



# San Diego Community College District

OFFICIAL Procedure Template

City College · Mesa College · Miramar College · College of Continuing Education

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## Administrative Procedure

### Chapter 3 – General Institution

#### AP 0020.2—CURRICULUM AND INSTRUCTIONAL COUNCIL

##### Description

The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The Council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the San Diego Community College District's Colleges. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

##### Functions and Responsibilities

1. Coordinates all districtwide instructional services, programs, and activities.
2. Reviews and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
3. Coordinate the publication of class schedules, catalogs, and other instructional publications.
4. Review courses and programs in an effort to maintain consistency regarding discipline assignment, general education criteria, hours and units awarded, prerequisites for title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Make recommendations regarding districtwide instructional strategies, goals, and objectives.
6. Identify instructional issues and develop proposals for Chancellor's Cabinet.
7. Provide a forum for instructional issues.
8. Convene and oversee subcommittees as necessary.

##### Authority

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
2. Recommends new or revised curriculum to the Board of Trustees.

##### Membership

1. Representation will be as follows:
  - a. Executive Instruction Officer
  - b. Dean Instructional Services
  - c. Vice President, Instructional Services from each college
  - d. Two faculty representatives from each college
    - 1) Curriculum Chair (each college)
    - 2) Other designated Academic Senate representative (each college)

- e. Ex-Officio Representative from Student Services Council
- 2. Membership considerations include:
  - a. The Curriculum and Instructional Council shall be established by mutual agreement between the administrators and academic senates.
  - b. The Chair of the Curriculum and Instructional Council will be the Executive Instruction Officer.
  - c. In the absence of the Chair, the Dean, Instructional Services, will serve as chair.
  - d. In the absence of an appointed member, he/she will designate an alternate member from their site.
  - e. The Executive Instruction Officer; Dean, Instructional Services; and Ex-Officio Representative from Student Services Council are non-voting members.
  - f. In the event of a tie-vote, the Chair shall cast the deciding vote.
  - g. Council meetings are open to classified professionals, faculty, students, administrators, and the public

#### Operating Guidelines

- 1. Agenda and Minutes
  - a. The agenda and minutes for the Council meetings are the responsibility of the Dean, Instructional Services.
  - b. Items for the Council agenda may be added by any member.
  - c. All items for any one Council agenda must be submitted to the Dean, Instructional Services by noon on Friday preceding the meeting in order to appear on the printed agenda.
  - d. The Council minutes shall be distributed to CIC members as well as anyone else upon request.
- 2. Meetings: Regular and Special; Time and Place
  - a. Regular meetings shall be the second and fourth Thursday of each month or more often if needed.
  - b. Special meetings may be called by the Chair.
  - c. Regular and special meetings shall normally take place at the District Office.
- 3. Oversight of CIC Subcommittees:
  - a. CIC assigns, tracks, and reviews subcommittee work regarding instructional issues as defined in the functions and responsibilities above.
- 4. Resolution of Issues:

- a. Any issues identified by the Curriculum and Instructional Council during curriculum review will be referred through the appropriate Curriculum Chair to the college curriculum committee.
- b. If there are issues that cannot be resolved at the college level, the Curriculum and Instructional Council, will meet to resolve the issues.

Reference: California Education Code section 70902 (b)(7); and California Code of Regulations Title 5, Sections 53200 and 55002

**APPROVED:** New or Revised

<Once signed>

**Date Approved:** <Date>

Supersedes: 10/06/1992; 9/22/2023



## Administrative Procedure

### Chapter 4 – Instructional Services

#### AP ~~5022~~ 4022 – COURSE APPROVAL

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The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum and Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required.

Reference: California Code of Regulations, Title 5, section 55100

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**Date Approved:**

Supersedes: ~~New Procedure~~ AP 5022 – 02/10/17 (Renumbered 5022)



## Administrative Procedure

### Chapter 4 – Instructional Services

#### AP 4050 – ARTICULATION

The [Colleges](#) shall actively participate in articulation efforts to benefit prospective and current students for a seamless transition between colleges and universities. These efforts include establishing, updating, and disseminating articulation agreements with regionally accredited universities to reduce barriers for students. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, facilitate education planning, complete the university transfer goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at their university of choice.

The colleges' Articulation Officers shall manage articulation agreements in collaboration with regionally accredited colleges and universities. Articulation activities shall be guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California community college and university articulation officers.

The college Articulation Officer shall:

1. Work with instructional faculty to design and develop transferable courses;
2. Research comparable courses at other regionally accredited colleges and universities;
3. Identify and propose courses to universities and appropriate committees for articulation approval; and
4. Develop, manage, and maintain documentation of each articulation agreement including the formal written agreement with receiving CSU and UC campuses, the CSU and UC systems, and private/independent or out-of-state universities where patterns of student transfer are identified.

Articulation agreements should ensure the college's transfer courses meet the following university requirements:

1. Baccalaureate degree credit requirements, including the UC Transfer Credit Agreement (UC TCA);
2. ~~General education requirements, including the CSU General Education – Breadth (CSU GE) pattern and the Intersegmental General Education Transfer Curriculum (IGETC); and Approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University.~~
3. Major preparation requirements.

In addition, the college Articulation Officer shall work with discipline faculty to participate in statewide articulation initiatives administered through the California Community College system and our public university partners.

Articulation and transfer resources are available on the College's articulation website and on the Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) website (www.assist.org), the official repository of articulation agreements for California's public colleges and universities.

