A. INTRODUCTION

Our curriculum is who we are. It reflects the diversity of the disciplines that make up our college community, the myriad pedagogical philosophies we bring to the classroom each day, and the strengths of our education and training. Faculty are vested with the primary responsibility for the development of new courses and programs and the revision of existing courses and programs. The college's course outlines and degree and certificate programs reflect our own academic mission and philosophy. Each outline and program has been rigorously reviewed to ensure it meets the standards set forth in the State Educational Code and Title 5 as well as the standards for excellence that we have established as an educational institution.

Central to the curriculum of the community college is the course outline of record. The course outline serves a number of purposes:

- It forms the basis for a contract among the student, instructor, and institution, identifying the expectations, which will serve as the basis of the student's grade and giving the fundamental required components of the course which the student is guaranteed to receive from the instructor and institution.
- It is a document with defined legal standing, which is read by many more eyes than just those of the instructor and student.
- It assists faculty in presenting their courses in a format, which accurately reflects the quality instruction they are providing.
- It states the content and level of rigor for which students – across all sections of the course – will held accountable.
- It states the prerequisites students need to advance successfully through a series of courses.
- It is used to satisfy the State Chancellor's office that all of the required components are present in the course to the required degree of rigor as specified in Title 5 and the Curriculum Standards Handbook.
- It serves as the basis for transfer or articulation agreements with individual 4-year colleges and universities and with the CSU and UC systems.

Degree programs established by the institution must meet state mandated requirements for general education. Degrees must be submitted to the Chancellor's Office for final approval. There are two different types of credit certificates that can be awarded by the College: Certificates of Achievement, which are transcriptable and are between 12 and 59.5 units; Career Certificates, which are not transcriptable, do not require Chancellor's Office approval, and are below 12 units. Career Certificates are meant to provide students with a group of classes that will prepare them for a specific career or industry certification.

B. CHARGE

1. Overview

Title 5 assigns eleven duties as the primary responsibility of the Academic Senate and allows the Senate to delegate some of those duties to the Curriculum Committee as a subcommittee of the Senate.

Responsibility for reviewing curriculum, establishing prerequisites, course placement in disciplines, assigning course identifiers, degree and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, and credit, must be reviewed by this committee.

2. Charge

The Curriculum Committee (hereafter referred to as "the Committee") is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee's primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items, and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. This office prepares the recommendations for presentation to the Board of Trustees by way of the President's Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate

requirements for presentation to the Senate. "It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration." Changes to the General Education pattern for the Associate degree may be recommended by the Committee, but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee's duties and responsibilities in each of the areas are defined as follows:

a) Curriculum

In this area, the Committee's duties include – but are not limited to – approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses
- Pre-requisites, co-requisites, and advisories for courses
- Limitations on the number of times a course may be repeated
- Courses to be taught in distance education mode
- Courses for inclusion in the requirements for the Associate degree (AA or AS)
- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth
- Discontinuation of existing courses or programs
- Placement of courses within disciplines
- Assigning course identifiers
- Maintaining and updating the discipline list

b) Degree and Certificate Requirements

In this area, the Committee's duties include – but are not limited to – the following:

- Recommendations for changes to the General Education pattern for the Associate degree
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific general Education area

c) Grading Policies

In this area, the Committee's duties include – but are not limited to – the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only)
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards

d) Educational Programs

In this area, the Committee's duties include – but are not limited to – approval of:

- Educational (degree and certificate) programs and requirements for such programs
- Pre-requisites, co-requisites, and advisories for new and revised programs

e) Standards or Policies Regarding Student Preparation and Success

The Committee's role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

3. Membership

The members of the committee are drawn from the faculty, the administration, the classified staff and the student body. Appointments by the Academic Senate, College President, and the ASLPC.

a) Voting Members

- 1 Faculty from each Academic Division
- 1 Faculty from the Student Services Division
- 2 At-large faculty
- 1 Librarian (may also serve as a division representative, but will only have one vote)
- Articulation officer

b) Non-Voting Members

- Curriculum Chair (votes only in case of a tie; see below for more information)

- Vice President of Academic Services
- All Academic Division Deans
- 2 ASLPC Representatives
- Student Services Division Deans
- Student Records Evaluator (attends as needed)
- Curriculum and SLO Specialist (acts as secretary of the Committee)

c) Term

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency, in order to preserve valuable expertise amongst the Committee members. In order to develop curriculum expertise amongst all faculty members, it is important to bring new members onto the Committee within any two-year cycle.

