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SECTION: Curriculum and Instruction

POLICY TOPIC: Curriculum Development and Revision

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I. Curriculum Development and Revision

All programs of San Juan College will be continuously appraised to assure that the offered courses meet the needs of the community and of the students. The College and Board encourage faculty involvement in the planning of course offerings and in the development of new techniques for meeting course objectives. The President is authorized to establish detailed procedures for curriculum development.

II. Criteria for Course Creation

The College may create adult education, evening college, or community service courses, whether credit or non-credit, when there is an apparent need for it in the community, when the course is primarily educational, when qualified instructors and funds are available, and when adequate enrollment is likely. Under unusual circumstances (for example, acute community needs, initiation of new programs) some latitude in class size shall be allowed. All proposed new academic programs will be developed and put forward for Board approval using the College Program Approval Process.

III. Course and Program Evaluation

The College has a system in place to evaluate its courses and programs according to relevant enrollment, student achievement, placement statistics, and the criteria as listed above. A course or program may be discontinued when it ceases to meet all applicable criteria.

IV. Course and Program Excellence

The College shall strive to achieve and maintain excellence in all of its courses and programs. Further, the College encourages faculty to keep relevant and current in their disciplines, as well as promote the research and development of creative and imaginative educational programs. Real life experiences, field trips, and similar activities as part of a course or program are perceived as adding to the relevance and excellence of the program, and are therefore encouraged.

V. Instructional Methodology

Creating alternative means of delivering instruction is also encouraged, particularly in view of the diversity of San Juan College students. Electronic techniques, self-paced instruction, and other innovative methodologies are seen as key in the expansion of instructional delivery for the College's service area.

VI. Course Syllabi

Course syllabi shall be prepared for all courses listed in the College Catalog. The syllabi shall be updated continually and copies kept on file in the library, in the office of the Vice President for Learning and in division offices.