



CURRICULUM COMMITTEE BY-LAWS

Saddleback College

Approved: May 10, 2017
Revised: November 1, 2017
Revised: February 28, 2018
Revised: February 27, 2020
Revised: April 2, 2020
Revised: September 13, 2022
Revised: May 9, 2023

Contents

I.	COMMITTEE RESPONSIBILITIES	4
A.	REVIEW OF COURSES AND CERTIFICATES/DEGREES.....	4
B.	REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES	4
C.	REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION	4
D.	COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE	4
E.	REVIEW OF DISCIPLINE PLACEMENT	4
F.	REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY	4
G.	REVIEW AND EVALUATION OF SADDLEBACK COLLEGE CURRICULUM APPROVAL PROCESS.....	4
H.	REVIEW AND EVALUATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES	4
I.	CREATION OF CURRICULUM COMMITTEE PROCEDURES	4
II.	CURRICULUM COMMITTEE VOTING MEMEBERSHIP	5
III.	CURRICULUM COMMITTEE NON-VOTING MEMBERS.....	5
IV.	STUDENT REPRESENTATION	5
V.	CURRICULUM COMMITTEE STANDING COMMITTEES	6
A.	Technical Review Committee.....	6
1.	Responsibilities	6
2.	Membership.....	6
B.	General Education Committee.....	6
1.	Responsibilities	6
2.	Membership.....	6
3.	Meeting Procedures.....	6
C.	Distance Education Committee	6
1.	Responsibilities	6
VI.	INDIVIDUAL CURRICULUM COMMITTEE MEMBER’S RESPONSIBILITIES	7
VII.	CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES.....	7
A.	Philosophical Duties.....	7
B.	Maintenance Duties.....	7
C.	Selection Procedure	7
VIII.	CURRICULUM COMMITTEE MEETING PROCEDURES	7
A.	Quorum.....	7

B.	Jurisdiction	8
C.	Approval Procedures.....	8
1.	Full Review	8
2.	Consent Agenda Items	8
3.	Information Item Only/No Action.....	8
4.	Summer Approvals.....	8
5.	First and Second Reading Requirement.....	9
6.	By-Law Revision	9
IX.	CURRICULUM COMMITTEE AGENDA	9
X.	CURRICULUM COMMITTEE MINUTES.....	9

I. COMMITTEE RESPONSIBILITIES

A. REVIEW OF COURSES AND CERTIFICATES/DEGREES

The primary responsibilities of the Saddleback 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 Academic Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate Degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Certificate Requirements. The Academic Senate then sends those recommendations to the College's Board of Trustees (BOT) for approval. (Title 5 §55002; Saddleback College BP6100).

B. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

The Curriculum Committee must approve prerequisites, co-requisites, and advisories, and must do so by separate action from that used in approving the course. (Title 5 §55003)

C. 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).

D. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE

The Curriculum Committee participates in the review and evaluation of courses, certificates and program for discontinuance. (Title 5 §55130)

E. REVIEW OF DISCIPLINE PLACEMENT

The Curriculum Committee reviews courses for discipline placement.

F. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY

The Curriculum Committee requests, considers, and responds to reports from various Academic Senate committees and college groups that have a direct bearing on matters of curriculum.

G. REVIEW AND EVALUATION OF SADDLEBACK 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.

H. REVIEW AND EVALUATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Curriculum Committee shall assist in the College's review of Board and Administrative Policies

I. 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, Saddleback 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 recommended by the Technical Review Sub-Committee and reviewed and approved by the Curriculum Committee and the Academic Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions. These CCPs will be housed in the Saddleback College Curriculum Handbook.

II. CURRICULUM COMMITTEE VOTING MEMEBERSHIP

The voting membership of the Curriculum Committee shall include:

- A. Two representatives, elected by their respective instructional areas:
 1. Arts, Media, Performance, and Design
 2. Business and Industry
 3. Economic and Workforce Development
 4. Extended Learning
 5. Health and Wellness
 6. Humanities and Social Sciences
 7. Science, Technology, Engineering, and Mathematics
 8. Kinesiology
 9. Social and Behavioral Sciences
- B. Additional voting members shall include:
 1. Two representatives from Counseling and Special Programs
 2. Instructional Support and Teaching Innovations
- C. One of the two representatives for any area should be a full-time faculty member.
- D. There may be occasions when areas 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 instructional area has the opportunity for equal representation.
- E. If instructional areas are added, deleted, or reconfigured, the updates will supersede the list provided in II.A.
- F. Instructional areas will be defined as an area that offers at least one state approved program.
- G. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie persists, the Curriculum Chair shall cast the deciding vote.

