

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the COR.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of Title 5 Section 58161.

## Chapter Four: The Curriculum Process

---

The following section provides a broad overview of the curriculum proposal, submission, and approval process, detailing specific timelines and procedures for:

- Credit Course Development and Revision
- Non-credit Course Development and Revision
- Credit Program Development and Revision

### *Committee Timelines*

The section establishes a standard timeline and procedure for curriculum submission. The Curriculum Committee will broadly adhere to the following schedules, but may alter it in response to each year's workload or emerging needs.

### *Standard Meeting Schedule*

The Curriculum Committee typically meets from 2:30pm to 4:00 pm on the first and third Tuesday of each month during the Fall and Spring terms. Meetings for each academic year will begin on the third Tuesday of the first month and continue through the first Tuesday of the last month of the Academic year. The Committee Chair may schedule additional meetings when needed.

### *Quorum*

To transact business at a committee or subcommittee meeting, a quorum shall consist of 50% plus one (1) of the faculty membership of that committee or subcommittee.

### *Agenda*

Agendas will be distributed to each member of the committee at least three days prior to the day the committee is scheduled to meet.

### *Minutes*

The Curriculum Analyst will see that minutes are kept at all meetings. The Academic Senate Secretary will be the backup of taking the notes. The minutes will include all actions taken and make note of all significant discussions. Minutes will be distributed to all members of the committee, within two weeks of the meeting. In addition, minutes must be distributed at least two days before the next meeting of the committee.

## **Proposal Submission Timeline**

Course proposals are considered on a rolling basis. The Curriculum Committee reviews and approves proposals for new courses and changes to existing ones on an ongoing basis during the academic year.

Proposals for new course or programs, and course or program revisions that are submitted in the Fall term will be implemented in Fall of the following academic year after publication in either the Catalog or Catalog Supplement. The

Curriculum Committee reserves the right to implement changes on an expedited time- scale in exigent circumstances by special vote and subsequent approval of the Academic Senate and BOT.

Proposals for new courses or programs will require two readings and approval votes from the Curriculum Committee prior to submission for approval to the BOT. Course or program revisions require one reading and vote of approval from the committee.

Selected Topics courses must be submitted for approval with the first draft of the schedule for the semester for which they are being proposed.

### ***Expedited Approvals***

Expedited approval of curriculum proposals will be considered for the following reasons:

- Demonstrated Emergent Community Need
- Response to changes in Title 5 or the Education Code
- Response to Regional or Vocational accrediting agencies
- Error correction for catalog publication
- Response to recommendations from ACCJC
- Response to grant mandates or other time-sensitive Funding
- Other circumstances as approved by both the Faculty and Administrative Chairs

### **Implementation of Approved Proposals**

Proposals approved by the Curriculum Committee are forwarded to the Academic Senate and then to the Board of Trustees (BOT) for final review and approval. The implementation policies for all proposals are as follows:

#### ***Credit Courses***

Credit course proposals that are approved by the Curriculum Committee are presented by the Curriculum Chair to the Academic Senate. The Curriculum Analyst drafts the board agenda and submits to the Chief Instructional Officers. The Chief Instructional Officers submits the board agenda for approval by the BOT. Approved courses are entered into the Chancellor's Office Curriculum Inventory database for approval by the Curriculum Analyst. The Curriculum Analyst receives notification of approval in Curriculum Inventory and notifies the division; course gets put into the registration system, class schedules and college catalog.

#### ***Credit Programs***

All credit degrees and certificates must be approved through the regular curriculum process described in this handbook. All new or substantive changes to degrees and most certificates must first be submitted to the Curriculum Analyst for review to determine if the course meets requirements as outlined in the document from the Chancellor's Office for review and approval along with all requisite state documents. Once approved by the Chancellor's Office, all programs and certificates must be published in the catalog or catalog supplement prior to offering.

#### ***Non-Credit Courses***

All non-credit course proposals must be approved by the Curriculum Committee, the Academic Senate, the BOT prior to being scheduled; however, they do not need to be published prior to offering.

## Selected Topics Courses

Selected Topic courses approved may be scheduled the semester after they are approved. These courses cover topics not offered by the established curriculum and are not intended to meet program or general education requirements (AA/AS, CSU or IGETC) or to provide for course repetition beyond Education Code regulations. Selected topics courses must receive approval from the Curriculum Committee.

### *Selected Topics Course Submission and Approval Process*

Approved Selected Topics courses may be offered two times. Selected Topics courses successfully offered twice can then be submitted through the regular credit course submission process for approval as permanent credit courses.

## Course Change Approval Process

Courses submitted to the Curriculum Committee for review will be placed on the agenda in one of the following categories depending on the nature of the changes or proposal:

Course modifications must undergo the 9 step approval process (see chart below) for all changes, including, but not limited to the following:

- Catalog description
- Objectives or content
- Units or hours
- Number of repetitions
- Course number
- Credit/no credit status
- Prerequisites
- Course title
- Length in term
- Text and/or instructional material
- Methods of instruction, assignments or methods of evaluation,
- Addition of distance education mode or addition of SLOs,
- Adding or dropping from an AA/AS degree or certificate program, AA/AS degree GE list, CSU GE, IGETC or TCA lists.

## Chapter 5: Course Outline of Record

---

### Overview

The components and standards for the Course Outline of Record for all credit courses:

Reference Program and Course Approval Handbook, fifth edition, September 2013, published by the Chancellor's Office

- The Purpose of the Course Outline of Record
- Course Discipline Assignment
- Required Components of the Credit Course Outline of Record