COLLEGE OF THE CANYONS CURRICULUM COMMITTEE
OPERATING PROCEDURES

I. Scope and Duties

1. Review and recommend action on existing curricula
2. Review and recommend action on proposed curricula
3. Encourage and foster the development of new curricula
4. Facilitate working with faculty to archive curricula no longer current or needed
5. Request, consider, and respond to reports from various college groups whose work bears directly on the curriculum
6. Disseminate curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees
7. Implement state-mandated regulations or policies that affect curriculum
8. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
9. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC)
10. Review all curriculum proposals to ensure congruence with the college's mission, need, quality, feasibility, academic freedom, and compliance with Title V
11. Members of the Committee will review updates to Program Maps prior to approval as part of our Consent Calendar
12. Conduct training for all Curriculum Committee members in accordance with local control requirements by the CCCCO

II. Membership

1. As an academic and professional matter, the composition of the Curriculum Committee shall be mutually agreed upon by the Academic Senate and the District

2. The faculty members serving on the committee shall be selected pursuant to procedures adopted by the Academic Senate

3. The following shall be the Co-Chairs of the Curriculum Committee who agree on the agenda for the meetings and vote to break a tie (if needed):
   a. Faculty Co-Chair or Co-chair's designee of another faculty member serving on the committee
   b. Chief Instructional Officer or administrative designee from the Office of Instruction

4. The following shall be voting members of the committee:
   a. One representative from each school or division
   b. Up to 5 At-Large Faculty Representatives as decided by the Academic Senate
   c. Adjunct Representatives as decided by the Academic Senate

5. If they are not already voting members, the following shall be appointed as non-voting members and contribute to discussions when warranted:
    a. Curriculum Analyst/Articulation Officer
    b. Representative from Associated Student Government
    c. Representative of Counseling (if no elected member is a counselor)
    d. Associate Dean of Admissions & Records or designee

6. The following committees shall provide a representative to serve as a resource to the Curriculum Committee. They shall be considered non-voting resource members and shall not be expected to attend meetings unless requested:
    a. Minimum Qualifications
    b. Student Learning Outcomes Coordinator(s)

III. Member Responsibilities

1. Attend and fully participate in committee meetings

2. Serve as a consultant to members of their school/division during curriculum development. Committee members may answer questions, provide information on curriculum policies and procedures, and prepare faculty to present their courses at curriculum meetings

3. Inform and update their school/division about curriculum issues such as (but not limited to):
    a. Proper preparation of course outlines
    b. Prerequisite/co-requisite policies
    c. Curriculum Committee deadlines

4. All members of the committee shall make decisions based on a college-wide perspective, the college mission, labor market and employment data considerations (when relevant), and the principles of academic freedom.

5. It is expected that all members be prepared to make informed decisions. This includes:
    a. Read the course and program outlines before the meeting
    b. Participate in required trainings, which will include relevant, current Title V, Education Code, PCAH specifications, and legislative requirements
    c. Participate in Technical Review process
    d. Be knowledgeable about current curriculum policies, procedures, writing standards, resources, forms, and submission deadlines.

6. Members are expected to find and orient a substitute or a proxy if they are unable to attend a meeting.

7. If a member misses more than 50% of the meetings in a single semester, they will be deemed to have resigned.

IV. Faculty Co-Chair Responsibilities

1. Serve as a resource to assist faculty in the development of curriculum proposals
2. Develop a curriculum committee schedule each year
3. Review all courses and programs prior to establishing agendas
4. Establish the agenda for Curriculum Committee meetings
5. Schedule and conduct the Technical Review process
6. Conduct Curriculum Committee meetings or select a faculty designee when needed
7. Conduct Curriculum Committee training, at least annually or more often, as needed
8. Provide advice and guidance on curriculum issues, such as: Education Code regulations, Title V compliance, recent legislation, course numbering sequence, and prerequisite regulations
9. Facilitate technology training for all committee members and faculty authors
10. Update the Academic Senate regularly regarding committee activities
11. Review minutes of meetings prior to submitting to the Academic Senate
12. Annually certify (along with the CEO, CIO, and Academic Senate President) that all state and federal guidelines have been followed in the creation and revision of the local curriculum inventory
13. Represent the curriculum committee on Program Viability or select a designee from the curriculum committee membership
14. Consult with the Academic Senate Policy Review Committee, as requested, on new and revised District policies and procedures related to curricula

