

Laws Governing Program Viability

An Educational program is defined in the California Code of Regulations, Title 5 § 55000 (g) as an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. An Instructional program is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education. California Community College program approval, two year review, and discontinuance are regulated as part of Education Code and the California Code of Regulations, Title 5. Since these Codes speak to processes that determine viability of programs, this document is providing the excerpts of Codes relating to these requirements.

California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 2. Approval by the Chancellor

[Article 1.](#) Approval of Credit Educational Programs

§ 55130. Approval of Credit Programs.

- (a) Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor.
- (b) The application for approval shall contain at least the following:
 - (1) The name of the proposed program.
 - (2) The description of the proposed program.
 - (3) A list of required courses to be included in the program.
 - (4) Course outlines of records for all courses in the program.
 - (5) The purposes and specific objectives of the proposed program.
 - (6) The place of the proposed program in the district master plan.

- (7) An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.
- (8) The need for the proposed program ascertained with regard to at least the following factors:
 - (A) Other community colleges in the area currently offering the program;
 - (B) Other programs closely related to the proposed program offered by the college;
 - (C) Relation of the proposed program to job market analysis, where applicable;
 - (D) Enrollment projection for the proposed program;
 - (E) Recommendations of career technical education regional consortia, when applicable; and
 - (F) The classification of the courses in the program in accordance with section 55001.
- (9) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:
 - (A) Library and media center resources;
 - (B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.
 - (C) Availability of adequate or proposed financial support; and
 - (D) Availability of faculty.
- (c) The development, establishment and evaluation of an education program shall include representative faculty involvement.
- (d) An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate an educational program, after its approval, on the basis of factors listed in this section. If on the basis of such an evaluation the Chancellor determines that an educational program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination.
- (e) In multicollge districts, program approval is granted for a specific college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 2. Community College Standards

Subchapter 1. Minimum Conditions

§ 51022. Instructional Programs.

- (a) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.
- (b) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies and procedures to provide that its courses and programs are articulated with proximate baccalaureate colleges and high schools.

Note: Authority cited: Sections 66700, 70901 and 78401, Education Code. Reference: Sections 70901, 70902 and 78016, Education Code.

California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 7. Contract Education

Article 1. Contracts with Providers of Career Technical Education

§ 55601. Appointment of Vocational Education Advisory Committee.

The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

Education Code

§ 78016

- (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:
 - (1) Meets a documented labor market demand.
 - (2) Does not represent unnecessary duplication of other manpower training programs in the area.
 - (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.
- (b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.
- (c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.
- (d) This section shall apply to each program commenced subsequent to July 28, 1983.
- (e) A written summary of the findings of each review shall be made available to the public.