III. CURRICULUM COMMITTEE NON-VOTING MEMBERS

- A. The following shall be considered standing advisory positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:
 1. Articulation Officer-1
 2. Curriculum Chair or Co-Chairs-1 or 2
 3. Curriculum Specialist(s)-1 or 2
 4. Instructional Deans-2, at least one of whom oversees CE programs within their division
 5. Faculty Senate President or designee-1
 6. Online Education Committee Chair or designee-1
 7. Admissions and Records Dean or representative-1
 8. Publication Specialist-1
 9. SLO Coordinator-1
 10. Vice President for Instruction- 1

IV. 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 Saddleback College Board of Trustees. The Student Trustee is a standing member of the Saddleback College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the Student Trustee an opportunity to inform his or her peers. (Title 5 § 51000, §51022, §55100, §55130, §55150).

V. CURRICULUM COMMITTEE STANDING COMMITTEES

A. Technical Review Committee

1. Responsibilities of the Technical Review Committee (TRC), include review of all curriculum proposals for compliance with Program and Course Approval Handbook guidelines, Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding. The TRC will also make recommendations to changes or updates in the CCPs as necessary in response to state initiatives and local need.
2. Membership
 - a. Curriculum Chair(s) and VPI (or alternate)
 - b. Curriculum Specialist(s)
 - c. Ad-Hoc Membership, including but not limited to:
 - i. Articulation Officer
 - ii. Special Programs Faculty
 - iii. Honors Coordinator
 - iv. Director of Economic and Workforce Development
 - v. Division Dean
 - vi. Department chair
 - vii. Faculty

B. General Education Committee

1. Responsibilities of the General Education Committee include review of general education requirements for compliance with state standards; review and approval of courses for the local general education pattern; and recommendations on the presentation of general education requirements in the catalog.
2. Membership
 - a. Co-Chairs, Curriculum Chair and Articulation Officer
 - b. Voting Members
 - i. One full-time counselor
 - ii. One faculty member from each instructional area identified in the general curriculum committee membership above
 - c. Non-Voting Members
 - i. Instructional Deans-2, at least one of whom oversees CTE programs within their area
 - ii. VPI (advisory)
 - iii. Articulation Specialist (support)
3. Meeting Procedures
 - a. The General Education Committee can function independently, or as an integrated part of the full Curriculum Committee.
 - b. Motions shall carry with a simple majority of the members present.

C. Distance Education Committee

1. Responsibilities of the Distance Education Committee include reviewing and approving online course addenda for compliance with state standards. Once approved by the DE Committee, course addenda are submitted to the Curriculum Committee for review and consent. Approved addenda are part of the Course Outline of Record. A course must have an approved online addendum in order to be scheduled either as a hybrid course or fully online.

VI. INDIVIDUAL CURRICULUM COMMITTEE MEMBER'S RESPONSIBILITIES

- A. Attend meetings as scheduled
 - 1. Provide an alternate if they will not be able to attend
 - 2. Notify the Academic Senate if a permanent replacement is needed
- B. Review and approve minutes and agenda
- C. Review and recommend approval of curriculum proposals using procedures defined in section IX.
- D. Participate in resolving-area concerns between presentation of curriculum proposals and the first and second readings
- E. Stay current with Saddleback college policies and procedures for curriculum development
- F. Communicate curriculum topics to their constituent areas including, but not limited to:
 - 1. Curriculum process and procedures
 - 2. Curriculum dates and deadlines
 - 3. Resource location and access
 - 4. Topics of specific concern or interest to their area faculty regarding new course or program justifications and substantive changes to courses or programs

