

4005.

ADMINISTRATIVE REGULATIONS
ON CURRICULUM AND INSTRUCTION

- 4005.1 The Vice President, Academic Affairs, shall administer these regulations.
- 4005.2 Nature of Curriculum: The courses and programs developed by the departments of the college shall relate directly to the educational mission of the California community colleges and to the mission of Long Beach City College.
- 4005.3 Educational Plans: The curricula as developed by the various departments shall be consistent with the college's Educational Master Plan and educational plans of the departments.
- 4005.4 Faculty and Student Input: Curriculum development is primarily the responsibility of the faculty, but appropriate student, administrative, and community involvement shall also be reflected.
- 4005.5 Articulation: Deans and department heads shall ensure proper articulation of new courses and programs with other educational institutions through consultation with the Articulation Officer and with their peers at the educational institutions involved.
- 4005.6 Committee on Curriculum and Instruction: The Committee on Curriculum and Instruction, herein referred to as the Curriculum Committee, is the primary recommending body on curriculum and instruction. It is a standing committee of the Academic Senate. As appropriate, recommendations of the Curriculum Committee shall be forwarded to the office of the Vice President, Academic Affairs for formatting, and through this office to the Superintendent-President for placement on the agenda of the Board of Trustees. The President of the Academic Senate shall then present Curriculum Committee proposals to the Board of Trustees for information or approval.
- A. Compliance: The procedures used to review, recommend, approve, and implement courses and instructional programs shall comply with the provisions of Title 5 and guidelines from the Chancellor's Office.
 - B. Functions
 - 1. Review and make recommendations regarding new courses, courses to be inactivated or deleted, and changes in existing courses.

2. Review and make recommendations regarding the feasibility, appropriateness, and need for proposed educational programs.
3. Review and make recommendations regarding the appropriateness, need, effectiveness, and priority of existing educational programs.
4. Review and make recommendations regarding the appropriateness, need, and priority of proposed and existing courses within existing programs.
5. Review and recommend changes in AA/AS degree requirements and areas of concentration, and recommend courses to fulfill the CSU and Intersegmental General Education Transfer Curriculum.
6. Recommend new academic policies.
7. Review and recommend changes to existing degrees, proficiencies, and curriculum guides.
8. Review and recommend changes in academic policies.
9. Review and approve changes in academic procedures, regulations, and standards of good practice.
10. Approve new academic procedures, regulations, and standards of good practice.
11. Assist in informing college faculty of new and revised academic administrative regulations, policies, procedures, and standards of good practice.
12. Oversee the operation and effectiveness of the subcommittees of the Committee on Curriculum and Instruction.
13. Remain current on issues regarding curriculum and instruction.
14. Disseminate information and train faculty and administrators regarding curriculum and instruction.
15. Annually review information in the college catalog, the official legal document describing all courses, curricula, degrees, and educational policies and programs of the district, to determine the accuracy of information on curriculum and instruction.

C. Meetings

1. Curriculum Committee and subcommittee meetings shall be held regularly, and meeting schedules and locations shall be published in advance.
2. Minutes, summaries, and consent agendas shall be kept of all Curriculum Committee and subcommittee meetings. Minutes shall be published for the Curriculum Committee meetings. Minutes, summaries, and consent agendas will be kept on file in the Academic Senate Office.
3. A simple majority of the membership shall constitute a quorum to conduct the business of the Curriculum Committee.
4. Courses, programs, and action requests submitted to the Curriculum Committee shall require a majority vote for approval.
5. In the event of cancellation of two consecutive regularly scheduled meetings for lack of a quorum, the initiator of an action before the Curriculum Committee or a subcommittee may, at the initiator's option, submit the matter directly to the Academic Senate President for consultation with the Vice President, Academic Affairs, and for consideration and action by the Senate.

