**ADMINISTRATION PROCEDURE 1009.01**

Dear Curriculum Committee and Academic Senate leadership,

After the February 2, 2016 meeting of the LMC Curriculum Committee, I would like to clarify the role of the Curriculum Committee in recommending curriculum to the Governing Board. According to Title 5 and the CCCCD Governing Board’s own policy, the Governing Board will normally accept the recommendations of the curriculum committee, and “only in exceptional circumstances and for compelling reasons” will the recommendations not be accepted.

Administrative Procedure 1009.01 of the Contra Costa Community College District states,

Academic and professional matters means the following policy development matters**. The Governing Board will rely primarily upon the advice and judgment of the Academic Senate with regard to items 1 through 3** and reach mutual agreement with regard to items 4 through 11:

1. **curriculum, including establishing prerequisites and placing courses within disciplines;**
2. degree and certificate requirements;
3. grading policies;
4. educational program development;
5. standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. processes for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

Section 53203(d)(1) of Title 5 of the CA Code of Regulations reads

(d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

(1) **in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted**. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

The Los Medanos College Academic Senate has delegated approval of courses and course prerequisites **to the Curriculum Committee** (Los Medanos College Academic Senate Constitution, Amended June 13, 2013).

Thank you,

Erich  Holtmann

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