V. Administrative Co-Chair Responsibilities

1. Work with Faculty Co-Chair to fulfill college Curriculum Committee responsibilities
2. Collaborate with Faculty Co-Chair to decide priorities as far as courses and programs considered by the committee
3. Interface with the Curriculum Analyst/Articulation Officer to assure that Curriculum files are submitted properly to the Academic Senate, Board of Trustees, and state
4. Serve as a resource to Academic Deans in fulfilling their curriculum responsibilities
5. Draft policies for the Curriculum Committee that fulfill expectations of state policies
6. Ensure the committee is in legal compliance with federal, state, and accreditation requirements

VI. Curriculum Analyst/Articulation Officer Responsibilities

1. Maintain all curriculum files
2. Submit curriculum materials for local and state approval
3. Maintain the curriculum database and forms in curriculum management system (CMS)
4. Prepare and submit curriculum materials for review and approval by the Academic Senate and Board of Trustees
5. Ensure transferability of courses and programs to four-year colleges and universities

VII. Audit Trail for Proposed/Revised Courses

1. Proposals will only be deemed complete after the Curriculum Audit Trail has concluded:
    a. Proposals shall be submitted to the Curriculum Committee by faculty meeting the minimum qualifications to teach the proposed/revised course

b. If no faculty member meets the minimum qualifications to teach a proposed/revised course, an out-of-discipline faculty member must serve as the "author" for the proposal:
- i. This faculty champion will be responsible for any writing and revisions during the audit/technical review processes
- ii. The faculty champion may consult with an external discipline expert if deemed necessary for determining the appropriateness and relevancy of the curriculum

c. Active courses shall be revised every 5 years (when possible) with the Curriculum Analyst/Articulation Officer creating a list to keep everyone informed, and Career Education programs shall be reviewed every 2 years.

2. Selection of Auditors
   a. The Department Chair and Division/School Dean of the department where the proposed course/program would be placed shall serve as auditors
   b. The Faculty Co-Chair, Articulation Officer, and a member of the Curriculum Committee shall also serve as an auditor for each proposed course/program
   c. The following auditors shall be appointed by mutual agreement of the Curriculum Committee Co-Chairs and informed by input/recommendation from relevant campus committees which the Curriculum Committee Faculty Co-Chair shall solicit:
      - i. Minimum Qualifications
      - ii. SLO

3. Auditor responsibilities
   a. Department Chair
      - i. Check course outlines for accuracy in all sections
      - ii. Check to see that course is congruent with the program review
      - iii. Check for appropriateness to college mission and cultural competency
      - iv. Ensure that SLO's, objectives, and content are divided into lecture/lab sections if appropriate, and that all aspects of the outline are consistent with each other, including that objectives are matched to content and SLOs are listed for both lecture and lab where applicable
      - v. Check that outline meets curriculum standards as well as represents the current standards for that discipline
      - vi. Verify that the SLO's is consistent with the relevant program and institutional SLO's

   b. Academic Dean
      - i. Review entire proposal for congruence with department program review

   c. SLO Auditor
      - i. Ensure that SLO's are properly written and that the objectives are distinct from, but related to, the SLO's
      - ii. Compare SLO's with Objectives and Content to ensure consistency
      - iii. Ensure an assignment is listed, often called a Signature Assignment, by which the SLO's may be measured
      - iv. Check that Methods of Evaluation are consistent with SLO's
      - v. Check CSLO's with PSLO for congruence

