CURRICULUM COMMITTEE OPERATING AGREEMENT

Madera Community College

Approved

Academic Senate: 4/22/2022

Last Revision Approved by AS on 5/14/2021
Updated 3.14.2022; Approved by AS on 4/22/2022
Notice provided to College Council on 5/6/2022

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CURRICULUM COMMITTEE

The Curriculum Committee is responsible for formulating and recommending to Academic Senate policies and procedures related to the programs and courses offered by the college. The committee acts by means of careful study and open discussion to assure the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards, as well as with district policies and procedures, ensuring that program outlines of record (POR) and course outlines of record (COR) include the most updated student learning outcomes. Curricular matters are recommended to the Academic Senate and then to the district-level Education Coordinating and Planning Committee (ECPC) and forwarded directly to the Board of Trustees for final approval.

Purpose

The Curriculum Committee reviews, guides the development of, and approves curriculum and related matters such as program and course additions, deletions and modifications; periodically reviews program and course descriptions; considers impact on resources of courses and instructional programs; examines individual curriculum proposals as they relate to the balance of the curriculum and mission and function of the institution; assigns new course(s) to appropriate discipline(s); rules on course additions or deletions to the college's General Education list; rules on requests for additions or deletions to General Education lists for CSU and UC including transfer core curriculum; approves stand-alone courses; reviews, guides the development of, and approves and/or rejects degree and certificate programs; coordinates degree and certificate program requirements; review CORs for diversity, equity, inclusivity, and accessibility (DEIA); may be consulted to approve or deny substitution petitions for graduation requirements. It also provides training on curriculum processes to faculty and works closely with the Distance Education, Student Learning Outcomes, and Program Review Committees on curricular issues.

Accreditation Basis for Committee:

The "Purpose" statement above describes the functions and objectives of the Curriculum Committee. In addition to the College's intrinsic desire for continuous quality improvement, effective operations and assimilation of best practices, the committee adheres to the following accreditation standards:

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
  A. Mission (A.1)
  B. Assuring Academic Quality and Institutional Effectiveness (B.1, B.2, B.9)
  C. Institutional Integrity (C.1, C.2, C.4, C.6, C.13)
Standard II: Student Learning Programs and Support Services
  A. Instructional Programs (A.1, A.2, A.3, A.12)
Standard IV: Leadership and Governance
  A. Decision-making Roles and Processes (A.4)

COMMITTEE RESPONSIBILITIES

Review of Courses and Certificates/Degrees

The primary responsibilities of the Madera Community 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 Degrees, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education (CSU-GE), and certificate requirements. The Committee's recommendations shall be made to the SCCCD Board of Trustees through the Educational, Coordinating, and Planning Committee (ECPC).

Review of Prerequisites, Co-requisites, Advisories, and Anti-requisites

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

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.

Course/Certificate/Program Discontinuance

The Curriculum Committee participates in the review and evaluation of courses, certificates, and program for discontinuance. (Title 5 §51022 §55130).

Review of Discipline Placement

The Curriculum Committee reviews courses for discipline placement using faculty minimum qualification standards as set forth by the California Community College Chancellor's Office (CCCCO).

Review of Curriculum Committee Communication with College Community

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

Review and Evaluation of Madera Community College Curriculum Approval Process

The Curriculum Committee shall review and evaluate its approval process to ensure optimal curriculum approval at the local level. This shall include a review of facilities and technology

support needed to function as a committee, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

Creation of Curriculum Committee Procedures

Senate Responsibility for Curriculum

The governing board of each community college district shall:

"Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibilities in the areas of curriculum and academic standards [California Education Code, §70902 (b) (7)]."

Title 5 of the California Code of Regulations [§55002 (a) (1)] includes the following provisions regarding Curriculum Committees:

1. Every college or district must have one.
2. The committee must be either a committee of the Senate or a Committee, including faculty, mutually agreeable to College and Senate.
3. The committee makes recommendations on curriculum (including compliance of courses with state standards) directly to the local governing board through the district Educational Coordinating and Planning Committee (ECPC).
4. The committee must comply with shared governance requirements. This means, on curriculum issues, that the college must consult collegially in accordance with the Shared Governance Policy of the Board of Trustees (AR 3150).

The Curriculum Committee shall create a Curriculum Committee Operating Agreement (COA) to spell out the process of the Curriculum Committee's implementation of Title 5, the California Community College Chancellor's Office (CCCCO) mandates, State Center Community College Board Policies and Administrative Procedures, and suggested best practices from the Academic Senate of the California Community Colleges (ASCCC), and the COA shall be reviewed on an annual basis. The COA will ensure consistent application of process and procedures in meeting compliance. The COA will provide transparency to the college community regarding Curriculum Committee actions. The COA will be housed in a public forum as designated by the college to make the document available to all constituency Subcommittees.

