CURRICULUM HANDBOOK
2014
CURRICULUM COMMITTEE FUNCTIONS:

The functions of the Curriculum Committee are as follows:

1. Review and recommend action on existing curricula
2. Review and recommend action on proposed curricula
3. Encourage and foster the development of new curricula
4. Request, consider, and respond to reports from various college groups whose work bears directly on the curriculum
5. Disseminate curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees
6. Implement state-mandated regulations or policies that affect curriculum
7. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
8. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC)
9. Review all curriculum proposals to ensure congruence with the college’s mission, need, quality, feasibility, and compliance with Title 5.

ORGANIZATION:

As an academic and professional matter, the Senate and the District mutually agree upon the composition of the Curriculum Committee. Members may be voting or non-voting. Voting faculty members are confirmed by the Academic Senate on even years and serve for two years.

Voting members:
- Faculty Co-Chair
- Administration Co-Chair (Chief Instruction Officer or designee)
- One representative from each academic division
- Three “at large” representatives from the full time faculty
- One adjunct faculty representative

Non-voting members:
- Curriculum Coordinator
- Representative from the Associated Student Government
- Representative of the Counselors (if no elected member is a Counselor)
- Matriculation Officer
- Director of Admissions and Records
- Articulation Officer
The following committees will provide a representative to serve as a resource to the Curriculum Committee. They are considered non-voting resource members, and are not expected to attend meetings unless they are requested:

- Disciplines Committee
- Student Learning Outcomes Coordinator(s)
- Ed-Tech Committee

**RESPONSIBILITIES**

**FACULTY CO-CHAIR:**

- Serves as a resource person to assist faculty in the development of curriculum proposals.
- Develops a recommended curriculum committee schedule each year.
- Reviews all courses and programs prior to establishing agendas
- Establishes the agenda for Curriculum Committee meetings.
- Schedules and conducts the technical review meetings
- Conducts the Curriculum Committee meetings
- Provides advice and guidance on curriculum issues, such as: Education Code regulations, Title V compliance, course numbering sequence, and prerequisite regulations
- Updates the Academic Senate regularly regarding committee activities.
- Reviews minutes of meetings prior to submitting to the Academic Senate.

**ADMINISTRATIVE CO-CHAIR RESPONSIBILITIES:**

- Works with faculty co-chair to fulfill college Curriculum Committee responsibilities
- Manages course and program review workflow.
- Interfaces with the Curriculum and Articulation Coordinator to:
  - Maintain all curriculum files
  - Submit curriculum materials for state and local approval
  - Maintain the curriculum database and forms in WebCMS
  - Prepare and submit curriculum materials for review and approval by the Academic Senate.
- Facilitates technology training for all committee members and faculty authors.
- Supervises/assists Academic Deans in fulfilling their curriculum responsibilities.

**MEMBER RESPONSIBILITIES:**
- Attend and fully participate in committee meetings
- Serve as a consultant to members of his/her division during curriculum development. Committee members may answer questions, provide information on curriculum policies and procedures, and prepare faculty to present their courses at curriculum meetings.
- Inform and update their division about curriculum issues such as (but not limited to):
  - Proper preparation of course outlines
  - Prerequisite/corequisite policies
  - Curriculum Committee deadlines
  - Developing Student Learning Outcomes
- All members of the committee shall make decisions based on a college wide perspective.
- It is expected that all members are prepared to make informed decisions. This will require members to, at a minimum:
  - Read all the course/program outlines before the meeting;
  - Stay current on Title V and Education Code requirements regarding curriculum;
  - Participate in required training (e.g. Stand Alone Certification);
  - Participate in Technical Review meetings.
  - Be knowledgeable about current curriculum policies, procedures, writing standards, resources, forms, and deadline dates.
- Members are expected to find and orient a substitute if they are unable to attend a meeting.
- If a member misses more than 50% of the meetings in a single semester, it will be assumed that they have tendered their resignation.

CURRICULUM COORDINATOR RESPONSIBILITIES:

- Certify that the audit trail for the proposal has been completed. This will include:
  - All required supplements (e.g., DLA and Prerequisite form) have been completed
  - Appropriate changes to a relevant program have been made. New, deleted, and/or modified courses will not be reviewed if relevant program changes have not also been simultaneously submitted.
  - The Curriculum Coordinator will return all proposals that have been identified as incomplete to the author. The Division Dean, chair, and the author will be notified what areas need to be completed.
- Take the minutes of all curriculum committee meetings and prepare a summary to submit to the Academic Senate and Board of Trustees.