

## Ventura College Curriculum Committee

### Resolution on Enforcement of Program Update Deadlines

Date Approved: March 3, 2026

Presented by: Ventura College Curriculum Committee

#### Resolution

**Whereas**, the Ventura College Curriculum Committee is responsible for ensuring that all courses and programs remain current, compliant with Title 5 and Chancellor's Office standards, and accurately represented in the college catalog and scheduling systems; and

**Whereas**, [AP 4020](#) mandates program "review occurs, at a minimum, every five years for all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs"; and

**Whereas**, departments are annually notified of their program update list and are expected to meet the established spring semester deadline in the designated year to ensure those programs remain active and compliant. Updates for Career Education programs also require Labor Market Information (LMI) no older than two years, and Advisory Board minutes no older than one year to be included in program update; and

**Whereas**, repeated failure by departments to meet program update deadlines creates delays in the curriculum approval process, catalog publication and compliance with all related ed code regulations, negatively impacts student success, and undermines institutional planning and resource allocation;

**Therefore, be it resolved**, that the Ventura College Curriculum Committee establish the following enforcement procedure regarding program update deadlines:

- Failure to meet established spring program submission deadlines may result in programs not meeting catalog publication deadlines. Programs not meeting catalog publication deadlines could result in the following:
  - Programs not published in the catalog cannot receive new student enrollment and may impact student financial aid.
  - If a program is not active in a catalog, program review requests cannot be submitted for resources tied to that specific program.

**Therefore, be it resolved**, that the Ventura College Curriculum Committee shall communicate this procedure to all department chairs, deans, and the Academic Senate for inclusion in annual curriculum and program review planning materials; and

**Therefore, be it resolved**, that the Ventura College Curriculum Committee direct the Curriculum Technical Review workgroup and recommend to the Vice President of Academic Affairs to

document and monitor departmental compliance with program update deadlines and report annually to the committee.

### Rationale

The timely submission of program updates is critical to maintaining the integrity, compliance, and currency of the Ventura College curriculum. The Curriculum Committee relies on departments to meet established deadlines so that catalog production, scheduling, and state reporting processes remain accurate and aligned with institutional timelines. Departments that consistently fail to submit program updates create delays that affect articulation, accreditation compliance, and the ability of the college to plan effectively for instructional and faculty resource needs.

This resolution establishes clear accountability measures to ensure equitable enforcement of curriculum timelines across all instructional areas. Linking program update compliance to catalog publication provides a consistent and transparent mechanism to promote institutional responsibility and timely curriculum maintenance. By setting clear consequences for non-compliance and providing annual monitoring, Ventura College will strengthen its curriculum integrity, improve coordination across divisions, and ensure that students have access to current, high-quality academic offerings.

### Signatures

\_\_\_\_\_  
Curriculum Committee Co-Chair/Date

\_\_\_\_\_  
Curriculum Committee Co-Chair/Date

\_\_\_\_\_  
Academic Senate President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date