CURRICULUM COMMITTEE VOTING MEMBERSHIP

The voting membership of the Curriculum Committee shall include:

A. One representative, appointed by each of respective instructional area/department and confirmed by the Academic Senate. The representative is expected to serve a 2-year

appointment:

1. Counseling and Learning Assistance
2. CTE, Health Sciences, Business
3. Composition, Literature, Languages
4. Social Sciences, Humanities, Fine Arts
5. Science, Technology, Engineering, Math
6. Faculty / Counselor representing Oakhurst (appointed by Academic Senate)
7. Articulation Officer
8. Adjunct Faculty (appointed by Academic Senate)

***There may be occasions when an area may not be able to provide a sitting member on the Curriculum Committee; however, that will be up to the department in question. It is the Curriculum Committee's position that each instructional area has the opportunity for equal representation.*

B. If instructional departments are added, deleted, or reconfigured, the updates will supersede the list provided in A.
C. An instructional department will be defined as a department that offers at least one instructional program.
D. 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.

CURRICULUM COMMITTEE NON-VOTING MEMBERSHIP

A. The following shall be considered standing advisory positions on the Curriculum Committee due to the nature of the curriculum approval process and will have one representative or designee as follows:

1. Curriculum Chair
2. Curriculum Analyst
3. Instructional Dean
4. Academic Senate President designee
5. Guided Pathways Coordinator designee
6. Program Review and SLO Coordinator designee
7. Distance Education Committee Chair designee
8. Equity Committee Faculty Chair designee
9. Admissions and Records representative
10. Financial Aid representative
11. Vice-President of Learning and Student Success (VPLSS)
12. Student Representative-1

A voting member may also represent an area listed in the non-voting membership.

CURRICULUM COMMITTEE AD-HOC SUBCOMMITTEES

Ad-Hoc Subcommittees may be used under specific circumstances such as large volumes of course outline and program outline submissions (more than 5 per discipline) requiring technical review or for general education review.

Technical Review Subcommittees

Responsibilities of the Technical Review Subcommittee include review of all curriculum proposals for compliance with PCAH guidelines, Title 5 minimum standards, stylistic and grammatical standards, and articulation issues.

INDIVIDUAL CURRICULUM COMMITTEE MEMBER RESPONSIBILITIES

Maintenance Duties:

1) Attend meetings as scheduled (2nd and 4th Monday 3:00 PM – 5:00 PM)
    a) Attempt to provide a proxy if they will not be able to attend (preferably a proxy with Curriculum Committee experience or training.)
    b) Notify the Department Chair/Academic Senate if a permanent replacement is needed
2) Review meeting items (POR and/or COR) and provide feedback prior to curriculum meetings
3) Review and approve minutes and agenda
4) Review and recommend approval of curriculum proposals using procedures defined in the CURRICULUM COMMITTEE MEETING PROCEDURES section below
5) Participate in resolving department concerns between presentation of curriculum proposals and first and second readings
6) Participate in training workshops to stay current with college policies and procedures for curriculum development
7) Communicate curriculum topics to constituent areas, including but not limited to:
    a) Curriculum process and procedures
    b) Curriculum dates and deadlines
    c) Resource location and access
    d) Initiatives affecting curriculum matters
    e) Topics of specific concern or interest to department faculty regarding new course or program justifications and substantive changes to courses or programs
8) Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures

CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES

General Responsibilities

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 (ECPC)

3. Take an active facilitative role in the development of innovative curricula
4. Oversee the updating of curriculum in relation to programs on campus
5. Communicate with various college constituency groups on curricular matters
6. Facilitate curriculum executive group (Chairperson, Co-Chair, Articulation Officer, Curriculum Analyst) to prioritize, work on special projects, and coordinate communication to help the functionality of the curriculum committee
7. Serve a two-year term as a chair

The co-chair shall:

1. Be considered "chairperson" in training and may become the chairperson upon conclusion of the chairperson's tenure through the Academic Senate election process
2. Serve as a backup to the chairperson and may act as a proxy should the chairperson not be available to attend meeting(s)
3. Aid the chairperson in curriculum workload
4. Ideally serve at least a one-year term prior to moving into the chairperson role
5. Serves as their area representative
6. Participates in the curriculum executive group (Chairperson, Co-Chair, Articulation Officer, Curriculum Analyst)

Maintenance Duties

The chairperson shall:

1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures
   A. Program and Course Approval Handbook
   B. Title 5
   C. CCCCO Regulations / ASCCC Guidance
   D. Diversity, Equity, Inclusivity, Accessibility
   E. Guided Pathways
   F. Program Review / Student Learning Outcomes
   G. Credit for Prior Learning
   H. Competency-Based Education
2. Become familiar with and provide ongoing support to faculty regarding the unique curriculum needs of the area / department
3. Oversee the maintenance of the college curriculum in collaboration with the Academic Senate, Curriculum Analyst, Office of Instruction, and VPLSS
4. Communicate to faculty regarding any curriculum regulation changes or course related issues and program impacts
5. Facilitate an assigned reading list for courses and programs to be reviewed if applicable
6. Plan, organize, and preside over Curriculum Committee meetings
7. Refer issues to the Curriculum Committee for discussion and consideration
8. Conduct periodic reviews of the college curriculum handbook and COA
9. Facilitate Ad-Hoc curriculum Subcommittees
10. Serve in an advisory role to other curriculum related committees

