

# Chaffey College Curriculum Committee Bylaws

## I. COMMITTEE RESPONSIBILITIES

### A. CERTIFICATION

The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH).

### B. REVIEW OF COURSES AND CERTIFICATES/DEGREES

The primary responsibilities of the Chaffey College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study. The Curriculum Committee recommends to the Faculty Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate in Arts (AA) degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Occupational Certificate Requirements. The Curriculum Office sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

### C. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

The Curriculum Committee, in its review of all curriculum proposals, acknowledges the college's Mission Statement, as well as the philosophy and criteria which mark a successful student's journey through patterns of learning experiences designed to develop certain competencies, known as the College's Core Competencies. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation (Chaffey College BP 4030). The Curriculum Committee also acknowledges best practices conducive to course articulation in developing and reviewing curriculum and coursework (Chaffey College AP 4050).

### D. CREDIT HOUR

As part of its course review process, the Curriculum Committee oversees the implementation of the College's credit hour policy. (Chaffey College AP 4024)

### E. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

(Title 5 §55003; Chaffey College AP 4260 (B)) The Curriculum Committee reviews prerequisites, co-requisites, and advisories.

### F. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). If any portion of the instruction in a proposed or existing course or

course section is designed to be provided through distance, the course is separately reviewed and approved (Title 5 §55200; §55206; Chaffey College AP 4105).

G. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION

The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161; Chaffey College BP/AP 4225, AP 4227, AP 4228, AP 4229).

H. COURSE/CERTIFICATE/PROGRAM DEACTIVATION

The Curriculum Committee participates in the review and evaluation of discipline faculty-initiated course, degrees, and certificates deactivation proposals.

*Note:* Institutional level evaluation of an existing program's viability is not the purview of the Curriculum Committee (see Chaffey College AP 4021, Educational Program Viability Review).

I. REVIEW OF DISCIPLINE PLACEMENT

To ensure minimum qualifications for instructors of credit courses are met, the Curriculum Committee reviews courses for discipline placement (Title 5 §53410; also see [https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO\\_Report\\_Min\\_Qualifications-ADA-Final.ashx](https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.ashx)).

J. REVIEW OF MATRICULATION AND ARTICULATION

The Curriculum Committee shall assist faculty, as well as the Articulation Officer, in meeting state mandates, as well as Chaffey College district goals and objectives as stated in the college's Mission Statement.

K. REVIEW OF COLLEGE CATALOG AND SCHEDULE

The Curriculum Committee collaborates with the Catalog/Schedule Coordinator to ensure that the Chaffey College Catalog contains only those courses offered on a regular basis.

L. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY

The Curriculum Committee requests, considers, and responds to reports from various Faculty Senate committees and college groups that have a direct bearing on matters of curriculum. Furthermore, the Curriculum Committee assures that the curriculum at Chaffey College supports the College's Mission, supports its goals, meets the needs of its students and enhances student access through alternative delivery systems.

M. REVIEW AND EVALUATION OF CHAFFEY COLLEGE CURRICULUM APPROVAL PROCESS

The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

N. REVIEW AND EVALUATION OF CHAFFEY COLLEGE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Curriculum Committee shall assist in the College's review of Chapter 4, Instruction, in the Chaffey College Policy Manual (<http://www.chaffey.edu/policies>).

O. CREATION OF CURRICULUM COMMITTEE PROCEDURES

The Curriculum Committee shall create Curriculum Committee Procedures (CCPs) when necessary to spell out the process of the Curriculum Office's implementation of Title 5,

the Chancellor's Office (CO) mandates, Chaffey College's Board Policies or Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs will ensure consistent application of process and procedures in meeting compliance. These CCPs will be reviewed and approved by the Curriculum Committee and the Faculty Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions.

