

4023.

ADMINISTRATIVE REGULATIONS
ON EXPERIMENTAL COURSES

4023.1 The Vice President, Academic Affairs, shall administer these regulations.

4023.2 Overview and Purpose

- A. The curricular description "Experimental" applies college-wide to both academic and vocational course offerings, not as a descriptor of specific courses themselves but as a curricular placeholder identified college-wide by a common number and by the general heading "EXP" (e.g., EXP in Nursing, EXP in Psychology, EXP in Electronics, etc.). On departmental Curriculum Guides, Experimental courses would be identified as elective units.
- B. This placeholder concept allows for new courses to be brought forward in a more expedient manner, whether for a specific documented expedited need or for the need to enter a course to the curriculum as quickly as possible, or to offer a course on a trial basis as some latitude is necessary to the proposed course because at least one of the Curriculum Standards Handbook's five approval criteria is in doubt. The timeframe for the generation and offering of Experimental courses will be determined largely by the scheduling of classes and by the individual departments' own abilities to submit a proposal to Course Evaluation Subcommittee for approval within the established deadlines. Experimental courses are required to demonstrate academic rigor, meet Title 5 statutory concerns and complete the college's curriculum review process. Individual faculty members within departments, in conjunction with colleagues teaching in programs and subject areas which they have in common, would develop these courses to respond to changing needs in higher education, in business, and in the community at large.
- C. These Experimental courses are designed to be only temporarily outside of the normal process of curricular development and approval as described by the Policy on Curriculum and the Committee on Curriculum and Instruction Resource Handbook and the Faculty Curriculum Reference Booklet. In order to ensure that there is no opportunity to circumvent the established procedure for curriculum adoption, no Experimental course shall be offered more than four times, within a two-year timeframe. The responsible department may engage the regular curriculum process by presenting the course at any time for appraisal by the Course Evaluation Subcommittee to initiate the process.

4023.3 Faculty and Departmental Responsibilities

- A. Faculty who propose an Experimental course are responsible for preparing the course proposal in a manner consistent with normal procedure as established by the Curriculum Reference Handbook; those inexperienced in curriculum development must rely on the expertise of their departmental Committee on Curriculum and Instruction representative and/or their department chair. Additional resources such as Course Evaluation Subcommittee members, Academic Services personnel, and colleagues in other departments or other colleges may also be consulted. Their prime concerns are to be:
1. That the proposed course does not overlap into the subject area(s) of other departments or recapitulate any other course offerings;
 2. That collegiate academic rigor is maintained within the guidelines established for courses in the different bands of the college numbering system;
 3. That programs within or outside the department are not adversely affected; and,
 4. That the provisions of Title 5 as they pertain to curriculum design, review, and approval are not compromised.
- B. In order for the originating department to offer the Experimental course, it must be accepted by a simple majority vote of departmental faculty.
- C. Associated documentation for the course must include the following:
1. A completed course outline of record
 2. A completed Experimental New Course Supplemental Worksheet
- D. Once the course has been accepted departmentally, the documentation will be forwarded to the Course Evaluation Subcommittee and the Committee on Curriculum and Instruction for recommendation for approval by the Board of Trustees. Experimental courses will be considered by each group at its next regularly scheduled meeting according to established submission deadlines and schedule procedures.

4023.4 Administrative Responsibilities

The appropriate dean and the Dean of Research and Academic Services shall be finally responsible to ensure that offering the Experimental course meets all applicable conditions as to number of offerings and appropriate documentation. Any Experimental course not meeting the documentation and/or registration conditions will not be scheduled.