CURRICULUM COMMITTEE PROCEDURES

I. SCOPE AND DUTIES
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 V.

II. MEMBERSHIP:
1. As an academic and professional matter, the composition of the Curriculum Committee will be mutually agreed upon by the Senate and the District.

2. The Academic Senate will develop procedures to select the faculty members of the committee.

3. The following are considered voting members of the committee:
   a. Faculty Chair of the Curriculum Committee
   b. One representative from each division.
   c. 3 At-Large Faculty Representatives
   d. 1 Adjunct Representative
   e. Chief Instructional Officer or designee from the Office of Instruction
      i. The Chief Instructional Officer or designee from the Office of Instruction may serve as Administrative Co-Chair of the Curriculum Committee.
      ii. Every two years during the Spring Semester the Chief Instructional Officer will confer with the Senate as to the status and performance of the Administrative Co-Chair.

4. If they are not already voting members, the following shall be appointed as Non-Voting members:
a. Curriculum Coordinator
b. Representative from the Associated Student Government
c. Representative of the Counselors (if no elected member is a Counselor)
d. Matriculation Officer
e. Director of Admissions and Records
f. Articulation Officer

5. 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:
   a. Disciplines Committee
   b. Student Learning Outcomes Coordinator(s)
   c. Ed-Tech Committee

III. MEMBER RESPONSIBILITIES:

1. Attend and fully participate in committee meetings
2. 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.
3. Inform and update their division about curriculum issues such as (but not limited to):
   a. Proper preparation of course outlines
   b. Prerequisite/corequisite policies
   c. Curriculum Committee deadlines
   d. Developing Student Learning Outcomes
4. All members of the committee shall make decisions based on a college wide perspective.
5. It is expected that all members are prepared to make informed decisions. This will require members to, at a minimum:
   a. Read all the course/program outlines before the meeting;
   b. Stay current on Title V and Education Code requirements regarding curriculum;
   c. Participate in required training (e.g. Stand Alone Certification);
   e. Be knowledgeable about current curriculum policies, procedures, writing standards, resources, forms, and deadline dates.
6. Members are expected to find and orient a substitute if they are unable to attend a meeting.
7. If a member misses more than 50% of the meetings in a single semester, it will be assumed that they have tendered their resignation.

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

V. ADMINISTRATIVE CO-CHAIR RESPONSIBILITIES
1. Works with faculty co-chair to fulfill college Curriculum Committee responsibilities.
2. Manages course and program review workflow.
3. Interfaces with the Curriculum and Articulation Coordinator to:
   a. Maintain all curriculum files.
   b. Submit curriculum materials for state and local approval.
   c. Maintain the curriculum database and forms in WebCMS.
   d. Prepare and submit curriculum materials for review and approval by the Academic Senate.
4. Facilitates technology training for all committee members and faculty authors.
5. Supervises/assists Academic Deans in fulfilling their curriculum responsibilities.

VI. AUDIT TRAIL

1. Proposals will not be considered until they have completed the Audit Trail.
   a. Proposals must be submitted by faculty meeting the minimum qualifications to teach the proposed/revised course.

2. Selection of Auditors
   a. Some positions on the audit trail are automatically appointed such as the Dean, Chair, Articulation Officer, and resource positions. They will be included in the audit trail due to their role in the college.
   b. The following audit trail positions are appointed positions. The Curriculum Committee Faculty Co-Chair will solicit input from relevant campus committees for a faculty member to fill these positions. The chairs will mutually agree on a recommendation.
      i. Distance Learning
      ii. Disciplines
      iii. SLO
   c. The initial term of service shall be two years. Auditors may be reappointed for additional one year terms.
3. Auditor responsibilities
   a. Department Chair
      i. Check course outlines for accuracy in all sections
      ii. Check to see that course is in line with the program review
      iii. Check for appropriateness to college mission
      iv. Ensure that SLO’s, objectives, and content are divided into lecture/lab sections if appropriate and that all aspects of the outline are consistent with each other.
      v. Check that outline meets curriculum standards as well as represents the current standards for that discipline.
      vi. Verify that the SLO(s) is consistent with the relevant program and institutional SLO(s).
   b. SLO
      i. Ensure that SLO’s are properly written and that the objectives are distinct from, but related to, the SLO’s
      ii. Compare content with SLO’s & objectives to ensure consistency.
      iii. Check that methods of assessment are consistent with SLO’s.
   c. Discipline
      i. Ensure correct discipline placement
   d. Distance Education
      i. Ensure distance education addendum adheres to principles of distance education.
      ii. Compare DLA to course outline of record to ensure that assignments can be completed in this format.
   e. Academic Dean
      i. Review entire proposal following the guidelines from the preceding steps in the audit trail.
   f. Articulation Officer
      i. Review program, general education, and articulation information for accuracy.
      ii. Ensure that proposal (description, content, assignments) meet articulation requirements.
   g. Learning Resources (Library, Computer Support)
      i. Ensure that adequate resources for course/program are available.

4. If a proposal does not progress from one stage to the next within 6 months, the Curriculum Coordinator will contact the author to determine if the author anticipates completing the course. At that time the author may request that the Curriculum Coordinator delete the proposal.