## II. CURRICULUM COMMITTEE VOTING MEMBERSHIP

### A. Voting Membership:

#### a. Two faculty representatives, elected in alternating years, from the above referenced areas:

- Kinesiology, Nutrition, and Athletics
- Business and Applied Technology
- Health Sciences
- Language Arts
- Mathematics and Science
- Social and Behavioral Sciences
- Visual and Performing Arts
- Hospitality, Fashion, Interior & Culinary Arts
- Counseling and Matriculation
- Instructional Support

Elected representatives serve a two-year term. There may be occasions when a particular area may not be able to provide two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area has the opportunity for equal representation.

#### b. Standing College Services Voting Representatives

The following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:

- Articulation Officer
- Librarian
- Catalog and Schedule Coordinator
- Faculty Senate President
- Transfer Center Director
- Dean appointed by the Chief Instructional Officer
- Outcomes and Assessment Facilitator

### B. Standing Non-Voting Membership:

- Curriculum Chair
- Chief Instructional Officer or Designee
- Curriculum Specialist
- Director of Admissions and Records
- Director of Financial Aid
- Dean of Institutional Effectiveness and Intersegmental Partnerships
- DE representative
- Strong Workforce Representative
- Program and Services Review Committee representative

- Student Representative

C. In the event of a tie vote, discussion will be reopened, followed by a second vote. If the tie still persists, the Curriculum Chair shall cast the deciding vote.

### III. STUDENT REPRESENTATION

Student participation in “the formulation and development of district and college policies and procedures on curriculum” (Title 5, §51023.7) occurs within the Chaffey College Board of Trustees. The President/Student Trustee of the Chaffey College Student Government (CCSG) is a standing member of the Chaffey College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the President/Student Trustee of CCSG an opportunity to inform their peers. (Title 5 § 51000, §51022, §55100, §55130, §55150. BP/AP 4020).

### IV. CURRICULUM COMMITTEE STANDING COMMITTEES

#### A. Technical Review Committee

1. The Technical Review Committee shall consist of the Curriculum Chair, the Curriculum Vice-Chair, the Articulation Officer, the Catalog and Schedule Coordinator, and one voting member from the Curriculum Committee.
2. Responsibilities of the Technical Review Committee include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding.

### V. INDIVIDUAL CURRICULUM COMMITTEE MEMBER’S RESPONSIBILITIES

1. Attend meetings as scheduled
2. Review summary notes
3. Review curriculum presentations and issues with respective constituency
4. Participate in resolving divisional concerns between the first and second reading of curriculum proposals
5. Stay current with reading of course and program approvals in curriculum management database

### VI. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES

#### 1. Philosophical Duties

- Shall provide leadership among units in an effort to develop a coordinated curriculum.
- Shall provide leadership in the development and planning of a college-wide curriculum.
- Shall take an active facilitative role in the development of innovative curricula.
- Shall oversee the updating of curriculum in relation to programs on campus.

#### 2. Maintenance Duties

- Shall oversee the maintenance of the college curriculum.
- Shall plan, organize, and preside over Curriculum Committee meetings. Should the Curriculum Chair be unable to attend a meeting, the Chair shall arrange a

Curriculum Committee faculty designee to preside over Curriculum Committee meetings in their absence. **Note:** *Meetings conducted by a faculty designee will be limited in scope to curriculum proposal approvals.*

- Shall refer issues to the Curriculum Committee for discussion and consideration.
- Shall provide Curriculum training for Curriculum Committee members.
- Shall conduct periodic reviews of the college curriculum.
- Shall serve as an officer of Faculty Senate and represent Faculty Senate regarding curriculum-related matters at the Academic Senate of California Community Colleges.
- Shall participate in the Educational Program Proposal Committee.
- Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.
- Shall serve on the College Planning Council.

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is two years.

4. Reassigned Time

The Curriculum Committee Chairperson is given 0.50 reassigned time during their term of office.

VII. ARTICULATION OFFICER RESPONSIBILITIES

1. Philosophical Duties

- Develop and maintain articulation agreements with UCs, CSUs, and appropriate private 4 year institutions intended to maximize student transfer success.
- Serve as an articulation information resource for the Curriculum Committee and for faculty.

