittee of the Curriculum Committee, meets ~~immediately following a Curriculum Committee meeting~~ [as needed](#) to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, ~~Matriculation~~ [Student Success and Support Program](#) Director, Distance Education Coordinator, SLO Coordinator, Dean of Learning Services, Non-Credit Coordinator (Dean of Economic and Workforce Development), and the Director of DSPS. Faculty as Originators of curriculum proposals and/or Department Chairs and/or Division Deans participate in Technical Review Committee meetings on an as needed basis.

The ~~Instructional Assistant~~ Curriculum [and Academic Systems](#) Specialist serves as clerical support to the Curriculum Committee and recording secretary for both Curriculum Committee and Technical Review Committee meetings.

PROCEDURES

The District utilizes CurricUNET for the submission, review, and approval of proposals to:

- establish new courses and programs
- modify existing courses and programs
- inactivate courses and programs
- reinstate courses and programs
- delete courses and programs

Stand-Alone Courses

~~When approving stand-alone courses, the Curriculum Committee must note the following requirements of Title 5 Section 55100:~~

- ~~• unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office~~
- ~~• students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree~~
- ~~• regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites~~
- ~~• all stand-alone courses approved must be reported to the Chancellor's Office~~

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.

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 or 33 quarter 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.

NOTE: The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

Hour Requirements for One and Two Units of Credit

One unit of credit is 54 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Two units of credit is 108 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Minimum Unit Increment and Thresholds

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are treated as a threshold. Examples of common thresholds are:

<u>Units</u>	<u>Hour Threshold</u>
<u>0.5</u>	<u>27</u>
<u>1</u>	<u>54</u>
<u>1.5</u>	<u>81</u>
<u>2</u>	<u>108</u>
<u>2.5</u>	<u>135</u>
<u>3</u>	<u>162</u>

If the number of total student learning hours is between thresholds, then the unit value for the course will be the unit value for the maximum crossed hour threshold. For example, if a course has 120 total student learning hours, then the maximum crossed hour threshold is 108 hours and the unit value would be 2.

Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit:

Divide the total of all student learning hours (lecture, laboratory, activity, and/or outside-of-class hours) by 54, then round down to the nearest .5 units.

Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{54} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest .5 increment. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{54} = \frac{180}{54} = 3.33, \text{ which is rounded down to 3 units of credit}$$

Definitions for terms used above:

- Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- Outside-of-class Hours: Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including

outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.

Total student learning hours are provided using common ratios of Total Contact Hours to Outside-of-Class hours. The terms that correspond to these ratios are below:

<u>Instructional Category</u>	<u>In-class Hours</u>	<u>Outside-of-class Hours</u>
<u>Lecture (Lecture, Discussion, Seminar, and Similar)</u>	<u>1</u>	<u>2</u>
<u>Activity (Activity, Lab with Homework, Studio, and Similar)</u>	<u>2</u>	<u>1</u>
<u>Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)</u>	<u>3</u>	<u>0</u>

Cooperative Work Experience

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit:

One unit of credit is 75 hours of paid work experience.

One unit of credit is 60 hours of non-paid work experience.

Clock Hour Courses / Programs

Code of Federal Regulations Title 34 (§668.8k2iA) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 (§668.8).

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, 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.~~

~~The definition described above is known as the Carnegie unit formula, which requires three hours of student work per week, either in or out of class, over the term of a full semester, for one Carnegie Unit of student credit. While some students will put in more or less time, depending on their ability and level of personal commitment, the structure of the course in terms of semester units presumes this standard and is the basis of scheduling within the academic calendar.~~

~~The course outline of record will state student units and the number of in-class contact hours—which are 50 minutes in length—as if each course were intended to be offered for a full term 18 week term. In reviewing and approving courses, the curriculum committee must assure that the units offered are commensurate with the hours necessary for the course, both in and out of the classroom.~~

Establishing and Modifying Class Size

Definitions

Class Size is the maximum for student enrollment for each section of a course as listed on the Course Outline of Record for each course. When, by necessity, a course is assigned to a room with a capacity less than the class size, the class size will not apply. The term “class size” has also been referred to (as equivalents) as “class caps,” “enrollment maximums,” and “class quotas.”

Principles for the Initial Establishment and for Modification of Class Size

1. Class size will be established initially by using the current class size as reflected in CurricUNET for each course.
2. Department chairs or coordinators have the authority to submit a major course revision to the Curriculum Committee to modify the existing class size based on

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the criteria outlined below with the consent of their fellow department faculty and with appropriate documentation.

