

Program and Curriculum Development

AP 4020

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

PROCEDURE FOR CONSIDERING/APPROVING NEW PROGRAMS

1. Faculty, dean and any sponsors discuss program proposal.
2. The faculty and dean of appropriate discipline, develop proposal for new program using Curriculum Committee format. Chief Instructional Officer informed of proposal.
3. The proposal is presented to Instructional Council for feedback.
4. The complete proposal is presented to Superintendent/President's Cabinet for feedback.
5. The Complete proposal is submitted to Curriculum Committee.
6. The Curriculum Committee considers the proposal. The Curriculum Committee forwards the proposal to Academic Senate Executive Committee with its recommendations.
7. The Academic Senate considers the Curriculum Committee recommendations at an open meeting, then votes to approve or not approve the proposal.
8. In the case of a proposal of 18 or more units: Relying primarily on the advice of the Academic Senate, the Superintendent/President recommends, or fails to recommend, the new program to the Board of Trustees and the process is complete.

PROCEDURES FOR EDUCATIONAL PROGRAM REVIEW AND VOLUNTARY DISCONTINUANCE

Definition:

"Educational program" is 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 Section 55000)

Definition of the Program Review Committee:

The Program Review Committee (PRC) **will be comprised of:**

- Two Instructional Deans appointed by the Chief Instructional Officer; one from a primarily transfer division and one from a largely vocational division.
- Four faculty members appointed by the Academic Senate President; one from the vocational/professional technical areas, one from the transfer disciplines, one from Student Services and one that is an Academic Senate liaison.

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- The appointments will be for a minimum of two years of service with no faculty member serving more than four consecutive years. The intention of this recommendation is to achieve continuity in membership while also providing periodic freshening of the committee. Membership terms should be rotational (as decided by the initial permanent committee members).
- The Chair of the committee shall be one of the Instructional Deans as designated by the Chief Instructional Officer.

The PRC will report to the College Council and meet regularly to review programs. Note: Deans or faculty who are members of the PRC may participate in the discussion of their own programs but will not be allowed to vote on them.

A. Program Review

Purpose:

Program Review is a process designed to assist instructional programs to review base line quantitative and qualitative data, and when necessary, define corrective action that leads to measurable improvement of a program. Through the auspices of the Program Review Committee (PRC), a collective supportive effort is formalized that assists in the analysis and assessment of programs that need to develop a plan of action that leads to program improvement.

Determination of Programs for Review:

- The College Council will maintain a list of programs due for program review.

Procedure for Program Review:

As directed by College Council, program reviews will be written every two years by faculty in conjunction with the annual area plans for that year. It is expected that Program Review be an inclusive process and that all faculty in the area be given the opportunity to participate. Program Reviews should be based on quantitative data, but qualitative data may be included.

The PRC will review each written program review every four years according to a schedule determined by the PRC. However, the PRC may review a program at the request of the CIO or a dean at any time. (Note: the University Studies and General Studies degrees will be reviewed by the PRC every four years according to a schedule and in a manner determined by the PRC.)

Recommendations of the PRC:

After reviewing programs, the PRC will submit a written recommendation with its findings to the College Council. The PRC process can result in three possible recommendations. A program may be recommended to continue, to continue with qualification, or to be discontinued. All recommendations will be taken under consideration by the Superintendent/President for a final decision.

