








7/2017 Guidelines for Curriculum Committee Members:

- These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall 2017.
- The streamlined process involves automated approval for new course proposals which will be a part of a previously approved certificate or program of study and/or a new certificate or program of study. Once the Curriculum Committee and Governing Board have locally approved new courses, courses will be submitted to the Chancellor's Office Inventory in which a Control Number (MIS Number) will be issued 24-48 hours later. This means the course is eligible to be offered, pending notification to the public.
- In addition, substantial and nonsubstantial modifications on existing credit courses will be submitted to the Chancellor's Office Curriculum Inventory as a source of record, but the curriculum will not be reviewed by the Chancellor's Office as they will now receive automated approval.
- Future plans (and changes to Title 5) will allow for immediate approval of new noncredit courses, as well as substantial and nonsubstantial changes to noncredit courses.
- "Future future" plans will allow for immediate approval of programs and certificates. CTE programs and certificates will still be required to go through the regional consortium review process.

Shared governance in California Community Colleges is a powerful tool. Shared governance also requires due diligence.

All Curriculum representatives are Curriculum Committee Members. The difference between Curriculum Representative and Curriculum Committee Member reviews is that representatives will be prompted review proposals in their school and members review proposals for all schools. The roles of the members are defined below for reviewing curriculum outside of your discipline:

1. When prompted to review curriculum by Curricunet or the Curriculum Office, members should review the following elements listed in Title 5:
 - a. Title, Units to Hours, Requisites, Description, Content, Objectives, Methods of Instruction, Out of Class Assignments, Methods of Evaluation, and Textbooks.
 - b. To review the aforementioned elements:
 - i.  shows the COR
 - ii.  shows the changes that have taken place. Red means something has been omitted, green symbolizes any additions.
 - iii.  comprehensive report that shows all of the Curricunet fields for this course.
 - iv.  comprehensive report that shows all of the changes made to the Curricunet fields.
 - v.  a list that shows if the course affects another course (prereq, etc.) and which programs this course affects. This is particularly important for new courses and deactivations.
 - c. Members also review Distance Education Addenda by using the following icons:
 - i.  Addendum for a fully online class.
 - ii.  Addendum for a hybrid class.

2. Review guidelines for faculty and for Deans regarding streamlined local curriculum review process.
3. Stay current with Curricunet notifications of proposals requiring your attention. Some committee members serve in multiple roles as, not only the curriculum committee member, but also as the Coordinator, Discipline Review and Curriculum Rep.
4. Attend Curriculum Committee meetings. Because of the new Curriculum timeline this year, we will be having additional Curriculum Committee meetings during the Fall Semester. Please consult the timeline and the Calendar for dates.
5. Share information regarding curriculum deadlines at your School meetings and with your colleagues.
6. Share information from the Curriculum Committee meetings at your School meetings.
7. Familiarize yourself with the Curriculum Committee By-laws.
8. Review the Chaffey College Curriculum Handbook when time permits.
9. Maintain curriculum training materials in three ring binder for reference throughout the academic year.

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