

**P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)**

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

**Legal Update 38** | The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

**Academic Senate Feedback** | [In Turquoise](#)

**Additional Academic Senate Feedback** | [Green](#)

**2023-02-13 PPAC** | [Goldenrod](#)

**2023-03-13 HR Dept Feedback** | [Purple](#) – Feedback received from HR team to use current SBCCD acronym while the various new acronyms are being reviewed and discussed for possible adoption through the DEIA Committee.

- DEIA – Diversity, Equity, Inclusion, and Anti-Racism (Current Acronym)
- DEIAA – Diversity, Equity, Inclusion, Anti-Racism, and Accessibility
- IDEAA – Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (Used by Academic Senate for California Community Colleges)
- IDEAAA – Inclusion, Diversity, Equity, Anti-Racism, Accessibility, and Accountability

**Third Round of SBVC Academic Senate Feedback** | [Brown](#) – Per 3/10/2023 Email from Davena, removal of term “Discipline/Instructional” because discipline and instructional were exclusive of non-instructional faculty (counselors) who do participate in the curriculum process, though at a lesser rate than instructional faculty. The Senate felt the term faculty was inclusive and sufficient.

<b>Review Level:</b> 3   Extensive Review (Subject to 10+1)	<b>Review Level Approved by PPAC:</b> 11/14/2022	<b>Constituent Review Anticipated:</b> 1/31/2023
<b>Academic Senate 1<sup>st</sup> Review</b> 2/1/2023	<b>Chapter Owner Review of Feedback</b> 2/13/2023	<b>Academic Senate Vote of Support</b> 2/15/2023
<b>PPAC Final:</b> 3/13/2023	<b>BOT 1<sup>st</sup> Read:</b> 4/13/2023	<b>BOT 2<sup>nd</sup> Read:</b> 5/11/2023

**BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT**  
**With Changes Redlined**

~~(Replaces current SBCCD BP 4020)~~

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

~~The Board encourages the development and offering of programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

## P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

### BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

The Board acknowledges that District ~~discipline/instructional~~ faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide ~~Inclusion, Diversity, Equity, Inclusion, and Anti-Racism (DEIA), and Inclusion Accessibility (IDEAA)~~ frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X ~~for Mexican American or other term]~~ people. ~~Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity-minded practices.~~ The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with ~~discipline/instructional~~ faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

#### 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, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- 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.

#### References:

Education Code Sections 70901(b), 70902(b), and 78016;  
 Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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 II.A and II.A.9

## P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

### AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT With Changes Redlined

~~(Replaces current SB Replaces current SBCCD AP 4020)~~

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations.

~~The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

District ~~Discipline/Instructional~~ faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide ~~Inclusion, Diversity, Equity, Inclusion, and Anti-Racism (DEIA), and Inclusion Accessibility (IDEAA)~~ frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X ~~[or Mexican American or other term]~~ people. ~~Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/Instructional faculty to support equity-minded practices.~~ The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with ~~discipline/Instructional~~ faculty to implement equity-minded practices.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

~~Discipline~~ Faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course materials and curriculum:

1. Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
2. Address structural and institutional racism, discrimination, oppression, and privilege.
3. Focus on the ~~ten~~ eleven principles of Ethnic Studies:
  - a. Love
  - b. Respect
  - c. Reflection
  - d. Hope
  - e. Solidarity
  - f. Critical Consciousness
  - g. Community
  - h. Interconnection
  - i. Wellness

## P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

### AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

- j. Healing
- k. Transformation

#### References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard II.A;

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.

**END OF RECOMMENDATION**

## P&P 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- The Service updated this policy to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts to collect a debt.
- Chapter Lead consulted with the VPSSs and verified that students are notified when a hold is placed on their account via email and their @webadvisor. In addition, special programs notify students depending on the type of hold. Information is also available on the websites.

**Academic Senate Feedback 1<sup>st</sup> Round | Turquoise** – Per 2/2/2023 email from D Burns-Peters: “AP 5035 has been shared with the Senate and is scheduled to return on 2/15/23 for a vote of support. There has been a recommendation made for this AP. The recommendation was to indicate the district policy allowing students to register for courses with a balance of less than \$200.00. Registration is not restricted unless the student owes 200.00 or more. This is district-wide and the balances from each campus are reciprocal. Let me know if you need any clarification on the intention behind this request.”

**2023-02-13 PPAC Update | Goldenrod** – Language was discussed at 2/13/2023 PPAC. Alternative language was agreed upon to direct students on how to learn more about the financial obligation threshold while maintaining accuracy and efficiency in the P&P process.

**SBVC Academic Senate Feedback 2<sup>nd</sup> Round | Green** – Supported with no recommended changes.

**Review Level:**  
3 | Extensive (10+1)

**Review Level Approved by PPAC:**  
12/12/2022

**Constituent Review:**  
Received 2/2/2023

**Academic Senate 1<sup>st</sup> Review**  
2/1/2023

**Chapter Owner Review of Feedback**  
2/10/2023-2/13/2023

**Academic Senate Vote of Support**  
2/15/2023-3/8/2023

**PPAC Final:**  
3/13/2023

**BOT 1<sup>st</sup> Reading:**  
4/13/2023

**BOT 2<sup>nd</sup> Reading & Approval:**  
5/11/2023

### BP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

With Changes Redlined

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation ~~shall may~~ have ~~grades, diplomas, and~~ registration privileges withheld until the outstanding obligation is paid or otherwise settled.

**Reference:**

Title 5 Section 59410

### AP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

With Changes Redlined

The Director of Admissions & Records or designee may withhold ~~grades, diplomas, and~~ registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

~~Current SBCCD policy allows students to register for courses with an outstanding financial obligation of less than \$200. Registration is not restricted unless the student owes \$200 or more.~~

For additional information see Board Policy/Administrative Procedure 5030, Fees or visit the campus websites.

**P&P 5035 WITHHOLDING OF STUDENT RECORDS (10+1)**

**AP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)**

*With Changes Redlined*

**Reference:**

Title 5 Section 59410

**END OF RECOMMENDATION**