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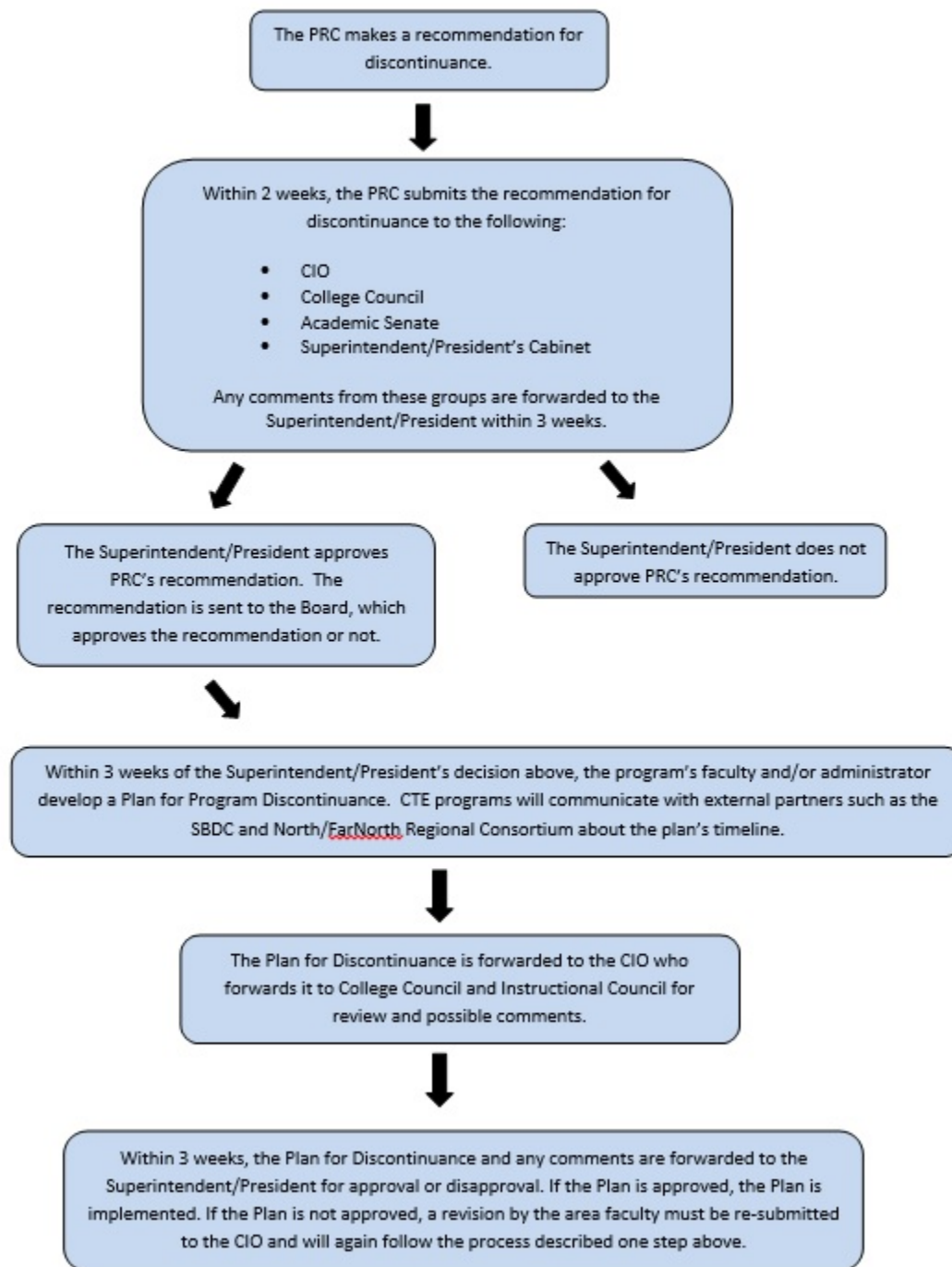
1. Recommendation to Continue: This is a recommendation to continue with no qualification.
2. Recommendation to Continue with Qualification: This is a recommendation to continue with suggestions for improvement. The PRC will recommend a Plan for Improvement. At the next two-year interval, the Program Review must indicate how the Plan for Improvement was addressed. The program will again be reviewed by the PRC at this two-year interval. The PRC will submit a written recommendation with its findings to the College Council, which may take further action.
3. Recommendation to Discontinue: This is a recommendation to discontinue the program and will initiate a process described in the Program Discontinuance Flowchart.

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Program Discontinuance Flowchart:



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B. Voluntary Discontinuance of Programs:

Purpose:

A program may be voluntarily discontinued by the program's faculty if it is determined the program is no longer of value.

Procedure for Voluntary Discontinuance:

Faculty will complete a Discontinuance Form and follow the procedure for discontinuance as outlined on the Program Discontinuance Flowchart above. It is expected that this will be an inclusive process and that all faculty in the area be given the opportunity to participate. Voluntary Discontinuances should be based on quantitative data, but qualitative data may be included.

Recommendations of the PRC:

After a Voluntary Discontinuance request, the PRC will submit a written recommendation with its findings and forward the recommendation as directed by the Program Discontinuance Flowchart.

Academic Senate Approved 04/28/03
Board Reviewed 11/10/04
Board Reviewed 04/11/12
Academic Senate Approved 08/22/16
Board Reviewed 10/12/16