specify: unit value, contact hours for the course as a whole, recommended preparation, catalog description, objectives, content, examples of required reading and writing assignments, other outside assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met. (Title 5, section 55002(b)(3).

- **Conduct of the course**: a qualified instructor must teach each section of the course. (Title 5, section 55002(b)(4). The Disciplines List established by the Academic Senate lists the recognized disciplines and the minimum qualifications to teach in that discipline.

- **Repetition**: repeated enrollment for apportionment is only allowed in certain circumstances. (Title 5, sections 55040 and 55041)

A final issue addressed by the Curriculum Committee is whether or not credit courses are stand-alone courses.

**STAND ALONE STATUS**

When a credit course is not part of an approved program it is classified as a stand-alone credit course. This means the course is not considered either a general education course or a course required for a Chancellor’s Office approved program. A special topic course is one example of a stand-alone course. Colleges are authorized to approve stand-alone courses under certain circumstances. If 18 semester or 27 quarter units (or more) of stand-alone courses in the same T.O.P. code are linked together through prerequisites or co-requisites, then the college is required to create a program and submit it to the Chancellor’s Office. Finally students are prohibited from using more than 18 semester or 27 quarter units to fulfill the requirements of an educational program. (Title 5, section 55100). Care should be exercised when considering developing a stand-alone course. All courses need to follow the current mandates of the community college system: basic skills, transfer, and CTE. The emphasis is on moving students through their educational program

**NON-CREDIT COURSES**

Non-credit courses are authorized by Education Code, Section 84711(a), items 1 through 9. These courses may or may not be designed to prepare students for success in credit programs. Apportionment for these courses differs from credit courses. All non-credit courses must be submitted to the Chancellor’s Office for approval (Title 5, section 55100).

**CRITERIA:**

- Parenting
- Basic skills
- English as a Second Language (ESL)
CURRICULUM COMMITTEE PROCEDURES

I. SCOPE AND DUTIES
10. Review and recommend action on existing curricula
11. Review and recommend action on proposed curricula
12. Encourage and foster the development of new curricula
13. Request, consider, and respond to reports from various college groups whose work bears directly on the curriculum
14. Disseminate curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees
15. Implement state-mandated regulations or policies that affect curriculum
16. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
17. 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)
18. Review all curriculum proposals to ensure congruence with the college’s mission, need, quality, feasibility, and compliance with Title 5.

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.
   a. Elections will be held in the spring of even numbered years
   b. Term of service will be for two years
   c. If a position is vacated and filled with a new member, the new member’s term of service will be completed at the end of the original two-year term.
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 5 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.