

NOTICES OF PROPOSED RULEMAKING
Initiated After January 1, 1995

Unless exempted by A.R.S. § 41-1005, each agency shall begin the rulemaking process by first filing a Notice of Proposed Rulemaking, containing the preamble and the full text of the rules, with the Secretary of State's Office. The Secretary of State shall publish the notice along with the Preamble and the full text in the next available issue of the *Arizona Administrative Register*.

Under the Administrative Procedure Act (A.R.S. § 41-1001 *et seq.*), an agency must allow at least 30 days to elapse after the publication of the Notice of Proposed Rulemaking in the *Register* before beginning any proceedings for adoption, amendment, or repeal of any rule. A.R.S. §§ 41-1013 and 41-1022.

TITLE 7. EDUCATION

CHAPTER 1. STATE BOARD OF DIRECTORS FOR COMMUNITY COLLEGES OF ARIZONA

PREAMBLE

1. Sections Affected
R7-1-702
R7-1-702
- Rulemaking Action
Repeal
New Section
2. The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):
Authorizing statute: A.R.S. § 15-1425(6)
Implementing statute: A.R.S. § 15-1425(6)
3. The name and address of agency personnel with whom persons may communicate regarding the rule:
Name: Thomas J. Saad
Address: 3225 North Central Avenue, Suite 1220, Phoenix, Arizona 85012
Telephone Number: (602) 255-4037
Fax Number: (602) 279-3464
4. An explanation of the rule, including the agency's reasons for initiating the rule:
Defines the procedure to be followed by state community colleges for submitting curriculum to the state board for its review and approval. The new Section is required to better describe the requirements and process to be followed by community colleges in submitting curriculum for approval.
5. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:
Not applicable.
6. The preliminary summary of the economic, small business, and consumer impact:
The proposed rule will not adversely impact small business or consumers.
7. The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business, and consumer impact statement:
Name: Thomas J. Saad
Address: 3225 North Central Avenue, Suite 1220, Phoenix, Arizona 85012
Telephone Number: (602) 255-4037
Fax Number: (602) 279-3464
8. The time, place, and nature of the proceedings for the adoption, amendment, or repeal of the rule or: if no proceeding is scheduled, where, when, and how persons may request an oral proceeding on the proposed rule:
Date: April 22, 1995
Time: 9:00 a. m.
Location: Mesa Community College
1833 West Southern Avenue
Mesa, Arizona
Nature: Public proceeding
9. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:
None
10. Incorporations by reference and their location in the rules:
None.
11. The full text of the rules follows:

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TITLE 7. EDUCATION

CHAPTER 1. STATE BOARD OF DIRECTORS FOR COMMUNITY COLLEGES OF ARIZONA

ARTICLE 7. INSTRUCTION, FACULTY AND STAFF

Section

- R7-1-701. Curricula; General Program Standards
- R7-1-702. ~~Procedure for Submitting Curriculum Approval to State Board Procedure for Submitting Curriculum to State Board for Approval~~
- R7-1-703. Library Standards
- R7-1-704. Textbook Standards
- R7-1-705. Employment Standards by Districts; Professional Staffing Standards; Instructors; Librarians; Others
- R7-1-706. Certification Standards
- R7-1-707. Refusal of Teaching Certificate; Appeal; Review
- R7-1-708. Reprimand of Teacher, Suspension or Re-revocation of Teaching Certificate; Appeal; Review
- R7-1-709. Certification of Interns
- R7-1-710. Open Entry/Open Exit Courses

~~R7-1-702. Procedure for Submitting Curriculum Approval to State Board~~

- ~~A. Program proposals shall be submitted according to the procedures and format prescribed by the State Board. Any change or addition to the curricular program of any community college affecting the numbers of full-time student equivalents eligible for state funding shall be subject to the approval of the State Board.~~
- ~~B. Each college shall submit all curricula to the State Board for approval. Curricula are programs containing a planned sequence of courses leading to an educational goal (i.e. degree or certificate). University parallel curricula shall be approved by major. Once the curricula have been approved, the colleges may modify them by adding and deleting courses and changing credit hours, titles, etc. All such changes are to be filed with the State Office in which they occur between college catalogue publications. Each curriculum may be reviewed following its adoption. Approval of curriculum will be based upon:
 - 1. A statement of need (i.e. student, community employment, etc.)
 - 2. A description of the program, including objectives
 - 3. Implication for articulation and coordination between other programs within the college and other institutions within the state
 - 4. The faculty, facility, and financial needs
 - 5. The involvement with the State Department of Vocational Education and/or other agencies
 - 6. The solution to the above
 - 7. A tentative calendar of events for planning and implementation.~~
- ~~C. The approval process is to submit the proposed curriculum to the State Board at one of its regular meetings. Normally the State Board's Curriculum Committee and the State Office will review the proposal~~

