

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.13 (BP 4020)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.13 Curriculum Development, Program Review, and Program Viability  
**Revision Date:** ~~9/08~~ xx/xx  
**Policy References:** Title 5 Sections 51000, 51022, 55100, 55130 and 55150; Education Code Sections 70901(b), 70902(b) and 78016; **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; 34 Code of Federal Regulations Sections 600.2, 600.24, 603.24 and 668.8**

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1. 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. The Academic Senate Governing Council shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.
2. In accordance with Title 5, Section 53200, and Board Policy 2.06, the Board of Trustees, through its designee, will consult collegially with the Academic Senate in the areas of curriculum development, educational program development, program review, and program viability and will primarily rely on the expertise of faculty in these academic and professional matters.
3. In consultation with the College President and Vice President of Instruction, or designees, each local Academic Senate Governing Council will approve the processes for Curriculum and Program Development, Program Review, and Program Viability and Discontinuance consistent with Title 5 and the Education Code. During the development of these processes, the Senate Presidents will consult collegially with their colleagues through the District Academic Senate Governing Council.
4. The processes for curriculum development, educational program development, program review, and program viability will culminate in recommendations to the Board of Trustees through the Chancellor, or designee, for approval of curricular additions, consolidations, and deletions. **All new programs or program deletions shall be approved by the Board of Trustees and submitted to the California Community Colleges Chancellor's Office for approval as required.**
5. A program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.
6. The Office of Instruction at each College will be responsible for maintenance of all records regarding curriculum and program development and program review.
7. Curriculum development, program review, and program viability shall also have District-wide oversight and coordination.