PG Handbook Excerpt

2.1.2.3 Curriculum Committee

Charter: The Curriculum Committee reviews and recommends new courses, new programs, modifications to existing courses and programs, and graduation requirements in support of the College mission. Curricular recommendations follow the prescribed on-campus processes which may include presentation to the District Council on Curriculum and Instruction~~Technical Review Workgroup-Instruction (DTRW-I)~~ (DCCI) and thereafter submission to the Board of Trustees for approval. All revised and new curriculum is submitted to the State Chancellor's Office for chaptering and/or approval.

The Curriculum Committee's charge includes these academic and professional matters as identified in Education Code 53200(c):

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree, certificate requirements, proficiency awards; and
- Educational program development.

Participants make a minimum 2-year commitment to serve on the Curriculum Committee. Members are identified in the spring of each year. Members of the committee must satisfy training requirements on regulations and practices regarding course approval.

Co-chairs: Vice-President of Academic Affairs or designee
               Faculty member(s) appointed by the Academic Senate Council

Members: One faculty member from each Academic Department, appointed by the
                   Academic Senate Council
               One faculty representative from the Accessibility coordination Center and
                   Educational Support Services
               One~~The~~ Articulation Officer
               One faculty Librarian
               Three Deans, appointed by the Vice-President of Academic Affairs
               One faculty member appointed by AFT (non-voting)
               CTE Faculty Liaison (non-voting)
               One classified staff representative recommended by the Classified Senate and
appointed
                   by the College President (non-voting)
               Registrar or designee (non-voting)
               One student appointed by Associated Students who serves in an advisory role
                   (non-voting)
               Academic Senate President (ex-officio, non-voting)

The Curriculum Technical Review Workgroup, formed from members of the Curriculum Committee, meets regularly to review curriculum submissions for completeness before they come to the full Committee for review. See Chapter 3.7: Development and Approval of Curriculum.

The co-chairs may choose to form workgroups to help perform the charge of the Curriculum Committee. Some examples are a technical review workgroup to review curriculum submissions for completeness before review by the Curriculum Committee and a general education workgroup to provide expertise on general education matters. The development and approval of curriculum process is summarized in section 3.7.

3.7   Development and Approval of Curriculum

Responsible Party	Process
Faculty Member	Initiateives new course, course revision, new program, program revision. Curriculum reviewed on a five-year cycle with CTE programs reviewed on a two-year cycle.
Department and Division Review	All members of the department/discipline and the Division Dean are given an opportunity to review the proposed new course, course revision, new program, or program revision.

Possible Specific Review WorkGgroups	Workgroups of the Curriculum Committee may be formed at the discretion of the curriculum co-chairs. Some examples areSpecific reviews are done in the following areas as appropriate:
	• General Education
	• Honors
	• Distance Education
	• Technical Review
	   o Suggested members of the Technical Review Workgroup include:
	   o Faculty Co-Chair(s)
	   o Vice-President of Academic Affairs or designee
	   o Articulation Officer
	   o Faculty Librarian
	   o Curriculum Specialist
	   o Additional instructional faculty

Curriculum CommitteeTechnical Review Workgroup	The Curriculum Committee meets semi-monthly to review new course proposals, course revisions, new program proposals, program revisions, graduation requirements, and other curricular matters. The committee is co-chaired by one or more faculty member(s) appointed by the Academic

