

**Program and Curriculum Development:
Review, Approval and Discontinuance of Instructional Programs**

Reference: Education Code Section 78016; Title 5, Sections 51020, 51022, 55000 et seq., 55100 et seq., 55130; Guide to Evaluating Institutions; Accreditation Standard II.A

Curriculum

As a public community college district functioning under the laws of the State of California, Palo Verde Community College District is committed to offering a community college program which is as comprehensive as possible and which includes credit and non-credit classes in the following areas:

- Courses in liberal arts and sciences, general education and transfer;
- Continuing education courses;
- Courses in occupational, vocational, or technical fields leading directly to employment;
- A program in general studies consisting of preparatory and/or developmental courses; and
- Community service courses.

Curriculum Development

Through the Curriculum Committee of the Academic Senate, appropriate segments of faculty, students, and administration of the college shall share the responsibility for initiating or revising the curriculum.

There shall be outlines for all courses, credit and non-credit, in the office of the Vice President of Instructional Services prior to the courses being offered. In every instance for a given course, the same standards, prerequisites, and basic course content shall prevail, regardless of where or when the course is taught.

Administrative Responsibility for Instruction Programs

The final decision of course offerings in each semester, the utilization of available facilities, and the determination and assignment of faculty are administrative responsibilities.

All schedules are, therefore, based upon recommendations of the college instructional staff, subject to administrative review, and adjusted to conform to District policies.

Approval and Discontinuance of Instructional Programs

An instructional program is an organized sequence of courses leading to an associate degree, a certificate, a license, or transfer to another institution of higher education. The Board of Trustees shall authorize the addition of any instructional program prior to its implementation and prior to its submission for state approval. The Board of Trustees shall authorize the discontinuance of any instructional program prior to its removal from college program offerings and prior to notification of the state of such discontinuance.

Decisions pertaining to approval and discontinuance of all instructional programs shall include the involvement of the Vice President of Instructional Services and the Curriculum Committee of the Academic Senate.

Review of Instructional Programs

Every instructional academic and vocational or occupational program offered by the District shall conduct a program review of its instructional services every five (5) years in accordance with the *Palo Verde College Program Review Guide*. Said program review shall be approved by the Program Review Committee and the Board of Trustees.

Every vocational or occupational instructional training program offered by the District shall, moreover, conduct a program review update every two (2) years to ensure that each program does all of the following: (a) meet a documented labor market demand; (b) does not represent unnecessary duplication of other manpower training programs in the area; and (c) is of demonstrated effectiveness as measured by the employment and completion success of its students.

Any vocational or occupational program that does not meet these requirements shall be terminated within one (1) year by the Board of Trustees upon recommendation of the Vice President of Instructional Services in cooperation with the Curriculum Committee of the Academic Senate.

The review process of vocational and occupational programs shall include the review and comments of the local Private Industry Council prior to any decision of the Board of Trustees. A written summary of the findings of each review shall be made available to the public.

See also BP/AP 4025 - Philosophy and Criteria for Associate Degree and General Education
See also BP/AP 4260 - Prerequisites and Co-requisites

(Formerly PVC Board Policies 6120, 6130, 6150, 6160, 6170 and 6300)

7/26/11 Board Information Item