

**POSITION PAPER OF THE ACADEMIC SENATE
on
CURRICULUM COMMITTEE GOVERNANCE**

Authors:

Curriculum Committee Faculty Members

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(This paper supersedes the position paper of 1988/1989-1, amendment of 1992, position paper of 2002-2003-1, and position paper of 09/2020)

I. PURPOSE:

The curriculum committee is an interdisciplinary team whose members represent the diversity of roles and disciplines at Los Medanos College. We oversee the development and review of courses and programs to ensure effective, meaningful, and equitable education for our students.

II. ROLE AND RESPONSIBILITIES:

Curriculum Committee is a sub-committee of the Academic Senate, which has primary responsibility for making recommendations in the area of curriculum and academic standards as stated in the Education Code and Title 5. The following “academic and professional matters” delegated to the Academic Senate apply directly to the primary charge of Curriculum Committee:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Certificate requirements (Degree requirements are in the charge of the Academic Senate.)
- Course Grading Policies (College grading policies are in the charge of the Academic Senate.)
- Standards or policies regarding student course preparation and success.

As a subcommittee of the Academic Senate, Curriculum Committee will make regular reports to the Academic Senate. In “The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice” (ASCCC 1996), the following commentary is offered on the relationship between the Academic Senate and Curriculum Committee:

Typically, the committee reports both on the courses and programs to be recommended to the Board for approval (usually just a list) and on the procedures used (usually as committee minutes). Because Title 5 specifies that curriculum is recommended to the Board by the curriculum committee, it is not the role of the senate to change the recommendations. However, it is appropriate for the senate to review the policies and procedures used and call attention to any irregularities which might require a recommendation to be returned to the committee for reconsideration. (p.6)

Curriculum Committee Responsibilities:

1. Support the development of relevant, new and revised curriculum to align with LMC Mission, Vision, and Values and Educational Master Plan goals.
2. Review curriculum using the PCAH 7th edition Development Criteria: Mission, Need, Adequate Resources, Curriculum Standards, and Compliance to align with Title 5 and LMC’s Mission and Educational Master Plan goals.
3. Provide guidance and encourage conversation in college-wide issues such as curriculum depth and breadth, educational philosophy and pedagogy, and prerequisite skills.
4. Actively engage in shared governance activities, including but not limited to a member serving on the Shared Governance Council and Strategic Enrollment Management Committee. This may be the chair or any faculty member on the committee.

III. MEMBERSHIP:

The Academic Senate actively encourages a broad range of faculty, classified professionals and students to serve on Curriculum Committee. To achieve broad participation, faculty will serve 2-year staggered terms, with the possibility of reassignment by their departments or programs.

Representatives should also have trained alternates to ensure a timely and effective curriculum process.

Both the Curriculum Committee itself and the Academic Senate should monitor member rotation to ensure that an appropriate balance of experienced and novice membership is sustained. A Senate coordinated process will be used to select representatives and alternates for the voting members.

Faculty are primarily responsible for the curriculum offered by the college, and therefore comprise the voting membership of the committee. Clearly, other members of the college community have expertise that is critical to making good decisions; these members are asked to join the committee on an on-going basis to participate in discussions as Resource Members. In addition, the participation of others will be requested when their input would benefit the process.

Voting faculty members may temporarily designate alternates with full voting rights from among other unit faculty as necessary. (i.e. if a voting member is out sick for the day and cannot attend the meeting). Names of alternates should be forwarded to CC Chair for inclusion in official minutes.

14 Voting Members:

1. Brentwood Center Representative (1)
2. Business and Management (1)
3. Career and Technical Education (1)
4. Counseling (1)
5. Distance Education Committee Representative (1)
6. English (1)
7. Math (1)
8. Arts, Humanities, Communication (2)
9. Librarian (1)
10. Health, Behavioral, and Social Science (2)
11. Science, Technology, Engineering and Math (2)

Quorum:

A quorum consists of a majority of voting members.

13 Resource Members (non-voting):

1. Academic Scheduling Specialist
2. Admissions and Records Representative
3. Articulation Officer
4. Dean of Career Technical Education and Social Sciences
5. Dean of Liberal Arts
6. Dean of Math and Sciences
7. Dean of Workforce Development
8. Administrative Assistant Support to the Committee
9. Vice-President of Instruction
10. Student Representative
11. Transfer Representative
12. General Education Committee Representative
13. PSLO/CSLO coordinator

Technical Review:

The Technical Review Team assures that all required components of the proposal are present and meet Title 5 regulations and ACCJC standards. Technical Review members can work directly with the faculty originator(s) to iron out any potential problems. After the Technical Review, faculty and Department Chairs will be notified regarding revisions or if the course is proceeding to the Curriculum Committee. Revisions are to be made before advancing the proposal to the full committee review.