~~and act on it at the next regular meeting following the meeting at which the proposal was submitted. There may be times when a district needs to have action taken before the month has transpired. Such a request should be known by the State Office prior to the submittal to the State Board, and a plan of action can be developed by the State Board to reduce the normal study, review, and action time.~~

R7-1-702. Procedure for Submitting Curriculum to State Board for Approval

- A. Each degree or certificate curriculum offered by a community college district shall have been improved by the State Board as required by A.R.S. § 15-1425(6). There shall be three primary criteria for the approval of community college curricula by the State Board:
 - 1. The curriculum shall meet an identified community, state, regional, or national need defined by the local district curriculum review process.
 - 2. The curriculum shall have been developed and approved at the community college district level following a procedure that meets at least the minimum standards specified in subsection (C).
 - 3. The curriculum will have no unacceptable adverse effect on the existing programs and services of another Arizona community college district.
- B. The following definitions apply to the terms used in this Section.
 - 1. "Curriculum" means a program of study containing a planned sequence of courses leading to a degree or certificate.
 - 2. "Baccalaureate Parallel Curriculum" means a program of study designed to transfer to a four-year college or university.
 - 3. "General Studies Curriculum" means a program of study designed to address student needs other than those included in the baccalaureate parallel curriculum or occupationally oriented curriculum.
 - 4. "Occupationally Oriented Curriculum" means a program of study destined to prepare a student for employment or advancement in the program field.
 - 5. "State Board" means the State Board of Directors for Community Colleges of Arizona.
 - 6. "Unacceptable Adverse Impact" means an adverse effect of a proposed curriculum on a viable existing program or service of another Arizona community college district that, in the considered judgment of the State Board, is unacceptable when weighed against the expected benefit of the proposed curriculum.
- C. Each community college district shall establish a curriculum review process that includes, as a minimum, the following elements:
 - 1. An analysis shall have been conducted that establishes the need for the curriculum.
 - 2. For occupationally oriented curricula the program design shall be based upon the knowledge and skills required for employment or advancement in

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- the program field as determined by a systematic study involving potential employers and others expert in the field.
3. For baccalaureate parallel curricula, the program shall be designed to enable a graduate of the program to satisfy all public Arizona university lower-division general education requirements and to transfer to a public Arizona university with upper-division status.
 4. A resource study shall have been conducted that demonstrates the community college district will have the financial resources, physical facilities, and qualified faculty to establish and sustain the curriculum.
 5. A review within the community college district shall have been conducted following the district's normal internal approval procedure.
 6. The district governing board shall have approved the curriculum and recommend its approval by the State Board.
- D. The community college district shall notify the State Board and the other Arizona community college districts of its intent to consider the development of a new curriculum. Any concerns expressed by the staff of the State Board or of the other districts shall be addressed in the curriculum review process previously described.
- E. The State Board approval process shall consist of the following steps:
1. Upon receipt of a curriculum approval request, the State Board shall notify other Arizona community college districts of the pending request. This notice shall be made at least 30 days before the date of the State Board meeting at which the request will be considered. A curriculum approval request may be submitted by a district pending district governing board approval provided such approval will have been obtained before the date of the State Board meeting at which the request is to be considered.
 2. Any district that has notified the State Board and the initiating district of a concern, in accordance with subsection (E)(1), shall be provided an opportunity to comment on its concern in an open meeting of the State Board. The initiating district shall have an opportunity for rebuttal prior to a final decision by the State Board.
 3. The State Board staff shall review the curriculum approval request to determine that the curriculum review criteria described in subsection (C) have been satisfied.
 4. The State Board shall consider the request for curriculum approval in terms of the satisfactory application of its curriculum review criteria and the impact of the program on other Arizona community college districts.
- F. Notwithstanding the procedures described previously in this Section, the Executive Director of the State Board may grant temporary interim approval for initiation of a curriculum under the following conditions:
1. The curriculum meets each of the following criteria:
 - a. The curriculum is in support of economic development or job training for a new or established Arizona employer or employers.
 - b. The curriculum is no more than 40 semester credit hours in length.
 - c. The Executive Director has determined that there is little likelihood that the curriculum will have an unacceptable adverse impact on another Arizona community college district during the limited-approval period.
 2. The temporary interim approval shall be for no more than one year, during which time the full curriculum approval process must have been completed if the curriculum is to be continued.
 3. Temporary interim approval shall not be a justification for regular curriculum approval.