

LOS ANGELES COMMUNITY COLLEGE DISTRICT **ADMINISTRATIVE REGULATION E-65**

TOPIC: **Course Development and Approval: Standards and Procedures**

Title 5 provides the regulatory framework for curriculum approval. Section 53200(c) defines the senate role in academic and professional matters, explicitly listing "Curriculum including establishing prerequisites and placing courses within disciplines" as the first of the 10+1 policy development and implementation matters assigned to faculty in the Education Code. However, curriculum does not happen in a vacuum. Rather, courses and programs are created by faculty within the context of a college's educational and strategic master plans as well as departmental goals, and shall reflect the demonstrated needs of students, faculty and the institution. Curriculum development is a collegial and collaborative process involving all college constituencies, as appropriate, because collectively each has a stake in ensuring that the college offers the curriculum that best serves the needs of its students. Faculty, as content experts, and academic administrators, with legal and compliance perspectives, shall work collaboratively through the process to ensure the highest quality outcome for the college and its students.

Discussions about the appropriateness of the new courses or programs and whether or not they are congruent with existing college plans and goals shall be held well before the suggested curriculum goes to the local Senate for approval. Administrators shall communicate any concerns to the faculty proposing courses or programs as early as possible in the process. In some cases, such discussions could lead to a re-evaluation of college or department plans through existing shared governance processes in place at the college.

Finally, there are multiple points during the curriculum process, as described in this policy, when all appropriate constituency groups have opportunities to make suggestions or offer their perspectives on the courses or programs under consideration. No final review or approval of courses and programs occurs beyond that of the local senate, except for the Board of Trustees as provided in existing District Board Rule 18104(A).

The following describes how the above-referenced regulations shall be carried out at the Los Angeles Community College District ("District").

I. COURSE DEVELOPMENT AND APPROVAL PROCESS

A. A proposal to develop course curriculum shall include the following:

- 1.** All course content elements required by Title 5, C.C.R., section 55002.
- 2.** Any additional elements required according to the District Curriculum Committee (DCC) policies as ratified by the District Academic Senate (DAS).
- 3.** Any additional elements required according to the proposing College Curriculum Committee (CC) policies as ratified by that college's Senate.

B. Proposals shall be reviewed according to the process herein based on the following criteria:

- 1.** The proposed action is appropriate to the mission(s) of the relevant institution(s).
- 2.** The proposed action will lead to a course that meets the standards and criteria contained in Title 5, C.C.R., section 55002.
- 3.** The proposed action will lead to a course that complies with all laws applicable to it, including federal regulations, licensing and other legal requirements.

C. The following proposal types may be made:

TYPE A) College-level: a proposal to:

- 1.** Edit college-level elements* of a course active at the college

2. Reactivate (reinstate) a course previously active at the college but currently deactivated
3. Deactivate (archive) a course currently active at the college
4. Create a one-time offering of an emergency or experimental course at the college. Note: such courses must be approved as course creations (Type D below) prior to being scheduled beyond their first offering.

TYPE B) Adoption: a proposal to adopt a course previously or currently active in the District but new to the college

TYPE C) District Level: a proposal to edit any District-level element* of a course active at the college

TYPE D) Creation: a proposal to create a permanent course new to the District

- * The following elements must be identical District-wide for a given course: subject name, subject code, subject abbreviation, course number, cross-reference (subject and number), group association (courses related in content), recommended minimum qualification area, course title, title abbreviation for transcripts, common description, units, out-of-class assignment hours, Taxonomy of Programs (TOP) code, program applicability status, degree credit status, CSU transferability, course classification (liberal arts & sciences, occupational, developmental, etc.), special class status (for disabled students), and basic skills indicator. All other elements may vary by college. For cross-listings however, the following college-level elements must be identical in addition to the above District-level elements: catalog and schedule descriptions, hours (including lecture/lab ratios), course content and objectives, limitations on enrollment, general education placement (if applicable), and CSU GE and/or IGETC areas (if applicable). Note: courses in subjects with minimum qualifications requiring a Master's degree may not be cross-listed with courses in subjects not requiring a Master's degree.

II. APPROVAL GROUPS

- A.** College Curriculum Committee (CC): in accordance with its by-laws, the Academic Senate (Senate) of each college shall establish a College Curriculum Committee charged with reviewing and approving all curriculum development at that college and reporting its actions to the College Senate.

- B.** District Discipline Committees (DCs): in accordance with its by-laws, the District Academic Senate (DAS) shall establish a District Discipline Committee (DC) in each discipline for which any District college offers a program award. In addition to other duties not specified herein, the DC shall be charged with approving curriculum proposals when requested as below.

- C.** District Curriculum Committee (DCC): in accordance with its by-laws, the DAS shall establish a District Curriculum Committee (DCC) charged with reviewing and approving all District-wide curriculum policy, serving as an appeal body for District Discipline Committee actions when requested, and reporting its actions to the DAS.

III. APPROVAL STEPS

All proposals that have satisfied the requirements of a given step must be forwarded to the next appropriate step. No officer or group may neglect or delay any required action.

Note: "work day" (for the purpose of course curriculum development) is defined as any Monday through Friday (excluding District holidays) between the first faculty obligation day of the fall term and the last day of the spring term.

STEP 1) Initiation

- a.** After consideration by all college faculty who possess minimum qualifications in the course subject discipline, a full-time faculty member among them (or part-time faculty member, if no full-time faculty member exists) may author a course proposal on their behalf.

