**Laney College Curriculum Committee**

**Guidelines**

**FUNCTION**

As a standing committee of the Laney College Faculty Senate, the curriculum committee is responsible for the review and approval of curriculum. After curriculum committee approval, curriculum requests move through the Vice President of Instruction, the Council of Instructional Planning and Development (CIPD) and the Board of Trustees.

**RESPONSIBILITIES OF THE COMMITTEE**

* Review proposals for new courses and programs, course and program revisions and deactivations.
* Participate in the program review and accreditation review processes.
* Review and recommend changes in the general education and graduation requirements.
* Review course proposals for alignment with articulation requirements.
* Recommend procedures and policies affecting curriculum.
* Review and recommend changes to the college catalog.

**MEMBERSHIP AND TERMS OF OFFICE**

Membership shall be composed of the following standing members with unlimited terms:

* Vice President of Instruction
* Articulation Officer
* Head Librarian or designee
* Head Counselor or designee
* Faculty members shall be appointed or elected from each general education area, one person from basic skills, one person from learning communities and two representatives from CTE. Membership shall be confirmed by the President of the Laney Faculty Senate. Term of office shall be two years with half the representatives elected or appointed every two years. Representatives may serve more than one term.
  + One of those faculty members will also serve on the Learning Assessment Committee and be responsible for review of SLOs

Appointments or elections shall be held by April of each year for the following academic year.

The chairperson shall be elected from among and by committee members by April for the following academic year.

**The term of office for chair is 2 years.** There will be no limit on the total number of times a person may serve as chairperson, but no person shall serve more than two consecutive terms.

All members of the committee shall be voting members.

~~Elected or appointed members who miss three consecutive meetings without notifying the chair will be considered inactive.~~

Curriculum Committee members commit to regular attendance to facilitate proper functioning of the committee. Necessary absences need to be communicated to at least one of the Committee co-chairs by the member. Missing three or more meetings per semester constitutes grounds for dismissal from the Committee. A warning will be made by the co-chairs following a second absence. Following a third absence, the committee will consider and may take action on

possible dismissal from the committee if a quorum of the Committee agrees it is appropriate.

Dismissal is not automatic, but will depend on an action by the committee.

If an elected or appointed position becomes vacant during the school year, or a member becomes inactive, the chairperson will notify the President of the Faculty Senate within two weeks. The senate president will appoint a replacement to fulfill the remaining term. The senate president will notify the chairperson within one week of the appointment.

**PROCEDURES**

Regular meetings shall be held twice a month during the academic year.

All course proposals must be submitted electronically via the CurricuNet system.

The originator is responsible for monitoring the course in the curriculum process via CurricuNet.

The originator should discuss the course proposal with the department chair, department members, dean and division lead technical review faculty member.

The department/divisional discussion includes an evaluation of the appropriateness of the course to the educational plans of the department and/or division. Additional consideration should be given to: reasons for proposal; course content; number of units; approaches; and interdisciplinary appropriateness of proposed course.

If a proposed course is deemed interdisciplinary, discussions should be held with faculty in all affected areas prior to submitting the proposal to the curriculum committee. Written notes documenting the consultation should be attached to the course outline.

The curriculum committee will review proposals to align with educational plans and departmental goals as stated in program reviews. Additional evaluation criteria include, but are not limited to: departmental justification; appropriateness of course content to the community college; compliance with articulation guidelines; career technical education departments’ advisory board support; departmental faculty support; and interdisciplinary coordination.

All new stand-alone courses should start with a selected topic (temporary) course number 48, 248, 348. Each selected topic course may be offered for a maximum of three times. During the second or third time the course is offered, the department should decide if it wants the course as a permanent offering. If so, a revised and updated course outline and a request for course approval should be submitted to the curriculum committee. Enrollment/completion statistics for each time the course was offered should also be submitted. If approved for a permanent number by the curriculum committee and vice president of instruction, the request is forwarded to the district Council of Instructional Planning and Development (CIPD) and Board of Trustees for approval.

If there is a dispute regarding curriculum (preferably documented in comments on Curricunet), the curriculum chair and vice president of instruction will meet with the dean and the department chair/originator to attempt to resolve the dispute in advance {before} of curriculum committee meeting. The results of the meeting will be reported to the committee and attached to the outline. If no resolution comes out of the resolution meeting, the curriculum request will still move forward to curriculum committee.

The curriculum committee may approve, deny, or return course proposal(s) to the originator and department for further consideration.

Signed by

Sonja Franeta Amy Bohorquez

Academic Senate President Curriculum Committee

Approved by Faculty Senate September 2011