D. Composition: The Curriculum Committee shall be composed of the following members:

1. Elected Faculty Members: One member may be elected from each department, including LAC and PCC counseling and library. Departments may, by mutual agreement, choose to elect a joint representative. A joint representative will have a single vote.
 - a. Each elected faculty member, and other appropriate Curriculum Committee members, will be assigned to at least one standing subcommittee by the Curriculum Committee Chair in consultation with the subcommittee chairs with the goal of as broad a representation as possible from the various departments and schools of the college.
 - b. Faculty members shall be selected by a process determined by the Academic Senate.
2. Faculty Members (or designee) by position:
 - a. Academic Senate President
 - b. CCA President

- c. Honors Program Coordinator
 - d. Articulation Officer
 - e. Transfer Center Coordinator
 - f. Matriculation Specialist
 - g. CHI President
 - h. Program Review Subcommittee Chair (if not already serving)
 - i. Representative from the Academic Senate's Career and Technical Education Committee
 - j. Past Curriculum Committee Chair (for one year)
 - k. Assessment of Student Learning Outcomes Subcommittee Chair (if not already serving)
3. Two Student Representatives appointed by the Associated Student Body Cabinet
 4. Administrative Representatives (or designee):
 - a. Administrative Dean, Institutional Research/Academic Services, who serves as liaison with the Chancellor's Office and manages curricular databases
 - b. Four instructional deans from Academic Affairs
 - c. Dean, Counseling/Student Support Services
 - d. Dean, Admissions & Records
 - e. Vice President, Economic & Resource Development
 5. Ex Officio, Nonvoting:
 - a. Superintendent-President
 - b. Vice President, Academic Affairs
 - c. High School Liaison (LBUSD)
 - d. Provost, Pacific Coast Campus
- E. Voting Rights: All members of the Curriculum Committee as listed in 4005.6, Section B.1,2,3,4 shall have a vote on the Curriculum Committee and the subcommittees on which they serve.
- F. Terms of Office
1. The term of office for the chair of the Curriculum Committee shall be two years. The Curriculum Committee Chair can serve more than two terms, but only two consecutively.
 2. The term of office for elected faculty members shall be three years.
 3. The members of the standing subcommittees shall serve three-year terms.

4. The term of office for the subcommittee chairs shall be three years, and the terms shall be staggered.
5. The term of office for the Past Curriculum Committee Chair shall be one year.
6. If an elected Curriculum Committee member misses three consecutive Curriculum Committee or three consecutive subcommittee meetings without informing the chair, this will be considered an act of resignation and the election process initiated.

G. Curriculum Committee Chair

1. The chair of the Curriculum Committee shall be an elected faculty member as listed in 4005.6 Section D.1 and shall be elected by a secret ballot of the Curriculum Committee for a two-year term. To fill the Curriculum Committee Chair's vacated Department Representative position, the Department will elect a replacement to serve the remainder of the Curriculum Committee Chair's term. If the Curriculum Committee Chair is elected for a second term, another election will be held in the Curriculum Committee Chair's department. If the Curriculum Committee Chair chooses to assume the position of Past Curriculum Committee Chair, the elected representative from the Chair's Department will serve for that year.
2. Upon election, the Curriculum Committee Chair shall be appointed by the Academic Senate President to the Academic Senate and the Academic Senate Executive Committee for the duration of the term of office as Curriculum Committee Chair.

H. Standing Subcommittees

1. Academic Policy and Standards:

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible (including a counselor)
- (3) One student from the Curriculum Committee
- (4) Matriculation Specialist

- (5) Dean, Admissions & Records
- (6) One instructional dean as administrator liaison

b. The Academic Policy and Standards Subcommittee shall:

- (1) Review and recommend to the Curriculum Committee changes in academic standards and policies including, but not limited to, grading, prerequisites, credit/noncredit, experiential learning, innovative instruction, independent study, distance education, work experience, dean's list, credit by examination, unit limitation, advanced placement, and academic renewal, probation, and dismissal.
- (2) Review and recommend to the Curriculum Committee policies and standards for the conduct of classroom research.
- (3) Review and recommend to the Curriculum Committee policies and standards for assessment, placement, and evaluation of student outcomes in placement, remediation, and proficiency/competency testing.