The colleges shall ~~endeavor to not~~ establish articulation agreements only with ~~non~~-regionally accredited institutions.

Reference: Education Code Sections 66720-66744;  
Title 5 Section 51022(b) and 55051;  
~~WASC/ACCJC Accreditation Standard H.A.10 2~~

**APPROVED:** New or Revised

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**Date Approved:**

Supersedes: AP 5050 2/10/2017; 9/22/2023



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## Administrative Procedure

### Chapter 4 – ~~Academic Affairs~~ Instructional Services

#### AP 5160.1 HEALTH OCCUPATIONS—INSTRUCTIONAL USE OF CLINICAL FACILITIES

This procedure outlines the tasks that must be completed to develop a contractual relationship with outside clinical facilities for worksite instruction for San Diego Community College District's health occupations programs. All such agreements require site review by the President or designee and approval by the Board of Trustees before students are assigned to a clinical facility or an agreement is implemented.

1. Responsibilities
  - a. College Program Director or designee identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
    - a. District Educational Services
      - i. Receives clinical facility name and contact information from College Program Director or designee;
      - ii. Ensures the agreement includes all required components;
      - iii. Reviews all agreement arrangements;
      - iv. Receives approval from District Risk Management for any changes to standard agreements or non-standard agreements;
      - v. Notifies District Risk Management of all new and expired or terminated agreements;
      - vi. Maintains a file of clinical agreements for site reference; and
      - vii. Submits to the Board of Trustees for approval.
  - b. District Educational Services
    - i. Receives clinical facility name and contact information from College Program Director or designee;
    - ii. Ensures the agreement includes all required components;
    - iii. Reviews all agreement arrangements;
    - iv. Receives approval from District Risk Management for any changes to standard agreements or non-standard agreements;
    - v. Notifies District Risk Management of all new and expired or terminated agreements;
    - vi. Maintains a file of clinical agreements for site reference; and
    - vii. Submits to the Board of Trustees for approval.
2. Agreement Development and Implementation
  - a. The College Program Director or designee, identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
  - b. The College Program Director or designee, provides the clinical site and contact information to District Educational Services.
  - c. District Educational Services prepares the standard District agreement including:
    - i. Correct legal name of facility;
    - ii. Address of facility; and **Webpage**;
    - iii. Name, Title, **Email address** and phone number of contact person;
    - iv. Desired effective date of agreement; and
    - v. Insurance requirements.
    - vi. District Educational Services sends the completed standard District agreement to the clinical facility.
    - vii. District Educational Services coordinates any changes to the standard District agreement with the clinical facility and the District Risk Management
    - viii. Following written approval of District Risk Management of any non-standard agreement, District Educational Services incorporates any changes and submits the revised agreement to the clinical facility for signature. Written approval is required by District Risk Management for any non-standard agreements or changes to the standard District agreement before signatures can be collected.

g. Following signature by the clinical facility, District Educational Services acquires the signature from the Vice Chancellor, Educational Services.

h. Once signatures are received, District Educational Services prepares a Board **docket agenda** exhibit requesting approval of clinical facility.

i. Upon Board of Trustees approval of clinical facility, District Educational Services provides copies of the agreements to the College Program Director, the clinical facility, and District Risk Management.

j. District Risk Management generates a certificate of insurance for the approved clinical site.

k. District Educational Services updates the file of clinical agreements;

l. District Educational Services monitors the file of clinical agreements and notifies the Program Director of upcoming agreements that require renewal.

m. District Educational Services notifies District Risk Management of any terminated or expired agreements.

**References:**

Education Code Section 8826.5;

Approved by the Chancellor: 11/18/2019

Supersedes: 1/31/1997

**APPROVED:** New or Revised

<Once signed>

**Date Approved:** <Date>

Supersedes: <List previous/current Procedure number – Previous Date or state “New Procedure” – List all dates/renumbering>

(i.e. BP 3100 – 01/01/90; 01/01/12; 01/01/18; BP 5500 – 01/01/21)  
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# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## Board Policy

### Chapter 4 – Instructional Services ~~Academic Affairs~~

#### BP 4020 ~~5020~~ CURRICULUM DEVELOPMENT

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The courses, degrees, and certificates of the District's Colleges shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

The Chancellor shall develop procedures for the approval of all courses of instruction and of all educational programs regardless of delivery modality that satisfy the requirements of the Education Code and the California Code of Regulations, Title 5. The procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

1. The Colleges' faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. The Colleges' curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees, and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
3. Regular review of courses, degrees, and certificates.
4. Training opportunities for persons involved in aspects of curriculum development, and
5. Consideration of job market and other related information for justification of career and technical education degrees and certificates.

All courses, degrees, and certificates shall comply with Title 5 regulations, be approved by the Board of Trustees as defined in procedures, and be submitted to the California Community Colleges Chancellor's Office for approval as required.

#### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations and California Code of Regulations, Title 5, section 55002.5, as they apply to community college districts.

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At the San Diego Community College District Colleges, a minimum of 48

total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5, except in special circumstances.

Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5, Section 55253

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**Reference:** Education Code Sections 70901(b), 70902(b), and 78016;  
-Title 5- Sections 51000, 51022, 55100, 55130, 55150, 55002 and 55002.5 ;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; /ACCJC Accreditation Standards 2.

**Adopted:** June 9, 1981

Supersedes: AP 5020 October 14, 1988; September 7, 2000; November 14, 2002; May 27, 2010; November 10, 2016; and October 10, 2019.