

BP 4020 Program, Curriculum, and Course Development

References:

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 Parts 600.2, 602.24, 603.24, and 668.8;
NWCCU Standard 1.C.3
No Oregon statutory requirement

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

Program and curriculum development shall involve the faculty, administration, and Academic Council. The primary responsibility for the development, modification and inactivation of curriculum resides with the faculty and the recommendation of the Academic Council.

Educational program development, substantive modification, revitalization, and discontinuation is approved by the Board of Education with the recommendation of the President and the Academic Council.

There shall be:

- A process for budget analysis.
- Regular review and justification of programs and courses.
- Consideration of labor market and other relevant information for career and technical programs.
- A mechanism to periodically report curriculum changes and results of program review to the Board of Education.

Credit Hour

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

The President will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations.

The President shall establish procedures to assure that curriculum at the College complies with the definition of “credit hour” or “clock hour,” where applicable.

The President 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.

Adopted: 04/15/25

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