2. Associate Degree and General Education:

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
- (3) One student from the Curriculum Committee
- (4) Transfer Coordinator
- (5) Honors Program Coordinator
- (6) Articulation Officer
- (7) Dean, Admissions & Records
- (8) One instructional dean as administrator liaison

b. The Associate Degree and General Education Subcommittee shall:

- (1) Review and recommend to the Curriculum Committee changes or additions to the Associate Degree that include areas of concentration, general education, and certificates linked to the degree.
- (2) Review and recommend to the Curriculum Committee changes or additions to the CSU-General Education requirements, the IGETC, career certificates, and certificates of completion not linked to an Associate Degree.
- (3) Review and recommend to the Curriculum Committee additions or changes in proficiency requirements for the college curriculum.
- (4) Review and recommend to the Curriculum Committee additions or changes to existing curriculum guides for each discipline's field of concentration for the Associate Degree or certificate program.
- (5) Evaluate the appropriateness of the Associate Degree and General Education requirements and make recommendations to the Curriculum Committee.
- (6) Resolve inter-program conflicts resulting from curricular overlaps.
- (7) Review all proposed additions of new programs for appropriateness in meeting the mission, goals, and Educational Master Plan of the college and make recommendations to the Curriculum Committee.
- (8) Review documents submitted to the Curriculum Committee for compliance with state standards and regulations as appropriate.

3. Course Evaluation

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.

- (2) Administrative Dean, Institutional Research/Academic Services, Administrative Coordinator for the Subcommittee
- (3) Articulation Officer
- (4) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
- (5) One instructional dean as administrator liaison

b. The Course Evaluation Subcommittee shall:

- (1) Review all new course requests for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (2) Review all course changes, inactivations, and deletions for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (3) Review and recommend to the Curriculum Committee all courses in the areas of distance education, honors, and selected topics.
- (4) Review all requisite requests for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (5) Identify curriculum conflicts and facilitate resolutions.
- (6) Review courses for compliance with state standards and regulations, and develop local interpretations of statewide curriculum standards.
- (7) Develop and implement, as necessary, course proposal processes and procedures based on planning and document publication time frames.

c. Course Information:

- (1) All Curriculum documents shall conform to Title 5 standards.
- (2) The official outline of record shall consist of:
 - (a) An outline on file in the Academic Services Office.

- (b) All necessary supporting documents (as specified in the *Faculty Curriculum Reference Booklet*) on file in the Academic Services Office.
- (c) A class syllabus on file in the appropriate school and/or department office within the first two weeks of the beginning of the class.

(3) Course Numbering System:

Courses are numbered in terms of how they relate to other educational institutions, to the community, and to the educational goals of the students. All courses must be numbered according to the criteria described in the section on the Course Numbering System in the college catalog.

(4) Courses for Repeat Enrollments:

These courses are defined as Skills or Performance classes. These classes shall use a fixed course number followed by an alphabetical code designating the number of semesters the course may be taken for credit (AB = two semesters, AD = four semesters). The maximum number of times such a course may be taken for credit is four times.

(5) Multi-Semester Courses:

Courses of study may be longer than one semester and are defined as Sequential Material/Learning Classes. Each semester of such a course shall have a fixed course number and a letter indicating the specific semester of the course. Each semester of the course shall be listed separately in the catalog (e.g., History 5A, History 5B).

- d. A division of leadership responsibilities between the faculty chair and the Administrative Dean, Institutional Research/Academic Services, is defined in the *Faculty Curriculum Reference Booklet*.

4. Program Review

a. Standing Subcommittee Membership

- (1) The Chair shall be a faculty member elected by the subcommittee from the faculty members serving as department representatives on the subcommittee. This person shall also sit on the Curriculum Committee if the person is not already a member.

- (2) Department head or designee from each department
 - (3) CCA President or designee
 - (4) Administrative Dean, Institutional Research/Academic Services,
 - (5) All instructional deans and all area deans responsible for instructional programs
- b. Steering Committee Membership: Program Review decisions are made by a steering committee comprised of the chair of the Standing Committee, faculty members drawn from the Standing Committee, and the Administrative Dean, Institutional Research/Academic Services.
- c. The Program Review Subcommittee shall:
- (1) Review all existing programs on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
 - (2) Review the self-study report conducted by the faculty members of any program undergoing program review.
 - (3) Participate in the review of all proposed deletions or mergers of entire programs for contributions to the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.

