

SADDLEBACK COLLEGE

CURRICULUM COMMITTEE BY-LAWS

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CURRICULUM COMMITTEE BY-LAWS

1. Preface

Title 5 of the California Administrative code, Section 55002, Standards and Criteria for Courses and Classes is very specific in referencing the function of the Curriculum Committee as follows: “ The college and/or district Curriculum Committee shall be established by the mutual agreement of the college and/or district administration and the Academic Senate. The committee shall either be a committee of the Academic Senate or a committee which includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the Academic Senate.”

The college Curriculum Committee is responsible for recommending approval for both credit and non-credit courses on the basis of such standards as grading policy, units, prerequisites, academic rigor, course content, course objectives, repeatability, assignments, instruction methodology and methods of evaluation.

The purpose of this handbook is to define and delineate the functions of the curriculum committee; and, more importantly, to provide information to facilitate faculty and staff in the development and revision of curriculum and in utilizing the Curriculum Maintenance System.

The Curriculum Maintenance System includes a number of complex data elements relative to Title 5 regulations as well as district and college policies. Review of the college curriculum process is centered within the college’s Curriculum Committee, but ultimate responsibility for maintenance of state-mandated curriculum standards rest with faculty who originate courses to meet the educational needs of the community and the students served.

2. General Responsibilities for Development, Review and Approval of Curriculum

2.1 Curriculum Committee

It shall be the responsibility of the Saddleback College Curriculum Committee, as referenced in Title 5, sec. 55002(a)(1) to develop all policies and procedures which affect the development and approval of curriculum at Saddleback College, and to recommend approval of such policies and procedures to the Academic Senate.¹

It shall be the responsibility of the Curriculum Committee to implement such policies and procedures.

The Curriculum Committee shall be responsible for review, renewal, and approval of all curricula programs.

¹ In order to be compliant with (Title 5) CCR 53200-53203 and BP 2100.1 Delegation of Authority to the Academic Senate, the Curriculum Committee, as a standing committee of the Academic Senate, makes recommendations to the Academic Senate for review and approval.

2.2 Saddleback College Academic Senate

It shall be the responsibility of the Saddleback College Academic Senate to nominate and approve the Chair of the Curriculum Committee.²

The process for nomination and approval of all faculty members serving on the Curriculum Committee shall be made by the Academic Senate.³

The Academic Senate may refer policy and curriculum decisions back to the Curriculum Committee for reconsideration, or for provision of rationale or minority reports.

Pursuant to BP6100 The Academic Senate, in consultation with the Curriculum Committee, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges and job market and other related information for vocational and occupational programs. The Academic Senate shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.⁴

2.3 College President⁵

All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses and recommendations for program deletions to the Chancellor for his/her review and to the Board of Trustees for its review and final approval.⁶

2.4 District Administration/Board of Trustees

Pursuant to BP 6100 and 2100.1 the Board shall rely primarily upon the advice of the Academic Senate regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations, Section 55100(b) and 55160.⁷

3. Curriculum Committee Guidelines & Bylaws

3.1 Responsibilities of the Curriculum Committee are to review, recommend and forward to the Academic Senate for Approval of the following:

- a. Policies, procedures and standards to be applied in the development, approval and review of the college curriculum.
- b. All curriculum proposals.

2 CCR 53203(f) The appointment of faculty members to serve on district or college committees, task forces or other grounds dealing with academic or professional matters shall be made...by the Academic Senate.

3 Ibid.

4 SOCCCD Board Policy 6100 Curriculum.

5 BP 2100.1 Delegation of Authority to the Academic Senate, BP 6100 Curriculum.

6 SOCCCD Board Policy 6100

7 Ibid.

- c. Prerequisites, corequisites, limitations, and recommended preparations.
- d. Distance Education (TMI) Courses.
- e. All new program proposals.
- f. Graduation requirements, including general education and major requirements and recommended changes.
- g. Articulated general education patterns and transfer policies.
- h. Curriculum Committee Procedures.

3.2 Membership

- a. Membership of the Curriculum Committee Shall be as follows:
 - Chair-Faculty Member (non-voting, except in a tie)
 - Vice President for Instruction (Advisory, non-voting)⁸
 - 2 Faculty from each of the instructional areas (voting).
 - The Academic Senate will maintain a list of the approved members and their alternates.
 - A voting representative from DSPS must be in attendance when DSPS courses are on the agenda.
 - Nine Academic Deans
 - Classified Senate representative (Advisory, non-voting)
 - ASG Representative (Advisory, non-voting)⁹
 - Support Staff Member (Curriculum Publication Specialist, non voting)
 - Academic Senate President or designee (Advisory, non-voting)

3.3 Meeting Procedures

- a. Ralph M. Brown Act:
 - a. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
 - b. All meetings of this organization shall be public meetings. No meeting, or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
 - c. All Votes shall be taken in accordance with the Provisions of the Brown Act, in the manner described in section V of this Article.
- b. Quorum
A quorum consists of 12 members, including at least 12 faculty representatives (Dependent upon total membership.) This will be determined after section 3.2. is established.
- c. Meeting schedule
The schedule for meetings will be approved by the membership. (The schedule followed for several years has been to meet during in-service and every other Thursday during the semester. Technical review is normally

⁸ SOCCCD Board Policies 6100 and 2100.1; CCR 53200-53203

⁹ Ibid. BP 104 Student Trustee

scheduled Tuesdays during the fall semester, and may include some meetings in the spring semester.)

d. Voting

A motion shall carry with a simple majority of the members present.

