

I. PEOPLE, COMMITTEES, AND THEIR ROLES

A. Community:

Curriculum development and course offerings coincide with the mission of the college and ultimately meet the educational and vocational needs of its diverse community. Students take courses to pursue associate degrees and may transfer to colleges and universities earning bachelor, master, and doctorate degrees. Others obtain certificates and/or licensures for careers in vocational programs. Students also take courses at the community college for basic skills and for personal enrichment.

Community advisory committees may share their interests and needs and provide faculty and hiring committees with rationale for the initiation or development of comprehensive educational and vocational opportunities.

B. Faculty:

Curriculum development is faculty driven within their area of expertise and teaching discipline. With guidelines from Title 5 and local standards, faculty develop a Course Outline of Record (COR) which includes many items i.e. course title and description, course objectives, outline of subject matter, and provides representative textbooks, assignments and modes of assessment. The COR provides the community, students, and faculty information of the course thus providing continuity regarding content and rigor for the course. Although course development is originated by faculty, the approval process goes through the Division and College Curriculum Committees with final approval from the Board. Title 5 mandates that course review is every six years and every two years for CTE courses.

Faculty who desire to propose a distance education version of an existing course or a new distance education course should consult with the Distance Education Advisory Committee. Consultation with program directors and deans is necessary for faculty selection and course scheduling.

C. Instructional Departments:

Faculty within a department should consult with their Colleagues, Department or Program Director, and Division Dean when developing curriculum. Course offerings should coincide with the goals and mission of the department, division, and college. Communication with other departments and divisions may also be necessary when their courses are involved with students earning certificates and/or degrees. Other divisions also need to be consulted when the same course is offered from a different discipline.

D. Division Dean:

The dean is responsible for coordinating the development of all division curriculum and informing the Council of Academic Deans and Directors of curriculum developments that may affect other divisions.

The Dean is a resource person for regulatory guidelines, faculty load, weekly student contact hours (WSCH), lecture/lab ratios, fiscal implications, and related matters regarding curriculum proposals.

E. Division Curriculum Committees:

The DCC is a technical review committee and is responsible for the thorough review and approval of all division curriculum proposals. Division representation will include faculty members from each department who will bring discipline-specific expertise. The committee may also have non-voting members (e.g. administrative assistants, directors and/or deans). In addition to faculty representing departments within the division, these are some other possible representatives on the committee.

- CCC Representative: This person represents the division on the College Curriculum Committee and serves as a liaison and resource person for their division. This person may or may not act as the chair of the DCC.
- Division Counselor: The division counselor(s) serves as a resource person(s) for the division in such matters as transfer, articulation, associate degrees, certificates and student needs.
- Clerical Support: A member of the division's clerical staff, under the direction of the Division Dean and with the assistance of the CCC representative, is responsible for providing minutes of the DCC meetings. This person may also assist faculty with CurricUNET and data entry within CurricUNET.

DCC Technical Review Procedures:

- DCC Meetings: At least two regularly scheduled DCC meetings will be held in each division per semester. Meeting dates are to be forwarded to the CCC Chair no later than the first day of the Fall semester. All division faculty members and the Counseling Division are to be notified of DCC meeting dates. Minutes of the meetings are to be kept on file in the division office. Names of DCC members and meeting dates should be established at the end of the Spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year.
- In-Service Training: All DCC members will attend at least one in-service session each academic year. These in-service training sessions will be presented by members of the CCC and, when appropriate, by DCC members.
- Curriculum Review: DCC members will review curriculum in accordance with the Curriculum Handbook for El Camino College, the California Community Colleges Program and Course Approval Handbook, Title 5 of California Code of Regulations, and District policies. Curriculum appeals process (who is involved?)
- Course Review Planning: In consultation with Program directors, deans, and the Curriculum Advisor, DCC members will be involved in determining which courses are in need to be reviewed, reactivated, and/or inactivated. This plan will be submitted to the Curriculum Chair and Curriculum Advisor at the end of the spring semester for the next academic year.

F. College Curriculum Committee (CCC):

The CCC is responsible for the development and review of the College's curriculum and for ensuring that all curriculum meets local and state standards. The CCC is a standing committee of the Academic Senate as provided by the California Code of Regulations, Title 5, Section 55002. Review of curriculum proposals is based upon state regulations, local requirements, and the mission and objectives of the College.

The CCC will operate under its bylaws, relevant board policies, and the Academic Senate Constitution. The Chair of the CCC will regularly report the committee's activities to the Senate. The chair may convene ad hoc committees to formulate specific curriculum procedures or address specific curriculum concerns. Ad hoc committees will report their findings to the CCC. If a report to the Senate is deemed advisable, the chair shall provide a report and any recommendations. The Senate may also recommend that the chair form ad hoc committees to address Senate curricular issues. (Please see Appendix E for the CCC bylaws governing the CCC and the CCC membership.)

G. Curriculum Chair

The Curriculum Chair is a faculty member who's responsible for overseeing all curriculum proposals, including curriculum review, new courses, review of programs, and new programs. The curriculum chair also acts as the liaison between the College Curriculum Committee and the Academic Senate (both at the college and statewide), the DCCs, the Deans council, and the division. The Chair works closely with the curriculum advisor and the articulation officer to make sure curriculum complies with all Title V regulations, and is appropriate for the community college mission as well as for transfer (where appropriate). (See appendix E for CCC bylaws governing the election and duties of the CCC chair).

H. Curriculum Advisor

I. Articulation Officer

The Articulation Officer is the campus liaison to the segmental system offices and assists in the process of developing and reviewing coursework for transferability to the universities. The officer serves as a resource to faculty, academic, and student services areas providing information about course articulation proposals and acceptances. In addition, the officer is responsible to submit courses for C-ID, UC transferability, CSUGE, IGETC, and articulation for major preparation to the universities.