5. Assessment of Student Learning Outcomes

- a. Membership:
- (1) The Assessment of Student Learning Outcomes Subcommittee Chair
 - (2) Two faculty members from each of the instructional schools and Counseling; one from each Student Success and Library Technology
 - (3) One faculty representative from each subcommittee of the Curriculum Committee: Associate Degree/General Education, Program Review, Course Evaluation and Academic Policy and Standards
 - (4) One faculty representative from each of the following groups: Academic Senate, Department Heads and PCC
 - (5) Two faculty representatives from Student Support Services
 - (6) The Dean, Academic Services
 - (7) The Associate Dean, Institutional Effectiveness

- (8) One instructional dean
 - (9) One student member to be appointed by the ASB
 - (10) One part-time faculty member to be appointed by CHI
- b. The Assessment of Student Learning Outcomes Committee shall:
- (1) Survey the educational programs at Long Beach City College for current use of student learning outcomes and update this information annually.
 - (2) Serve as a resource for activities related to the assessment of student learning outcomes by assisting faculty to articulate student learning outcomes, develop strategies to assess the accomplishment of those outcomes, and use the findings from student learning outcomes assessment to further improve teaching and learning.
 - (3) Review the LBCC principles of assessment of student learning outcomes, modify as necessary, and present them to the Curriculum Committee for adoption.
 - (4) Develop student learning outcomes for general education, after consideration of student learning outcome statements in LBCC Program Plans and other sources, to take to the Curriculum Committee for approval. Implement an assessment process and utilize the findings to improve general education.
 - (5) Craft a comprehensive, college-wide plan for student learning outcomes assessment that may include such areas as background research, assessment procedures, timelines for pilot programs and assessment activities, resources for materials and instruments, and utilization of assessment results.
 - (6) Provide an annual report that summarizes, analyzes, and evaluates the past year's student learning outcomes assessment activities and accomplishments. Use the report to make necessary improvements and adjustments to the assessment effort.
6. All faculty members serving on standing subcommittees of the Curriculum Committee, except the Program Review Subcommittee and the Assessment of Student Learning Outcomes Committee, shall be members of the Curriculum Committee.

7. The chairs of the standing subcommittees shall be faculty members elected by the members of the standing subcommittee, shall be selected from the elected faculty members as listed in 4005.6, Section D.1, and shall serve three-year terms. The Program Review Subcommittee Chair shall be elected from the faculty members serving as their department representatives on the subcommittee for a three-year term.
 8. The chairs of the standing subcommittees and the Curriculum Committee shall meet on a regular basis throughout the academic year to discuss curricular issues and exchange information about upcoming meetings.
- I. Ad Hoc Committees: Ad hoc subcommittees of the Curriculum Committee or the standing subcommittees may be established and assigned to special topics or tasks.

4005.7 Process for Curriculum Development and Change

- A. Suggested proposals for new, changed, inactivated, or deleted courses may be presented by the faculty in the department or area in which the course is to be offered, changed, inactivated, or deleted.

Formal proposals for new, changed, inactivated, or deleted courses shall be initiated by faculty in the department or area in which the course is to be offered, changed, inactivated, or deleted. An initiating department member shall review a proposal for input from the department head, the appropriate dean, Library Department Representative and representative(s) from area(s) with which the proposal may be in conflict. The proposal must have the signatures of the department head, school or area dean, and Library Department Representative to indicate they have given input prior to documents being submitted to the Subcommittee on Course Evaluation.

- B. A course proposal or change initiated by a department shall then be presented by the initiator, or the initiator's designee, to the Course Evaluation Subcommittee for review and recommendation to the Curriculum Committee or be returned to the initiator for changes, additions, or corrections.

4005.8 Process for General Education Designation

- A. Proposals for courses to be placed into one or more of the three general education patterns (Associate Degree, CSU General Education Breadth Requirements or the Intersegmental General Education

Transfer Curriculum (IGETC)), must be submitted to the Associate Degree/General Education Subcommittee within the timelines and in the manner the subcommittee prescribes. No new course may be considered until it has been recommended by the Course Evaluation Subcommittee.