3. If the Curriculum Committee approves a major course revision to modify the class size, then the new class size will become the official maximum for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

Process for Changing Existing Class Size

1. Department chairs and coordinators may submit a major course revision to the Curriculum Committee to modify an existing class size based on established criteria as explained below, each of which must be supported and/or justified with appropriate documentation.

- ~~4.~~2. Based on the criteria for the modification of class size listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:

- A. Comparative research of class sizes for similar courses at other California community colleges;
- B. Recommendations or requirements from a professional or academic publication or organization; and/or
- C. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.

3. Proposals to change the existing course cap for a course will be reviewed by the Curriculum Committee, which will make the final decisions regarding the proposal to change the existing enrollment maximum for a course.

Criteria for the Modification of Class Size

Modifications to a class size must be justified with one of the below criteria; it is recommended that two or more criteria be considered in a proposal. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a class size modification. In addition, department chairs and coordinators who propose a new course to the Curriculum Committee should establish the class size based on one or more of the below criteria:

1. Health and Safety

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- [Fire codes](#)
 - [Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.](#)
2. [Facility or Other Class Capacity Limitations](#)
- [Availability of seats, desks, or workstations](#)
 - [Availability of equipment or supplies](#)
 - [Availability of required or necessary teaching or lab assistants](#)
3. [Course Modality](#)
- [Lab courses vs. combined lecture and lab courses – class size may be determined differently for labs, which may have different limitations compared to lecture-only courses.](#)
4. [Student Skill Level](#)
- [Basic skills](#)
 - [Transfer](#)
5. [Instructional Delivery](#)
- [Nature of classroom activities](#)
 - [Nature of interaction between instructor and students](#)
 - [Use of group work or group projects](#)
6. [Student Assessment](#)
- [Types and/or amount of individual assignments, projects, and/or papers to assess](#)
 - [Methods of student assessment, feedback, or evaluation](#)
 - [Course-level or Program-level Student Learning Outcomes](#)
 - [Course objectives in the COR](#)
7. [Use of Existing Class Size for a similar course\(s\) within the discipline](#)
- [For new courses only—cannot be used as one of the required criteria for modifying an existing course cap](#)
 - [New course should be comparable \(i.e. objectives, topics and scope, assignment, assessment, and pedagogy\) to other course\(s\) in the discipline](#)

Proposals for new, revised, inactivated, reinstated, and terminated courses and programs originate with department faculty (Originator). Following submission of curriculum proposal by the Originator, the proposal is reviewed and approved by the following in the order noted:

1. Department Chair or Coordinator
2. Division Dean
3. Technical Review Committee
4. Curriculum Committee Chair, Curriculum Consultants, Curriculum Committee

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. This separate review is achieved through the use of a "distance education addendum."

Proposals submitted must be approved by the Department Chair or Coordinator and Division Dean by 5:00 p.m. on Wednesday in the week preceding the Curriculum Committee meeting. Proposals submitted timely will be reviewed and acted upon by the Technical Review Committee. Proposals approved by the Technical Review Committee are then added to the agenda for the next meeting of the Curriculum Committee.

In order to take official action at any called meeting, there must be two-thirds of voting members in attendance. Proxy voting will not be allowed.

Following the Curriculum Committee meeting, the final approval process includes approval of the following:

1. Academic Senate appointed Curriculum Committee Chair
2. Chief Instructional Officer

The Instructional Assistant/Curriculum Specialist submits approved curriculum items to the Academic Senate for approval on behalf of the Curriculum Committee. In addition, the specialist submits items requiring approval of the Board of Trustees (i.e., new programs and program deletions, new courses) to the Superintendent/President's Office for inclusion in the Board meeting agenda. Items requiring approval of the Superintendent/President (i.e., program and course revisions) are submitted to the Superintendent/President's Office.

Following Board approval, the ~~Superintendent/President will sign the Application for Approval—New Credit Program (CCC-501) or Substantial Changes to an Approved Credit Program (CCC-510) form and the Instructional Assistant/~~Curriculum [and Academic Systems](#) Specialist will submit to the State Chancellor's Office for final approval.

Following the end of the spring semester, the specialist submits curriculum items approved for inclusion in the catalog for the next academic year to the Chancellor's Office program database utilizing the Chancellor's Office's CurricUNET system.

All curriculum records, reports, and meeting minutes are maintained by the ~~Instructional Assistant~~ Curriculum [and Academic Systems](#) Specialist and are housed in the Academic Services Office.