5. Proposals do not require approval to be forwarded to the next stage. However, auditors may opt to return a course to the author if it does not meet curriculum standards. For example:
   a. Incorrect format. For example no or poorly written SLO’s, lecture/lab not separated,
b. Does not meet Title V requirements. For example minimal critical thinking objectives, no evidence of writing or problem solving in the methods of evaluating student achievement.

c. Does not meet articulation requirements

d. Course is inconsistently written. For example a course with lecture units is written as a lab class.

6. The final stage of the Audit Trail is review by the Curriculum Coordinator.

7. The Curriculum Coordinator will certify that the audit trail for the proposal has been completed. This will include:
   a. All required supplements (e.g., DLA and Prerequisite form) have been completed
   b. 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.

8. 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 (see Appendix A).

VII. TECHNICAL REVIEW

1. Held prior to each regularly scheduled Curriculum Committee meeting.

2. The purpose of the technical review is to review proposals for clarity and provide guidance for further revision.

3. The faculty co-chair will establish the agenda.

4. To be eligible for the technical review, all proposals will be certified as complete by the Curriculum Coordinator.

5. At a minimum, the Technical Review Committee will consist of the faculty Co-Chair, a rotating member from the Curriculum Committee, and the Curriculum Coordinator.

6. The Technical Review Committee will make one of the following determinations for every proposal reviewed:
   a. Return to author for further refinement
   b. Place on consent calendar
   c. Schedule on agenda for full discussion

V. CURRICULUM MEETING AGENDA:

1. The faculty co-chair will develop the meeting agendas. Only those proposals that have been certified by the Technical Review Committee will be placed on the agenda.
2. The agenda will consist of:
   a. Technical changes
   b. Consent items
   c. Modified courses
   d. New courses
   e. Modified programs
   f. New programs
   g. DLAs
   h. Pre-requisites/co-requisites
   i. Stand Alone courses
   j. Program/course approvals
   k. Discussion items

3. Courses will generally be reviewed in the order in which they are received. However other issues may take priority. Priority is established based on the following list:
   a. Title V and other legislative mandated changes including updates
   b. Revisions required for articulation
   c. New courses in new programs
   d. Courses in existing programs
   e. Stand alone courses
   f. New Distance Learning Addendums

VIII. MEETINGS:
1. Meetings are held during the fall and spring semesters on the first and third Thursday of each month.
   a. The last meeting of the academic year will address
      i. The calendar for the next academic year
      ii. Courses meeting the diversity requirement
      iii. Courses meeting new GE requirements
      iv. An update from CSU/UC & Chancellor’s Office regarding new articulation and course/program approvals.

2. In order to conduct business the Curriculum Committee will require a quorum of the voting members. A quorum is defined as 50% + one of the voting membership. A proxy vote may not count in order to establish a quorum; however, faculty acting as substitutes for a regular member may be counted in establishing a quorum.

3. There may be times when unscheduled meetings may be warranted to address issues in a timely manner. Meetings may be called only:
   a. If the two chairs agree
b. Once the chairs agree to call a meeting, the members will be polled to ascertain if a quorum can be established. If a quorum cannot be reached, an email meeting may be held.

c. If this additional meeting falls during a non-service day, the faculty members required to be present may be compensated according to the appropriate contractual procedures.

4. Authors, or designee, must be present for the committee to discuss a proposal. If the author of the proposal is an adjunct, the department chair (or designee) must be present for the committee to consider the proposal.
   a. Proposals may only be authored by faculty
   b. Only faculty may represent proposals to the Curriculum Committee

5. Presentations to the committee should include sufficient information to allow the committee to review all aspects of the proposal.
   a. Basic information requirements:
      i. Relevance to the mission
      ii. Semester sequencing plan
      iii. Articulation information
      iv. Proposal as to which existing sections to allocate to new courses
   b. CTE curriculum:
      i. Labor market research
      ii. Advisory committee minutes
   c. Programs:
      i. Completed "New Program Assistance Form"
      ii. Proposed deletion of outdated degrees or certificates
   d. Grant related curriculum:
      i. Executive summary of grant
      ii. Timeline for implementation

IX. CERTIFICATION OF DECISIONS
1. At the conclusion of the meeting, a written summary will be presented to the Academic Senate. Proposals will not be forwarded to the Board until the Senate confirms that all procedures were correctly followed.

2. The Senate will only confirm that the procedures were followed – the Senate will not confirm the content of the meeting.

3. As per Title V, courses cannot be placed on the schedule until approved by the Board of Trustees.

VIII. GENERAL PROVISIONS
1. At the end of the academic year, the Curriculum Committee will present the Senate with a proposed calendar for the upcoming academic year, along with the copy of these operating procedures.

2. An annual calendar will be developed to meet the UC/CSU deadlines, the catalog schedule, as well as other external requirements. This calendar will be submitted for approval to the Academic Senate in the spring semester of the proceeding academic year.

3. The Curriculum Committee may create ad hoc subcommittees to review and report back on specific curricular items. Examples:
   a. Diversity Class listing
   b. AA/AS Requirements
   c. Other topics as deemed appropriate by the Curriculum Committee