

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.13.1 (AP 4020 and 4022)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 6.13.1 Curriculum Development, Program Review, and Program Viability
Adoption Date: 4/13
References: Title 5 Sections 51021, 55000 et seq. and 55100 et seq.; ACCJC Accreditation Standard II.A

1. The District Colleges comply with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions.
2. The activities of Curriculum and Program Development, Program Review, and Program Viability and Discontinuance shall have Districtwide oversight and coordination through the office of the Vice Chancellor of Educational Services and Planning, in consultation with the District Academic Senate Governing Council.
3. Curriculum and Program Development and renewal is the lifeblood of an institution of higher education providing the currency and relevancy to the overall academic environment. Curriculum and Program Development shall:
 - Rely upon the discipline expertise of the program faculty,
 - Depend on environmental scanning and verifiable need for program in terms of regional workforce or transferability,
 - Depend on values and goals established in the college planning process and existing in the published college Educational Master Plan,
 - Result in a published proposal that will be presented to the college community through the shared governance process.
4. Program Review is a self-study conducted by program faculty and is a component of college planning that identifies strengths and weaknesses in each college program and assists program faculty, Academic Senate leadership and college administrators increase the quality of instruction and services. Program Review shall:
 - Rely upon the discipline expertise of the program faculty,
 - Include input from advisory committees when appropriate,
 - Be based on institutional and environmental data,
 - Be conducted at least every six years or in the case of vocational programs every two years in compliance with Ed Code,
 - Result in a published document that will be presented to the college community through the shared governance process.
5. Program Viability and Discontinuance is a component of college planning that leads to increased quality of instruction and service and to better use of existing resources. Quantitative and qualitative data are used to assess a program's academic relevance and vitality with the specific goal of assessing discontinuance of the program. Major changes in course scheduling for a specific program shall be considered in the Program Discontinuance process. Program Discontinuance shall:

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- Depend on the discipline expertise of the program faculty,
 - Reference current Program Reviews,
 - Depend on a detailed SWOT Analysis,
 - Depend on values and goals established in the college planning process and existing in the published college Educational Master Plan,
 - Be based on a current, published list of criteria for considering which programs to discontinue. The criteria must be established through the shared governance process,
 - Include input from advisory committees when appropriate,
 - Consider the intended and unintended consequences of discontinuance,
 - Consider viability, vitality, revitalization, suspension or discontinuance,
 - Result in a document that contains recommendations that will be presented to the college community through the shared governance process and be given sufficient time for final public comment.
6. All plans for Curriculum and Program Development, Program Review, and Program Viability and Discontinuance will culminate in recommendations to the Board of Trustees through the Chancellor, or designee, for approval of curricular additions, program evaluations, and deletions.
7. “An **instructional program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education” [Title 5 §55000(g)] .
8. The Office of Instruction at each College will be responsible for maintenance of all records regarding Curriculum and Program Development, Program Review, and Program Viability and Discontinuance.