

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

Authors: Curriculum Committee

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**INTRODUCTION**

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” (Academic Senate of the California Community Colleges, 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)

## **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. Representations should also have trained alternates whenever possible to ensure timely and effective processing of curriculum.

Both the Curriculum Committee itself and the Academic Senate should monitor member rotation to insure that an appropriate balance of experienced and novice membership is sustained.

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 non-voting members. In addition, the participation of others will be requested when their input is relevant and desirable to the matter at hand.

### **10 Voting Members:**

1. Brentwood Center Representative
2. Business
3. Career Technical Education
4. Counseling
5. Distance Education Committee Representative
6. English
7. Liberal Arts
8. Librarian
9. Math
10. Sciences

Quorum: A quorum consists of a minimum of 6 voting members.

A Senate coordinated process will be used to select representatives and alternates for the 10 voting members.

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.

## **10 Regular Non-Voting Members**

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

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.)

### **Technical Review Members:**

In addition to checking grammar, syntax, and accuracy, proposal review by the Technical Review members 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 Meeting, Instructors and Department Chairs will be notified regarding revisions or that the course is proceeding to the Curriculum Committee; Revisions are to be made before advancing the proposal to the full committee review.

Tech Review is not a committee but members receive new or revised curriculum simultaneously to review and provide necessary feedback to authors and departments.

### **8 Tech Review 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

### **CURRICULUM COMMITTEE RESPONSIBILITIES**

1. Assess new and existing course outlines to determine if they are consistent and compatible with existing LMC policies, programs and priorities and provide equitable opportunities for academic excellence. (Per college's new mission statement)
2. Assess degree-applicable courses to determine if they are college-level.
3. Engage college-wide issues such as assessment of student learning outcomes, program review and curricular aspects of the (*educational master plan*).
4. Consider questions of curriculum balance, educational philosophy and pedagogy, and prerequisite skills.
5. Select an official Curriculum Committee liaison to become a non-voting member of the Shared Governance Council. The liaison may be the chair or any faculty member of the Curriculum Committee.

### **PROCESS FOR COURSE OUTLINE OF RECORD (COR) APPROVAL**

A proposed course must be:

1. Written in accordance with the format required by Curriculum Committee, meet Title V requirements, and carefully edited and reviewed by more than one department or division member.
2. Designed to meet the college's mission statement
3. Approved by the department.
4. Submitted to eLumen for appropriate Tech Review Process
5. Returned with feedback to department from Tech Review and appropriate support provided for revision if necessary
6. After revisions, placed on the CC agenda which is publicized to the college the college community prior to review in Curriculum Committee, with particular notification by the Office of Instruction to departments and/or programs that may be impacted by the proposed course so authors or department members may attend the CC meeting and field questions.
7. Reviewed by Curriculum Committee and assessed using consistent and uniform criteria as specified in Title 5.
8. 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, co-requisites, and advisories 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 original COR
11. Recommended to the Board through the College President.

A 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.

### **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:

- Innovative with respect to content, mode of instruction, format, clientele, or delivery system.
- Limited to three semester offerings, be they short term or semester length. (The Office of Instruction will enforce this.)
- 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.

### **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.

### **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.