The term of office for the position of Curriculum Chair is two years. The Chair may serve for more than one term, and may serve consecutive terms.

4. Meeting Days and Time

The Committee meets on the first and third Mondays, and fifth Mondays as needed, of each month from 2:30 to 4:30pm.

C. COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

1. Committee Chair (Curriculum Technical Review Chair)

- Attend and lead Committee meetings on the second and fourth Monday of every month.
- Attend Educational Support Services meetings on the third Friday of every month at the Chabot/Las Positas Community College District offices.
- Attend Academic Senate meetings one Wednesday each month, sometimes to report only, but frequently to participate in the entire meeting
- Attend the Curriculum Institute once per year
- Attend regional trainings in curriculum sponsored by the Academic Senate of California Community Colleges, usually two times per year
- Meet with Faculty, Deans, Division Curriculum Reps, Curriculum Specialist, CurricUNET Lead, and Academic Senate President as needed
- Meet with Vice President of Academic Services prior to each Committee meeting to review upcoming agenda
- Set agenda for each Committee meeting, including involving other faculty, staff and administrators in discussions when needed. The Curriculum Chair also determines which curriculum proposals are ready for the agenda
- Help coordinate District-wide curriculum solutions through the Educational Support Services
- Guide the Committee in strategizing solutions to changes in curriculum law,

policy, and regulation as determined by the California State Legislature, the Board of Governors of the California Community Colleges, and the State Chancellor's Office

- Engage the College community in philosophical and practical discussions on how to serve students through curriculum solutions that conform to State expectations and are at the same time consistent with Las Positas College core values
- Facilitate campus response to the continuing legal, procedural, and policy changes resulting from the Student Success Task Force in so far as they relate to Curriculum
- Continue refinement of the CurricUNET process with the help of the Curriculum Specialist
- Complete specific roles in CurricUNET
  - o Technical review
  - o Submit as approved once the Committee has voted approval
  - o Check hold for process1 and 2

2. Division Technical Review Chair

- Review curriculum proposals on agenda
- Vote on curriculum proposals on agenda if committee member
- Complete specific role in CurricUNET
  - o Technical review

3. Faculty

- Review curriculum proposals on agenda
- Vote on curriculum proposals on agenda

4. Librarian

- Review curriculum proposals on agenda
- Complete specific role in CurricUNET
  - o Technical review focusing on textbook and library resources section

5. Distance Education

- Review curriculum proposals on agenda
- Maintains list of courses approved for DE
- Complete specific role in CurricUNET
  - o Technical review focusing on distance education

6. Articulation Officer

- Review curriculum proposals on agenda
- Submit and track course outlines for transfer pathways

- Submit and track course outlines for C-ID approval
- Contact faculty about C-ID and transfer pathway status
- Assist faculty in identifying transfer pathways for courses and ADT's
- Complete specific role in CurricUNET
  - Technical review of curriculum proposal specifically as it pertains to transfer pathways including effective date, textbook dates, and comparable courses identified, etc.
  - Once transfer pathways have been approved, submits dates to the Curriculum Analyst for inclusion in the Codes/Dates section.

7. Curriculum Specialist

- Maintains the college curriculum and corresponding databases by coordination and tracking the curriculum-related documents from development via CurricUNET through the Board and Chancellor's office approval as required. Verifies information and inputs appropriate local, state, and federal codes.
- Maintains current knowledge of state regulations regarding curriculum issues; attends regional meetings and workshops related to curriculum as requested. Serves on committees as assigned.
- Serves as liaison and technical resource to the Committee; assists in the preparation of the agenda and materials, assists in the development of timelines, updates curriculum and academic program websites; attends curriculum meetings and takes minutes; posts approved minutes on website.
- In coordination with the Curriculum Chair and Vice-President of Academic Services, interprets, explains and disseminates Title V regulations to the Curriculum Committee, Division Deans, and Vice President of Academic Services.
- Reviews and edits curriculum documents as appropriate; reviews course outlines to ensure compliance of District Board polices and state curriculum regulations.
- Coordinates with Vice-President of Academic Services and Curriculum Chair for training and assisting administrators, faculty and others with the use of CurricUNET, completing curriculum proposals for the college and state processes.
- Assists with the preparation, review and updating of the on-line and hardcopy publications of the Las Positas College Catalog and Curriculum Committee Handbook.
- In coordination with the Vice-President of Academic Services and the Curriculum Chair, produces various reports as required by state agencies, administrators, faculty and others regarding courses and classes offered by the College.
- Maintains database files of College COR's; provides copies to students, faculty and staff as requested.
- Performs related duties as assigned.
- Works with GovernNet to represent interests of the College to the Vendor, as well as to coordinate faculty training opportunities with changes and