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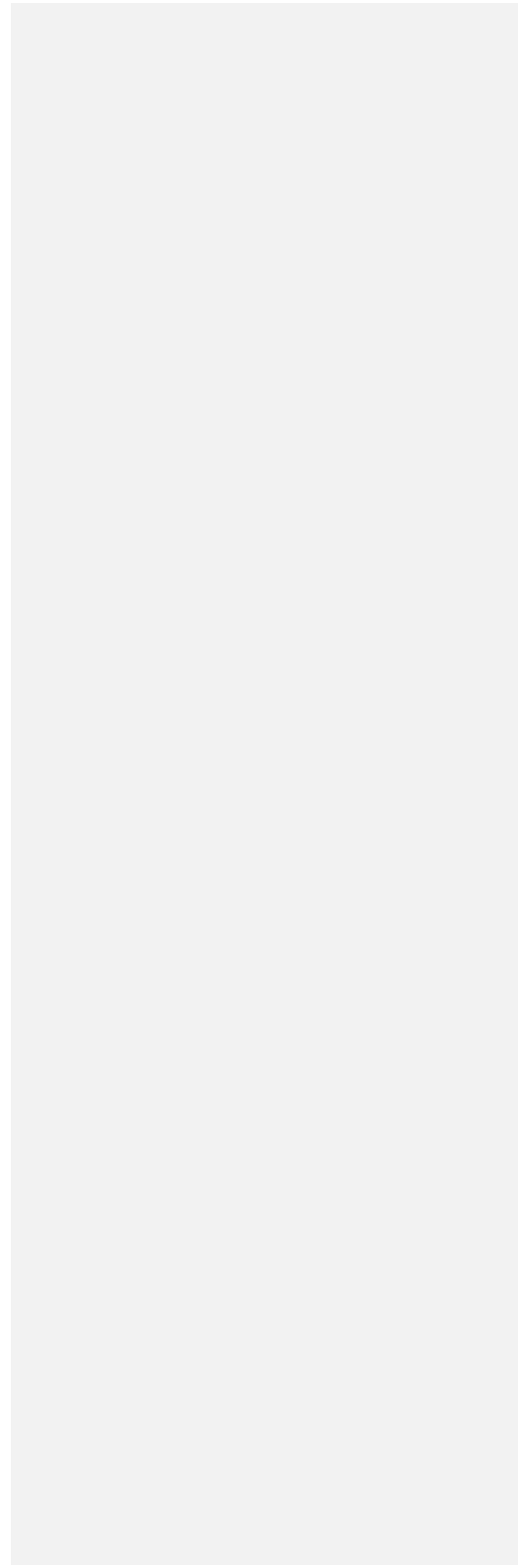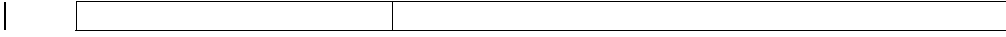Formatted: Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

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	Senate and by the Vice-President of Academic Affairs or administrative designee. A Workgroup of the Curriculum Committee meets semi-monthly to conduct a technical review of all curriculum proposals prior to being made available to the Curriculum Committee for approval. The Technical Review Workgroup includes the following individuals: • Faculty Co-Chair(s) • Vice-President of Academic Affairs or designee • Articulation Officer • Faculty Librarian • Curriculum Technician • Additional instructional faculty
Academic Senate President/Designee and College President/DesigneeCurriculum Committee	Review and verify curriculum is ready to be presented at the District level for compliance.The Curriculum Committee meets semi-monthly to review new course proposals, course revisions, new program proposals, program revisions, and graduation requirements. The committee is co-chaired by one or more faculty member(s) appointed by the Academic Senate and by the Vice-President of Academic Affairs or administrative designee.

District Council on Curriculum and Instruction (DCCI) Academic Senate President/Designee and College President/Designee	District Council on Curriculum and Instruction reviews for regulations compliance. Membership includes:
	• Chancellor's Representative
	• One of the following from each college:
	   o Faculty Curriculum Chair(s)
	   o Academic Senate President or designee
	   o Vice-President of Academic Affairs
	   o Articulation Officer
	Review and verify curriculum is ready to be presented at the District level for compliance.

Chancellor's CabinetDistrict Technical Review Workgroup-Instruction (DTRW-I)	Verification of curriculum and placement on Board of Trustees Meeting Agenda. District Technical Review Workgroup-Instruction reviews for regulations compliance. Membership includes:
	• Chancellor's Representative
	• One of the following from each college:
	   o Faculty Curriculum Chair(s)
	   o Academic Senate President or designee
	   o Vice-President of Academic Affairs
	   o Articulation Officer

Chancellor's Cabinet	Verification of curriculum and placement of Board of Trustees Meeting Agenda

Responsible Party	Process
Chancellor's Consultation Council	District-wide review of the Board of Trustees Agenda, in which curriculum to be presented to the Trustees is reviewed.
Board of Trustees	Curriculum is reviewed and approved at the monthly meetings.
State Chancellor's Office	All revised and new curriculum is submitted to the State Chancellor's Office for chaptering and/or approval.