- b.** The proposal shall be entered by the faculty member or designee into the District Curriculum Management System (CMS) prior to being forwarded to step 2.

STEP 2) College Approval

- a.** The College Curriculum Committee Chair (CC Chair) will insure that the proposal undergoes a technical review according to the policies set forth by the College Curriculum Committee (CC).
- b.** Upon completion of the technical review, the CC Chair will notice the proposal for action on the next available CC agenda.
- c.** If not approved by the CC, the proposal will be returned to the initiator with feedback.
- d.** If approved, the proposal will be forwarded to the College Academic Senate President (Senate President) or designee, who will notice the proposal for action on the next available Senate agenda. Simultaneously with this, proposals type C and D will be forwarded to step 3.
- e.** If approved by the Senate, the proposal will be forwarded to the CC Chair who will forward it to the EPIE designee, who then will forward it to step 4, 5, 6, or 7 as required below.
- f.** If not approved at that time, the proposal will be returned to the CC Chair with feedback.

STEP 3) District notice (proposals type C and D only)

- a.** Upon CC approval, proposals type C and D will be forwarded to the EPIE designee to be noticed to the DCC members and DC Chairs, and each District college's Senate Presidents, Academic Deans, and CIOs.
- b.** During District notice, full-time faculty District-wide who meet minimum qualifications in the same discipline(s) as the proposed course—or those who

meet minimum qualifications in related disciplines that have programs listing the course as a core requirement or restricted elective—may evaluate the proposal and communicate their findings to their DCC or DC representative.

STEP 4) Discipline approval (proposals type C and D only, if requested)

- a.** For proposals type C and D, any member of the DCC or a DC Chair in any of the proposal’s subject disciplines (or related disciplines having programs listing the proposed course as a core requirement or restricted elective) may request that the proposal be approved by those DCs prior to being forwarded to its next review step. Such a request must specify all concerns regarding the proposal and must be submitted electronically to the DCC Chair within ten (10) work days following the proposal’s initial District notice date.
- b.** The DCC Chair will then notify the proposal initiator, EPIE designee, each member of the DCC, and the Chair(s) of the relevant DC(s), whereupon those DCs will have twenty (20) work days following this notification to act upon the request. Failure to do so will result in automatic approval by default.
- c.** If approved by all involved DCs, the EPIE designee will forward the proposal to step 6 or 7 as required below.
- d.** If not approved by any DC, that DC Chair will return the proposal to the initiator, CC Chair, DCC Chair, and EPIE designee with feedback.

STEP 5) Appeal (proposals types C and D, if requested following DC denial)

- a.** If any DC approval is denied, the initiator may appeal that DC’s action to the DCC using one of the following methods:

- i. By electronically submitting a request to the DCC Chair no later than four (4) work days prior to the next DCC meeting following the DC's action. The DCC Chair will notice the appeal for action at that meeting and the initiator and Chair(s) of the relevant DCs or their designees will be invited to address the DCC.
 - ii. By requesting that the DCC representative from the proposing college move to add the appeal to the agenda without notice, requiring approval by a two-thirds (2/3) vote and action by consensus. The initiator must also inform the Chair(s) of the relevant DCs in advance, and said Chair(s) or their designee(s) must be present at the DCC meeting upon which the appeal is heard, if desired.
- b. If all DC denials of approval are overturned, proposals type C will be forwarded to step 7, and proposals type D will be forwarded to step 6.
 - c. If any DC denial is upheld, the proposal will be returned to the initiator, CC Chair, DCC Chair, and EPIE designee with feedback.

STEP 6) District Board of Trustees (BOT) approval (for proposals type B and D only)

- a. Following the above steps, four signatures are required before the proposed courses are noticed for action on the next available Board of Trustees agenda. The four signatures include the Chancellor, the Deputy Chancellor, the Vice Chancellor of Educational Programs and Institutional Effectiveness and the District Academic Senate President.
- b. If approved, the proposal will be forwarded to step 7.
- c. If not approved, the proposal will be returned to the EPIE office who will inform the DAS President, DCC Chair, campus CIO, campus Academic Deans, local

Senate President, and CC Chair, as well as the college initiator.

STEP 7) Data entry

Upon completion of data entry into the CMS and Student Information System (SIS), the following will be notified: the Initiator, CC Chair, relevant College Department Chair(s) and Academic Dean(s), College Articulation Officer, and the College CIO and Scheduler. Note: prior to scheduling, proposal types B and D must be approved by the California Community College Chancellor’s Office. Proposals type B may be submitted using any BOT approval date more recent than two years.

SUMMARY OF STEPS REQUIRED FOR EACH PROPOSAL TYPE (A,B,C,D)

	A	B	C	D
APPROVAL STEPS	College-level	Adoption	District-level	Creation
2b. CC approval (after initiation and tech review)	√	√	√	√
2c. Senate approval	√	√	√	√
3*. District notice			√	√
4*. DC approval (only if requested during District notice)			(√)	(√)
5*. DCC appeal (only if requested after DC denial)			(√)	(√)
6. Board approval		√		√
7. Data entry	√	√	√	√

***After step 2b and concurrently with step 2c**

Original Issue Date: July 18, 1983

Initiated by: Educational Support Services Division

Dates of Changes: July 18, 2001; December 5, 2008; May 14, 2009; April 22, 2010; May 22, 2012; May 18, 2016

References: Title 5, C.C.R. Section 53200(c)

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities.