

## 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; Certificates of Accomplishment, which are not transcriptable, do not require Chancellor's Office approval, and are below 12 units. Certificates of Accomplishment 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, or 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 noncredit 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.

employment and completion success of students, and be reviewed in the institution's program review process every two years (Ed. Code, §§ 78015, 78016, and 84757(a)(6)).

#### **j) Workforce Preparation\***

Courses provide instruction for speaking, listening, reading, writing, mathematics, decision-making and problem-solving skills that are necessary to participate in job-specific technical training (Cal. Code Regs., tit. 5, § 55151).

In addition to the ten eligible areas, title 5, sections 58168-58172 authorize community colleges to claim apportionment for supervised tutoring and learning assistance under noncredit. Apportionment for supplemental learning assistance may be claimed for credit supplemental courses in support of primary/parent credit courses, or for noncredit supplemental courses (in any of the ten noncredit eligible areas outlined in Ed. Code, § 84757) in support of primary/parent noncredit courses. Only in limited circumstances, such as ESL and basic skills, may colleges offer noncredit supplemental learning assistance courses in support of credit courses. Also, in occupational areas, colleges may establish supplemental noncredit short-term vocational courses in support of credit occupational courses.

## **F. GENERAL EDUCATION, TRANSFER, C-ID.**

Faculty can request or propose credit courses to be a part of local and University General Education patterns, articulate to C-ID Descriptors, and transfer to CSU's and UC's.

### **1. Request Types**

- CSU Transfer Course
- IGETC Area 1: English Communication
- IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
- IGETC Area 3: Arts and Humanities
- IGETC Area 4: Social and Behavioral Sciences
- IGETC Area 5: Physical and Biological Sciences
- IGETC Area 6: Language other than English - UC Requirement Only
- CSU GE Area A: English Language Communication and Critical Thinking
- CSU GE Area B: Scientific Inquiry and Quantitative Reasoning
- CSU GE Area C: Arts and Humanities
- CSU GE Area D: Social Sciences
- CSU GE Area E: Lifelong Learning and Self Development
- LPC GE: AA Degree
- LPC GE: AS Degree
- UC Transfer Course
- C-ID Submission

- American Institutions

## 2. Standards

### a) CSU Transfer Course

- Must be baccalaureate level material
- Not a request for course-to-course articulation

### b) IGETC Areas

- Must first be approved for UC Transfer
- Must meet the standards in the IGETC standards found on CurricUNET under GE Criteria: IGETC

### c) CSU GE Areas

- Must meet the standards in the CSU GE Guiding Notes found on CurricUNET under GE Criteria: CSU GE\_B

### d) UC Transfer Course

- Must meet the standards in the Special regulations found at <https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>

### e) LPC GE

- Must meet the standards in the Criteria for Areas of General Education found at [http://www.laspositascollege.edu/facultystaff/assets/docs/LPC\\_GE\\_Criteria\\_Final\\_10-13-09.pdf](http://www.laspositascollege.edu/facultystaff/assets/docs/LPC_GE_Criteria_Final_10-13-09.pdf)

### f) C-ID Submission

- Courses must cover all requirements of the C-ID Descriptor found at <https://c-id.net/descriptors>

### g) American Institutions

- Must meet the standards in the CSU GE Guiding Notes found on CurricUNET under GE Criteria: CSU GE\_B

## 3. Approving Body

### a) Curriculum Committee/Board of Trustees

The Board of Trustees is the final approving body, after approval/recommendation from the Curriculum

Committee, for the following:

- CSU Transfer Course
- LPC GE: AA Degree
- LPC GE: AS Degree

**b) University of California Office of the President (UCOP)**

The UCOP is the reviewing and approving body for the following:

- UC Transfer Course

**c) UCOP and CSU Chancellor's Office**

The UCOP and CSU Chancellor's Office are the reviewing and approving body for the following:

- IGETC Areas
- CSU GE Areas
- American Institutions

**d) ASCCC**

The ASCCC is the reviewing and approving body for the following:

- C-ID Submission

## **G. CREDIT PROGRAMS**

An educational program is defined in title 5, section 55000(m) as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” All associate degrees and certificates of achievement that appear by name on a student transcript or diploma require Chancellor's Office approval, whether they are intended primarily for employment preparation (CTE), transfer (AD-T), transfer preparation, as a record of academic achievement, or to fulfill other community needs.

### **1. Program Types**

- Associate in Arts for Transfer (AA-T)
- Associate in Science for Transfer (AS-T)
- Associate of Arts (AA)
- Associate of Science (AS)
- Certificate of Achievement (8 to fewer than 16 semester units)
- Certificate of Achievement (16 to fewer than 60 semester units)
- Certificate of Accomplishment (Non-transcriptable - fewer than 16 semester units)