- B. An initiating department shall review the proposal for input from the department head and the appropriate dean. The department must complete the appropriate forms found in the *LBCC General Education Handbook* so as to indicate their reasons to believe the course qualifies for inclusion in one or more of the patterns. The initiating department is strongly encouraged to first submit the course to the Articulation Officer for consideration as a participating course in the California Articulation Number (CAN) program.
- C. Upon review and approval, the Associate Degree/General Education Subcommittee will recommend the course to the Curriculum Committee for inclusion in one or more of the general education patterns.
- D. Upon a favorable majority vote by the Curriculum Committee to include the course, the chair of the Associate Degree/General Education Subcommittee will prepare an annual summary of the changes to the Associate Degree general education pattern. The subcommittee chair will also prepare an annual summary of courses to be recommended for inclusion in the CSU General Education Breadth Requirements and the IGETC pattern. These summaries will be conveyed to the Articulation Officer for further action. No course may be forwarded for inclusion in the IGETC pattern unless the University of California has first accepted it as a transfer course.

4005.9

Process for Program Development

- A. Faculty in the department or area in which the program is to be offered or changed shall initiate proposals for new or substantive changes to existing programs or certificates (Career/Achievement or Completion). An initiating department shall review the proposal with the department head, the appropriate dean, and Vice President, Academic Affairs. The proposals must be submitted at a time and in a manner prescribed by the Associate Degree/General Education subcommittee based on the guidelines in the Chancellor's Office *Program and Course Approval Handbook*.
- B. New programs (Degree or Career Certificate/Certificate of Achievement) with fields of concentration that are designed for students to complete a major field of study at a baccalaureate-granting

institution must be developed in consultation with the faculty at one or more colleges or universities within the state, preferably with those public institutions closest to Long Beach City College. The initiating department must submit the transfer courses required in the program or used as restricted electives to the Articulation Officer so that an articulation agreement can be completed with the institutions that will potentially receive transferring students. Articulation agreements must be in place for the majority of the courses in the program before it can be submitted to the Associate Degree/General Education Subcommittee for consideration.

- C. New occupational/vocational programs or substantial changes to existing programs (Degree, Career Certificate/Certificate of Achievement or Certificate of Completion) shall be developed in consultation with the appropriate advisory committees, state agencies, and offices. Evidence of that consultation and support must be presented as part of the program proposal.
- D. The department initiating a new program or a change will complete the forms and supply the information required in the state *Program and Course Approval Handbook* and any additional forms and data required by the Associate Degree/General Education Subcommittee.
- E. Upon initial review of the proposal, the chair of the Associate Degree/General Education Subcommittee will forward information about the proposed new occupational/vocational program to the Director of Career and Technical Education. The Director will make an Announcement of Intent to the Los Angeles/Orange County Workforce Development Leaders (regional vocational consortium) and subsequently present the new program proposal for first and second reading by that body and signature by its chair.
- F. Upon completing a review of the proposal, the chair of the Associate Degree/General Education subcommittee will recommend the new program or substantial changes to an existing program to the Curriculum Committee.
- G. Upon recommendation (favorable second reading vote) by the Curriculum Committee, changes to existing programs will be forwarded by the chair of the Associate Degree/General Education Subcommittee to the Articulation Officer for processing. Where changes are judged to be *substantive*, the Curriculum Committee Chair will sign the appropriate state form and forward the package proposal to the Vice President, Academic Affairs and the Superintendent-President for approval.

- H. Upon recommendation (favorable second reading vote) by the Curriculum Committee, *new* programs will be forwarded to the Academic Senate President, the Vice President, Academic Affairs, and Superintendent-President for approval signature and inclusion on the Board of Trustees agenda.
- I. The Academic Senate President will present all *new* programs (Degree, Career Certificate/Certificate of Achievement, and Completion Certificate) to the Board of Trustees for approval.
- J. Upon approval by the Board of Trustees, the Academic Senate President will deliver the decision package materials and all signed forms for *new or substantive* changes to existing degree and career certificate programs to the Administrative Dean, Institutional Research/Academic Services for review and submission to the Chancellor's Office and/or the California Postsecondary Education Commission (CPEC). The Academic Senate President will deliver the Board-authorized Curriculum Guide for Degrees and Career Certificates (Certificates of Achievement) to the Articulation Officer for retention until state authority has been secured.
- K. The Academic Senate President will deliver the Board-authorized Curriculum Guide for Certificates of Completion to the Articulation Officer for processing and coding. Certificates of Completion are not forwarded to the state authorities.
- L. Upon notice from the state, the Administrative Dean, Institutional Research/Academic Services will notify the program sponsor, appropriate dean, Chair of the Associate Degree/General Education Subcommittee, Vice President, Academic Affairs, and the Articulation Officer so that further local processing can be completed and the new or altered program requirements can be placed into college publications.