      d. Minimum Qualifications Auditor
         i. Ensure correct discipline assignment
         ii. Verify composition of group of disciplines for those courses deemed "Interdisciplinary"

      e. Articulation Officer
         i. Review program, general education, and articulation information for accuracy
         ii. Ensure that proposal (description, content, assignments) meet articulation requirements

      f. School/Division Representative/Technical Review process
         i. Ensure all fields of the outline are complete
         ii. Check that the outline meets current curriculum standards, following a guide such as the current version of the Technical Review Checklist
         iii. While it is expected that School/Division Representatives will review new courses associated with their School/Division at this stage, other Curriculum Committee members may help this School Representative with revised courses as this stage represents the Technical Review process as well.

4. If a proposal does not progress from stage one within 6 months, the Curriculum Analyst/Articulation Officer may contact the author to determine if the author anticipates completing the course. If a proposal is inactive for 12 months, it will likely be removed from the curriculum management system (CMS).

5. Proposals do not require approval to be forwarded to the next stage in the audit trail. However, auditors may opt to return a course to the author if it does not meet current curriculum standards.

6. After a course completes the audit trail, the Curriculum Analyst/Articulation Officer shall:
      a. Verify that the audit trail for the proposal has been completed. This shall include:
         i. All required supplements (e.g., the DLA template) have been completed, if appropriate
         ii. Appropriate changes to a relevant program have been made. New, deleted, and/or modified courses shall not be reviewed if relevant program changes have not been simultaneously submitted
      b. Return all proposals that have been identified as incomplete to the author. The author shall be notified regarding which areas need to be completed

7. After the Curriculum Analyst/Articulation Officer has verified that a proposal is complete, they and/or the Faculty Co-Chair shall make one of the following determinations for every proposal reviewed:
      a. Return to author for further refinement
      b. Place on consent calendar (for revised courses)
      c. Schedule on agenda for a Discussion of Need and Final Read (for new courses)

VIII. Program Viability

1. Program Viability is a committee which shall handle any course/program proposals which meet any of the following criteria:
   a. 3 or more new Credit courses are being proposed at one time that involve a new program (e.g. a certificate or degree) as well
   b. A proposal being made will require additional resources beyond what the Curriculum Committee often considers, such as staffing, physical space, expensive equipment, and similar

2. If the Program Viability Committee approves a given proposal, then the Curriculum Committee shall determine if the related curriculum matches our current standards with a Final Read process.

IX. Noncredit Curriculum Committee

1. The Noncredit Curriculum Committee is a sub-committee of the Curriculum Committee which shall handle new noncredit course/program proposals and revisions of existing noncredit courses

2. The Noncredit Curriculum Committee shall establish operating procedures and committee expectations in a manner which reflects those of the main Curriculum Committee but makes appropriate adjustments given their focus and scope

3. After the Noncredit Curriculum Committee has voted to approve new courses and programs and/or revisions to existing courses and the Noncredit Curriculum Committee Faculty Co-Chair (or designee) has notified the Curriculum Committee Co-Chairs of the action:
   a. The Curriculum Committee Faculty Co-Chair shall place the endorsed items on the consent calendar of the next appropriate Curriculum Committee meeting
   b. The Noncredit Curriculum Committee Faculty Co-Chair (or designee) shall summarize the Noncredit Curriculum Committee's recent decisions at that Curriculum Committee meeting and answer any questions which arise

X. Curriculum Meeting Agenda

1. The Faculty Co-Chair shall develop the meeting agendas with input from the Administrative Co-Chair. Only those proposals that have been certified as complete by the Curriculum Analyst/Articulation Officer shall be placed on the agenda for approval.

