



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Wendy Nelson and Jack Kahn Co-Chairs, Curriculum Committee				Date September 10, 2021		
Proposed Name of Requested Group: Curriculum Committee						
	Council	X	Committee		Subcommittee	Task Force
Action Requested:			Add		Delete	X Change
<p>Role, Products, Reporting Relationships: The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.</p> <p>Reporting Relationship</p> <ul style="list-style-type: none"> ● Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. 						
Meeting Schedule: 3 – 5 p.m., 1 st and 3 rd Wednesdays, or as needed.						
Co-Chairs: Vice President for Instruction and Faculty Senate Representative						
<p>Members:</p> <ul style="list-style-type: none"> ● Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics, Sciences and Engineering; Arts, Media, and Business Administration; and Career, Technical, and Extended Education. Part-time faculty representation will be limited to no more than one per instructional division. ● Vice President, Instruction (Co-Chair) ● All Instructional Deans ● Associate Dean (non-voting) ● Director Occupational and Noncredit Programs (non-voting) ● Faculty Senate Representative (Co-Chair) ● Faculty Representative from Library ● Faculty Representative from Student Services ● Articulation Officer ● Representatives from appropriate areas will be solicited and appointed by the Senate. ● Student appointed by ASG (non-voting) ● Learning Outcomes Faculty Co-Chair ● Student Services Representative ● Manager, Instruction Office (non-voting) ● Curriculum Specialist ● Members will serve a three-year term with 1/3 of the membership confirmed each year. 						

I. Tasks

- A. It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the

perspective of the College Curriculum Committee.

1. Approval of new instructional, Associate Degree, Certificate and Noncredit programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within Associate Degree and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deactivations of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English
 - ii. Associate Degree applicable courses
 - iii. Non-Associate Degree applicable courses
 - iv. Noncredit courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
7. Monitors Course Outline of Record routine reviews.
8. Establishes standing and/or ad hoc committees as needed.

II. **Division of Labor**

- A. Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:
 1. Committee of the whole:

Duties apply to all new courses, programs, and changes in existing courses and programs:

 - a. Prevents unnecessary duplication and overlap among programs
 - b. Approves placement within Associate Degree and Certificate Programs
 - c. Approves cross-listings
 - d. Develops criteria for a timely and systematic review of Course Outline of Record
 - e. Edits language of catalog description and Course Outline of Record
 - f. Recommends college-wide academic performance standards including, but not limited to:
 - i. Writing Across the Curriculum
 - ii. Reading Across the Curriculum
 - iii. Critical Thinking Across the Curriculum
 - g. Monitors consistency of course numbers
 - h. Validates appropriate unit value

- i. Approves course prerequisites and co-requisites
- j. Approves distance learning offerings.
- 2. Articulation Officer– General Education and Standards
 - Duties:
 - a. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
 - b. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
 - c. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
 - i. Graduation requirements
 - ii. Minimum academic qualifications and standards for:
 - 1) Math and English (basic skills)
 - 2) Associate Degree applicable courses
 - 3) Non-degree applicable courses
- 3. Multicultural Requirement Subcommittee
 - Duties: To review:
 - a. Multicultural courses.
 - b. Equivalency of multicultural courses.
 - c. Review of multicultural status every five years.
 - d. Other issues as assigned
- 4. Distance Learning Subcommittee
 - Duties: To review:
 - a. Distance Learning components of all courses
- 5. Requisite Subcommittee
 - a. Review of Prerequisites, Co-Requisites, Recommended Preparations and Limitations on Enrollment.
 - b. Review Validation and Supporting Information for Prerequisites, Co-Requisites, Recommended Preparations and Limitations on Enrollment.

III. Procedure

- A. Any proposal will proceed through the following channels: Faculty Originator, Program/Department, Division Dean, the Articulation Officer, the Multicultural Requirement, Distance Learning and Requisite Subcommittees if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03
 Revised Curriculum Committee 5/5/04 Approved Faculty Senate 5/10/04
 Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06
 Revised Curriculum Committee 9/17/08, Faculty Senate 10/20/08
 Revised Curriculum Committee 12/07/2011, Faculty Senate 01/31/2012
 Revised Curriculum Committee 10/1/2014, Faculty Senate 4/28/2014
 Revised Curriculum Committee 10/4/2017, Faculty Senate 10/9/2017
 Revised Curriculum Committee 10/6/2021, Faculty Senate 10/11/2021
If change is requested, attach current structure and list proposed changes.
 Approved by PAC: 10/2/01