4005.10 Process for Approval of Administrative Regulations and Policies on Curriculum

- A. Suggested changes for new or changed administrative regulations or policies may be brought to the Academic Policy and Standards Subcommittee by a district faculty member, administrator, or student.
- B. The Academic Policy and Standards Subcommittee will deliberate to determine the appropriateness of requests to address administrative regulations or policies, a prioritization of committee work, and a timeline for such.

- C. Once an administrative regulation, policy, or procedure is brought by the Academic Policy and Standards Subcommittee to the Curriculum Committee for first reading, the Academic Senate President will forward the recommendation to the Superintendent-President for distribution to the President's Advisory Council as an information item. Recommendation by the President's Advisory Council will be communicated to the Chair of the Academic Policy and Standards Subcommittee and from that committee to the Curriculum Committee for final action.

1. Administrative Regulations

- a. After an administrative regulation is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the administrative regulation to the responsible administrator(s) (as identified in the administrative regulation) for inclusion in the College Catalog and implementation. The responsible administrator will report back to the Curriculum Committee on the projected implementation date or timeline.
- b. Administrative regulations are placed, by the Academic Senate President, on the Board of Trustees' agenda as an information item.

2. Policies

- a. After a policy is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the policy to the Academic Senate President and the Superintendent-President for inclusion on the Board of Trustees' agenda for approval. When the recommended policy has been approved by the Board of Trustees, the Academic Senate President will report the approval to the Curriculum Committee in a timely manner.

4005.11 Process for the Resolution of Curriculum Disputes Between Programs or Departments

- A. Faculty members within the programs or departments in dispute will initially try to resolve the area(s) of disagreement on their own. This discussion may also include, but not be limited to, appropriate department heads, deans, and vice presidents.
- B. The inability to resolve the matter will lead to an arbitration process.

- C. In arbitration, an equal number of faculty members representing each of the programs or departments in dispute will present the relevant information to a fact-finding committee of the Curriculum Committee. The fact-finding committee shall consist of the Curriculum Committee Chair and Curriculum subcommittee chairs and one member of the Curriculum Committee elected for this purpose at the beginning of each year. Any member of the fact-finding committee who is a member of a program or department in dispute will excuse herself/himself from participating in the fact-finding process.
- D. Upon completion of the work of the fact-finding committee, the Curriculum Committee Chair shall submit a written report including all information relevant to the case in question to the departments in dispute prior to the submission of the report to the Curriculum Committee. At the conclusion of the presentation of the report, Curriculum Committee members may ask clarifying questions.
- E. The Curriculum Committee shall then vote by secret ballot, which has been prepared by the fact-finding committee. In case of a tie, the Curriculum Committee Chair will cast the deciding vote.

4005.12 Curriculum and Program Review:

All courses and programs shall be continually evaluated for appropriateness by the department and school every six years. In those situations where approval and/or accreditation is required or voluntarily carried out by an external agency, the approval or accreditation by the accrediting, state, or other external agency will be included as part of program review for the purposes of the college.

4005.13 Changes in Policy and Administrative Regulations 4005

Suggested changes to this policy shall be initiated according to the regulations in Policy 1001, Section 1001.1. Such changes will first be discussed by the Curriculum Committee chair and subcommittee chairs. Their recommendations will then be submitted to the Academic Senate Executive Committee for suggestions. Following that, the Curriculum Committee Chair will present the policy or administrative regulations to the Curriculum Committee for first and second reading. After passage by the Curriculum Committee, the policy or regulations will be taken to the Academic Senate for first reading. The Academic Senate President will then forward the recommendation to the Superintendent-President for distribution to the President's Advisory Council. Recommendations by the President's Advisory Council will be communicated to the Curriculum Committee Chair who will return the policy or regulations to the Academic Senate for second reading. The recommended policy will then be submitted

for Board of Trustees' approval. Approved administrative regulations will be taken to the Board of Trustees as an information item. According to Policy and Regulation 2009.2, the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate.

Revised: June 17, 2003

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