additions to the software (CurricUNET)
- Creating and updating user accounts
- Resetting passwords
- Training faculty on the use of CurricUNET
- Complete specific role in CurricUNET
  - Submit and track curriculum proposals for Board Approval once approved by the Curriculum Committee and the Vice President of Academic Services
  - Submit and track curriculum proposals for State Chancellor's Office approval once approved by the Board
  - Record dates of Board, State, transfer pathways, and reviews and inputs TOP Codes, SAM codes, and other local, state, and federal codes into the Dates/Codes section for curriculum proposals
  - Enter status of curriculum proposals as active or historical, once approved by the state and/or board

8. Division Dean

- Review curriculum proposals on agenda
- Work with discipline faculty and the Vice President of Academic Services to identify TOP codes and SAM codes for courses
- Complete specific role in CurricUNET
  - Technical review

9. Vice-President of Academic Services

- Review curriculum proposals on agenda from a variety of perspectives including broad State-level perspectives and local-level perspectives.
- Work with Division Deans to assign TOP codes and SAM codes for courses
- Serve as an expert/resource to the Committee
- Meet with Curriculum Chair to review and co-develop agendas
- Complete specific role in CurricUNET
  - Curriculum Technical Review
  - Approve for Board Agenda

D. THE CURRICULUM PROCESS

Faculty are vested with the primary responsibility for the development of new courses and programs and the revision of existing courses and programs. Title 5 mandates regular review of course outlines (5 years for academic courses, 2 years for vocational) and the College's Program Review process includes review of course outlines. Ultimately the approval of most curriculum proposals rests with the State Chancellor's Office.

There are five key steps in this process.

- Planning and development
- Writing the COR or program proposal
- Presentation of the proposal to the Committee for Approval
- Approval by the Board of Trustees
- Approval by the State Chancellor's Office

1. Planning, Development, and Approval Process

Faculty members initiate proposals for new courses or programs and revisions to existing courses and programs. These proposals and revisions should be discussed with discipline colleagues so that substantive issues regarding appropriateness, content, etc. can be resolved. Ideally, for shared courses and programs, it is at this stage that approval from discipline colleagues at Chabot should be sought. For new courses and programs, the faculty member should schedule a meeting with their division Dean to brief the Dean on the discussions that have taken place, to discuss any issues that have arisen or that remain unresolved, and, where appropriate, to consider the impact of the proposal in areas such as enrollment management and technical support.

2. Writing the COR or Program Proposal

The faculty member prepares a curriculum proposal through the CurricUNET system (http:www.curricunet.com/laspositas). Any faculty requesting a change in transfer or GE status for a course should meet with the articulation officer during this process. Once the proposal is created, it will automatically be forwarded through CurricUNET for approvals. At each stage in the process revisions may be requested and faculty are responsible for responding to those requests and resubmitting their revised proposals into the CurricUNET process. Faculty can check the status of their proposals in CurricUNET by selecting <track>, <my proposals> and <check status>. If you see an unexpected delay in the approval of your outline at a specific level you may want to contact that person directly with any questions you have.

3. Presentation of the Proposal to the Committee for Approval

The faculty proposer, or their Curriculum Committee representative, will present the proposal to the full Committee. The Committee will take the proposal under consideration and may request revisions or clarifications to the outline or proposal form. Typically, the proposal will be voted on at the next Curriculum Committee meeting after the presentation. Once a proposal is approved by the Curriculum Committee, it will be forwarded to