2. Maintenance Duties

- Communicate with articulation community and 4-year schools.
- Ensure the accuracy of curriculum information in the ASSIST database and C-ID database.
- Notify the articulation community of relevant curriculum changes via annual report.
- The Articulation Officer will review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly.
- Provide articulation information (e.g., C-ID, AD-T, comparable courses, and new articulation agreements by major.) for Curriculum Committee meetings.
- Provide reports to relevant Student Service Areas

3. Selection Procedure

The Faculty Senate and College Administration shall mutually agree on the selection of the Articulation Officer. The term of office is one year.

4. Reassigned Time

The Articulation Officer is given .50 reassigned time during their term of office.

## VIII. CURRICULUM COMMITTEE MEETING PROCEDURES

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the voting membership, plus one. The quorum number shall be established at the first meeting of each semester.
2. The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Title 5 regulations.
3. Substitutions of elected curriculum members are limited to curriculum committee members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.
4. First and second reading of curriculum can be approved simultaneously by a majority vote.
5. When a course or program is returned to Chaffey College from the Chancellor's Office and is not approved, or if additional information is requested, the Curriculum Committee Chairperson will meet with faculty responsible for the curriculum proposal or modification. Reasonable attempt shall be made to resolve the issue under question from the Chancellor's Office.
6. Any amendment to the bylaws can be made after two readings by the committee and a vote after the second reading that passes by majority vote of the voting membership.
7. The Articulation Officer will review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly. The Curriculum Chair will then present this report to the Faculty Senate for approval.

## IX. CURRICULUM COMMITTEE AGENDA

1. In meeting the requirements of the Brown Act, the Curriculum Committee agenda shall be posted 72 hours prior to the Curriculum Committee meeting in an area accessible for public viewing. The agenda shall include:
  - A list of curricular issues requiring discussion and a vote of the committee.
  - A listing of proposals for new and modified courses for first and second reading.
  - A listing of proposals for new and modified programs and certificates.
  - A listing of courses/certificates/programs proposed for deactivation.
2. The Agenda of the Curriculum Committee is e-mailed to:
  - a. All Faculty
  - b. College President
  - c. College Administrators
  - d. CCFA President
  - e. Governing Board members
  - f. Student Government President
  - g. Classified Senate President

## X. CURRICULUM COMMITTEE SUMMARY NOTES

1. What follows is the suggested format for summary notes of each Curriculum Committee meeting. The Curriculum Committee Summary Notes are a valuable and necessary record of meetings, as they:

- are a record of business that has been completed
- form a record of the issues with which the Curriculum Committee has dealt
- summarize the meeting for anyone absent or interested in the proceedings
- facilitate continuity from meeting to meeting

2. What the Summary Notes should include:

The Summary Notes of the Curriculum Committee are not a court record, yet they need to be complete. As such, it is not necessary to record specific dialogue, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. Any item which requires a vote should have a thorough documentation of the discussion concerning that issue. The vote needs to be recorded by name. The Curriculum Committee Summary Notes should include information such as:

- a. Members present or absent at each meeting
- b. Units/areas that have not been represented for an extended period of time
- c. Date of the meeting
- d. Exact time the meeting began and ended
- e. Information items
- f. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
- g. Motions made, seconded, and action taken
- h. A record of all votes, recorded by name

Therefore, the Summary Notes should be clear, coherent, concise yet complete, and accurate. The Curriculum Office AAll takes the Summary Notes.

3. Summary Notes Mailing List

The Summary Notes of the Curriculum Committee are e-mailed to:

- a. All Faculty
- b. College President
- c. College Administrators
- d. CCFA President
- e. Governing Board members
- f. Student Government President
- g. Classified Senate President

The officially approved Summary Notes shall be maintained in a permanent log in the Curriculum Office and posted on the College's Intranet in the Curriculum Folder.