2. The agenda shall consist of:
   a. Technical changes
   b. Consent items
   c. Modified courses
   d. New courses: discussion of need and/or final read
   e. Modified programs
   f. New programs
   g. Distance Learning Addenda and Correspondence Education Addenda
   h. Pre-requisites/co-requisites

        i.   Program/course approvals
        j.   Stand-Alone courses
       k.   Reports/Discussion items

3. Courses shall be reviewed in the order in which they are received unless the Curriculum Committee Co-Chairs determine that good cause exists for atypical prioritization. Atypical prioritization shall be based on the following criteria:
   a. Title V and other changes mandated by legislation
   b. Revisions required for articulation
   c. New courses in new programs
   d. Courses in existing programs
   e. New Distance Learning Addenda (DLAs)
   f. Stand-Alone courses
   g. Instructional Service Agreement (ISA) courses

XI. Meetings

1. Meetings shall be held during the Fall and Spring semesters, typically on the first and third Thursday of each month

2. When relevant throughout the year, topics addressed shall include:
   a. The calendar for the next academic year (typically the last meeting of the year)
   b. Courses meeting the diversity requirement
   c. Courses meeting new GE requirements
   d. An update from CSU/UC & Chancellor's Office regarding new articulation and course/program approvals.
   e. Out-of-discipline prerequisites/corequisites review

3. To conduct business, the Curriculum Committee will require a quorum of the voting members. A quorum shall be 50% + one (1) of the voting membership. A proxy vote shall not count toward a quorum. Faculty acting as substitutes for a regular member shall count toward quorum.

4. Unscheduled meetings may be called to address urgent matters that must be addressed without delay only if both Curriculum Committee Co-Chairs agree:
   a. Once an unscheduled meeting has been called, the members will be polled to establish the quorum necessary to proceed.
   b. If this unscheduled meeting falls during a non-service day, the faculty members required to be present shall be compensated according to the appropriate contractual procedures

5. Authors, or designee, must be present for the committee to discuss a proposal. If the author of the proposal is an adjunct, the department chair (or designee) must be present for the committee to consider the proposal:
   a. Proposals may only be authored by faculty
   b. If a course is authored by a part-time faculty member, the chair of the part-time faculty member's department must accompany him or her to the Curriculum Committee for the presentation of the new course proposal
   c. Only faculty may present proposals to the Curriculum Committee

6. Discussions of Need Presentations to the committee shall include sufficient information to allow the committee to review all aspects of the proposal, such as:
    a. Basic information requirements:
        i. Relevance to the mission
        ii. Evidence of need
        iii. Articulation information
        iv. Program(s) information
        v. SLO mapping
    b. CTE curriculum:
        i. Labor market research
        ii. Advisory committee minutes
    c. New Programs comprised of 3 or more courses and/or substantial resources:
        i. Must have completed the Program Viability Proposal
        ii. Must have Program Viability Committee recommendations
        iii. Can be scheduled at the Curriculum Committee for a Final Read(s)

XII. Certification of Decisions

1. At the conclusion of the meeting, a written summary shall be submitted to the Academic Senate for approval

XIII. General Provisions

1. At the end of the academic year, the Academic Senate will present the Curriculum Committee with a meeting calendar for the upcoming academic year.

2. When revisions are completed or otherwise requested, the Curriculum Committee shall present the Academic Senate with a copy of the operating procedures for the Academic Senate's approval according to its processes.

3. An annual calendar of key events will be developed containing UC/CSU deadlines, the catalog production schedule, as well as other important dates. This calendar will be maintained by the Curriculum Analyst/Articulation Officer and posted on the Curriculum Committee website.

4. The Curriculum Committee may create ad hoc subcommittees to review and report back on specific curricular items. Examples:
    a. Updates to the Diversity Requirement
    b. AA/AS Requirements
    c. Out-of-discipline pre-requisites
    d. Reviewing Teams to specialize in feedback on Final Reads for new course/program proposals
    e. Other topics as deemed appropriate by the Curriculum Committee

FALL 2020 HOOPER_L; Edited Fall 2022 George_T, Torres_O, and Backes_P