4. Membership Responsibilities

4.1 Attendance at Meetings

- a. Minutes and sign-in at beginning of meeting will show members present and not present.
- b. Instructional representative(s) can be alternated each semester/year.
- c. Each member should also have an alternate representative. A member/alternate who misses three consecutive meetings, may be replaced.
- d. The Chair of the Curriculum Committee notifies the Senate when alternates or substitutes are needed.
- e. ASG appoints a student representative.
- f. Classified Senate appoints a member representative.

4.2 Review of minutes.

4.3 Review of curriculum presentations.

4.4 Review of all curriculum matters with respective division/constituency.

4.5 Participate in resolving divisional concerns between the first reading and second reading of curriculum proposals.

5. Chair Responsibilities

5.1 Selection

The Academic Senate will appoint the chair for the Curriculum Committee. The Chair must be a faculty member.¹⁰

5.2 Responsibilities

- a. Manages flow of meetings and places limitations on the time of discussions during meetings.
- b. Notifies membership of meetings, schedules division on the agenda, and calls emergency meetings when necessary.
- c. Reports to the Academic Senate.
- d. Serves as a member of the Technical Review Committee.
- e. Coordinates curriculum communications between Saddleback College and Irvine Valley College.
- f. Coordinates Subcommittee meetings.
- g. Coordinates intra-college articulation.
- h. Serves as member of curriculum-related committees.
- i. Stays informed of curriculum standards including Title 5, the Curriculum Standards Handbook, intersegment general education issues and accreditation standards.
- j. Supervises the orientation of new members and on-going training of continuing members.

¹⁰ BP 2100.1 and 53203 (f)

- k. Assists discipline faculty in the curriculum process (usually with faculty curriculum committee member from that division).
- l. Signs off on final version of curriculum recommendations to the Board.
- m. Signs off on IGETC and CSU-GE Breadth submittal forms.

6. Curriculum Office Responsibilities

- 6.1** Provides technical support for committee.
- 6.2** Interacts with District Information Services and Systems Staff to insure support and responsiveness to development and maintenance of the Curriculum Management System.

7. Curriculum Publications Specialist (Non-Voting Member)

- 7.1** Record Minutes and makes minutes available for the next meeting.
- 7.2** Reserves meeting room and equipment requested by committee.
- 7.3** Conducts attendance count or similar tracking.
- 7.4** Makes divisional agenda available for membership.
- 7.5** Serves as resource to division personnel working the Curriculum Management System.
- 7.6** Maintains curriculum files.
- 7.7** Reviews, produces and edits catalog.
- 7.8** Serves as technical support for the Technical Review Committee.

8. Calendar

8.1 Set by Semester or School Year

- a. Meeting room is booked with necessary equipment for entire semester/year.
- b. Day of week for meetings can vary (be same day or alternate day).
- c. Process starts with in-service and orientation. First organizational meeting will include an open agenda.

8.2 Division Presentations

- a. Scheduled in advance for a specific day.
- b. Scheduled days may be traded with another division and noted in the minutes.
- c. May be scheduled for emergency meetings per direction of Chair.
- d. May also make presentations during open agenda time of the regularly scheduled meeting subject to approval of the agenda by the committee.

9. Standing Committees

9.1 Technical Review Committee

- a. Permanent Membership – Curriculum Chair, Vice President for Instruction, Curriculum publication Specialist, Articulation Officer.
- b. Ad Hoc Membership – Division Dean, Division Curriculum Support Staff, department chairs/faculty originating curriculum proposals.
- c. Responsibilities include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues and Title 5 coding.

9.2 General Education Committee

Responsibilities include: review of general education requirements for compliance with state standards; for relevance to national, state and community needs. To provide the curriculum committee with rationale or minority reports on all proposals.

- a. The Academic Senate designates the Curriculum Chair as chair for this committee.¹¹
- b. Membership is limited to one faculty member per division, elected by the division and approved by the Academic Senate.
- c. Two academic administrators appointed by the Vice-President for Instruction (Advisory, non-voting).
- d. One representative of the Classified Senate (Advisory, non-voting).
- e. One student representative appointed by ASG (Advisory, non-voting).
- f. The Vice President for Instruction and Academic Senate President or designee (Advisory, non-voting).¹²

¹¹ Ibid.

¹² Ibid.