Technical Review is not a committee but members receive new or revised curriculum simultaneously to review and provide necessary feedback to authors and departments. Technical Review Team members may meet with faculty and other members as necessary to discuss revisions. Technical Review Team members will also attend full curriculum meetings.

10 Technical Review Team Members:

1. Academic Scheduling Specialist
2. Articulation Officer
3. Curriculum Committee Chairperson
4. Curriculum Specialist (Duties are shared among Academic Scheduling Specialist and Office of Instruction Supervisor)
5. DE Committee Representative (in consultation with Distance Education Committee)
6. GE Committee Representative (in consultation with the General education Committee)
7. Librarian
8. Transcript and Degree Audit Specialist
9. Transfer Representative
10. PSLO/CSLO Coordinator

The Curriculum Committee Chair:

The Chair is any regular, tenured faculty member approved by the Senate, excluding the acting Senate President or Vice-President. The Chair must report regularly to the Senate, work closely with the Office of Instruction, and take responsibility for training new members of the Curriculum Committee. Chair candidates should be actively recruited and appointed by the Academic Senate. An appointed chair should expect to “shadow” the incumbent Chair for purposes of job orientation and training. Preferably, this “shadowing” would take place one semester prior to assuming office.

IV. PROCESS FOR COURSE OUTLINE OF RECORD (COR) APPROVAL:

1. CORS should be written in accordance with the format and guidelines required by the Curriculum Committee, meet Title 5 requirements, and be carefully edited and reviewed by more than one department member.
2. CORS should meet the college's Mission and Educational Master Plan goals.
3. CORS should be approved by the department.
4. CORS should be submitted to eLumen for the Technical Review Process by established deadlines and with all supporting documentation signed and submission rationale fully completed.
5. CORS are then returned to the department from Technical Review. Appropriate support will be provided for revision if necessary
6. After revisions, courses are placed on the Curriculum Committee agenda. The agenda is publicized to the college community prior to review in Curriculum Committee. The Office of Instruction will notify departments and/or programs that may be impacted by the proposed course so those parties may attend the meeting and field questions.
7. The Curriculum Committee reviews and assesses CORs using consistent and uniform criteria as specified in Title 5.
8. Curriculum is approved by majority vote. A quorum is required for a vote to be taken; in the case of a tied vote, the chair will cast the deciding vote.
9. Prerequisites and co-requisites must be approved by separate vote. (Model District Policy, I.C.3)
10. Distance Education Addenda must be approved by separate vote and supported by the current Course Outline of Record.
11. Curriculum is recommended to the Board through the College President.

A Curriculum Committee vote may result in:

1. Approval
2. Approval, with minor modifications
3. Disapproval. In this case a written rationale will be included in the minutes and communicated to the originator with clearly stated modifications required if the course is to be re-submitted for consideration.

V. PROCESS FOR APPROVAL OF EXPERIMENTAL COURSES

A College Curriculum needs a flexible, fast and responsive procedure to develop and offer an experimental course that is intended as a pilot project. It may be a test of new curricular or instructional delivery concepts, or it may meet a sudden need that has surfaced in a changing community that we serve.

Experimental courses are:

1. Innovative with respect to content, mode of instruction, format, clientele, or delivery system.

2. Limited to three semester offerings, be they short term or semester length.
(The Office of Instruction will enforce this.)
3. Approved by their departments and submitted to the Office of Instruction with all required signatures for review of all technical specifications on the cover sheet.

VI. SUPPORT FROM OFFICE OF INSTRUCTION

The Office of Instruction will provide administrative and logistical support for development of Curriculum Committee materials and agendas. After committee action, the academic deans and staff will do appropriate follow up – i.e. outline revision, coordination with Governing Board and articulation processes, Colleague entry, catalog updates, submission to the State Chancellor’s Office, maintaining archives, etc.

VII. EVALUATION

Every two years, the Curriculum Committee will assess its effectiveness with regard to carrying out the responsibilities identified in this paper. The Chair will report the results of this assessment to the Academic Senate. The Academic Senate shall discuss and devise a method of evaluating the responsibilities and duties of Curriculum Committee.

VIII. GUIDING DOCUMENTS AND RESOURCES:

Program and Course Approval Handbook (PCAH)

ASCCC Course Outline of Record Guide

ASCCC Effective Curriculum Approval Guide

Title 5: California Education Code