VII. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES

- A. **Philosophical Duties**, the chairperson shall:
 - 1. Provide leadership among instructional areas to develop a coordinated curriculum
 - 2. Provide leadership in the development and planning of a college-wide curriculum
 - 3. Take an active facilitative role in the development of innovative curricula
 - 4. Oversee the updating of curriculum in relation to programs on campus
- B. **Maintenance Duties**, the chairperson shall:
 - 1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures
 - 2. Oversee the maintenance of the college curriculum in collaboration with the Academic Senate, Curriculum Specialists, and Office of Instruction
 - 3. Communicate to faculty regarding course related issues and program impacts
 - 4. Plan, organize, and preside over Curriculum Committee meetings
 - 5. Refer issues to the Curriculum Committee for discussion and consideration
 - 6. Conduct periodic reviews of the college curriculum handbook and CCPs
 - 7. Serve as co-chair to standing curriculum committees
 - 8. Serve in an advisory role to other curriculum related committees
 - 9. Attend local and state curriculum meetings as circumstances are deemed appropriate and necessary including regional curriculum trainings, and annual curriculum institute.
 - 10. Plan and organize Curriculum training
 - 11. Provide orientation and ongoing training for Curriculum Committee Members
- C. **Selection Procedure**
 - 1. The Academic Senate Executive Team will appoint the chair or co-chairs for the Curriculum Committee
 - 2. The Chair(s) must be faculty

VIII. CURRICULUM COMMITTEE MEETING PROCEDURES

- A. **Quorum**: The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the approved voting membership, plus one.
- B. **Jurisdiction**: 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 Program and Course Approval Handbook (PCAH) and Title 5 regulations. Curriculum

proposals include:

1. Policies, procedures and standards to be applied in the development, approval, and review of the college curriculum
2. Additions, deletions, and modifications of courses and programs
3. Graduation requirements, including general education and major requirements and recommended changes.

C. **Approval Procedures:** Curriculum proposals may be approved in the following ways:

1. **Full Review:** Voice or counted vote at regular or emergency meeting for:
 - a. All new courses
 - b. All new programs
 - c. All substantive changes to courses as identified by the PCAH.
 - d. All substantive changes to programs as identified by the PCAH.
 - e. New college curriculum policies or procedures
 - f. Significant changes to college curriculum policies or procedures
2. **Consent Agenda Items** for changes to courses or programs which do not affect statutory or regulatory curriculum standards. These include:
 - a. Non-substantive; minor changes in catalog description, objectives, or content
 - b. Change in course title
 - c. Change in course number
 - d. Non-substantive revisions to degree or certificate programs
 - i. Title change
 - ii. Minor updates to catalog description
 - iii. Removal of obsolete/deleted courses
 - iv. Update to reflect state approved course title changes
 - v. Updates to reflect state approved course number changes
 - vi. Updates to reflect state approved course unit changes
 - vii. Addition/deletion of courses as a correction or because of other, out-of-discipline state approved course changes
 - viii. Unit total change
 - ix. TOPs code change within the same discipline
 - e. Online Addenda
 - f. Minor revisions updates to college curriculum policies and procedures
3. **Information Item Only/No Action:** Technical changes that can be implemented by the technical review committee include:
 - a. Changes in the text and/or instructional materials
 - b. Corrections to spelling, grammar, or format
 - c. Minor changes in methods of instruction, suggested assignments, or typical methods of evaluation
 - d. Minor revisions updates to college curriculum policies and procedures
4. **Summer Approvals:** During the summer months when the Academic Senate does not meet, the Technical Review committee (including the Curriculum Chair(s), Articulation Officer, and Curriculum Committee faculty for a minimum of five faculty members) may approve changes which qualify as Consent Agenda Items and submit directly to the Board of Trustees (BOT). All changes will come before the full Curriculum Committee for consent.
5. **First and Second Reading Requirement:** First and second reading of curriculum can be approved simultaneously by a majority vote.
6. **By-Law Revision:** Any amendment to the bylaws can be recommended to the Academic Senate for approval.

IX. CURRICULUM COMMITTEE AGENDA

- A. The Curriculum Committee agenda shall be posted in compliance with the Brown Act.
- B. The Curriculum Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.
- C. The Curriculum Committee agenda shall also include a listing of proposals for new and modified courses for first and second reading.
- D. The Curriculum Committee agenda shall also include a listing of proposals for new and modified programs and certificates.
- E. The agenda shall also include a listing of courses/certificates/programs proposed for deactivation.

X. CURRICULUM COMMITTEE MINUTES

- A. The Curriculum Committee minutes should include:
 - 1. Members present or absent at each meeting
 - 2. Areas that have not been represented for an extended period
 - 3. Date of the meeting
 - 4. Time the meeting began and ended
 - 5. Information items
 - 6. 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
 - 7. Motions made, seconded, and action taken
- B. The officially approved minutes shall be maintained in a permanent log in the Curriculum Office and posted on SharePoint under Curriculum.