11. Attend monthly District ECPC meetings
12. Attend District ECPC Workgroup meetings
13. Attend state and regional curriculum meetings (e.g., Curriculum Institute, ASCCC Curriculum Regional Meetings)
14. Provide orientation and ongoing training for Curriculum Committee members and faculty
15. Assist faculty with course and program development

The co-chair shall:

1. Gain familiarity with the duties outlined in the duty and performance of the chairperson
2. Perform some of the duties and responsibilities of the chairperson as needed and agreed upon by both chairperson and co-chair
3. Attend curriculum executive group meetings
4. Attend monthly District ECPC meetings if available
5. Attend District ECPC Workgroup meetings if available
6. Attend state and regional curriculum meetings (e.g., Curriculum Institute, ASCCC Curriculum Regional Meetings)
7. Be informed and responsive to changes in Distance Education legislation / regulations / activities related to curriculum

Selection Procedure

1. The chair of the curriculum committee will be elected in compliance with the Academic Senate Bylaws and Constitution
2. Co-chair will be nominated and confirmed by the Curriculum Committee. The position will serve as training; the individual may run as the next chair
   - Process for co-chair nomination and voting:
     - A Microsoft Form will be sent out to curriculum members to nominate a member for co-chair position
     - At the close of the nomination period, the curriculum analyst will ask those who have been nominated if they accept the nomination
     - Those who accept the nomination will have their names on the ballot for the committee to vote on – the ballot is in a Microsoft Form
     - Those who have the most votes, or ran uncontested becomes the next curriculum co-chair
3. The chair and co-chair must be full-time faculty members

Reassigned Time

- Reassigned time given by the Academic Senate is shared between chairperson and co-chair; with the majority assigned to the chairperson
- Chairperson and co-chair will negotiate and agree with the range of the reassigned time (minimum of 1 LHE up to 3 LHE; more reassigned time may be negotiated should the workload of the co-chair exceed normal work expectations)

Reassigned time must be set prior to mid-October for the upcoming spring semester and mid-March for the upcoming fall semester.

CURRICULUM COMMITTEE MEETING PROCEDURES

Quorum: The meeting shall be called to order and action items addressed when a quorum exists. A simple majority of 50% +1 of the voting membership.

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 including but not limited to:

1. Meetings will adhere to the Brown Act rules
2. Policies, procedures, and standards to be applied in the development, approval, and review of the college curriculum
3. Additions, deletions, and modifications of courses and programs
4. All fields required by the PCAH as reflected in curriculum database management system
5. Graduation requirements, including general education and major requirements and recommended changes

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/programs
   b. All substantive changes to courses/programs as identified by the PCAH
   c. New college curriculum policies or procedures
   d. Significant changes to college curriculum policies or procedures
   e. All advisories such as prerequisite, co-requisite, advisories, anti-requisite (separate review and approval as noted in the agenda)
   f. All Distance Education (DE) requests or modification such as Fully Online (FO), Hybrid – Partially Online (PO) or Hybrid – Flex (OFI), 2-way live, and emergency only DE: Fully Online with Mutual Agreement (FOMA) and Partially Online with Mutual Agreement (POMA) (separate review and approval as noted in the agenda)
2. **Consent Agenda Items:** Changes to courses or programs which do not affect statutory or regulatory curriculum standards and are not in violation of the district intra-articulation guidelines. These include:
   a. Non-substantive; minor changes in catalog description, objectives, or content
   b. Non-substantive revisions to degree or certificate programs
      i. Title change
      ii. Minor updates to catalog description
      iii. Removal of obsolete/deleted courses
      iv. Updates to reflect state mandated course title changes
      v. Updates to reflect state mandated course number changes
      vi. Updates to reflect state mandated course unit changes
      vii. Addition/deletion of courses as a correction or because of other, out-of-discipline state mandated course changes
      viii. Unit total change
      ix. TOP code change within the same discipline

    c.   Minor revisions and/or updates to college curriculum policies and procedures
3. Information Item Only/Single Vote Action: Technical changes are limited to minimal non-substantive changes:
    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.   Addition or revision of Student Learning Outcomes
4. First and Second Reading Requirement: First and second reading of curriculum can be approved simultaneously by a majority vote **only if** there are no substantive changes from the original proposals.
    a.   Reading assignments may be used in the event of a large number of curriculum proposals.
    b.   Faculty are to review the curriculum proposals and provide feedback in the form of comments prior to the first read.

Faculty proposing the curriculum are responsible for making the corrections / addressing feedback prior to the Wednesday before the second read. *If the corrections are not made in a timely manner, their curriculum may be pushed to a later meeting date.*

5. Committee Actions: At a committee meeting, the following actions may be taken in response to curriculum proposals:
    a.   Approve as submitted.
    b.   Return proposal to faculty originator to make corrections, with the expectation that the proposal will be on the agenda for the next committee meeting.
    c.   Tentative approval pending additional corrections and/or completions by faculty originator and/or Department Chair.
    d.   Tabled for further discussion at a future meeting.
    e.   Deny approval due to major problems(s) with the COR and/or compliance with local, state, or accreditation mandates.

CURRICULUM COMMITTEE MEETINGS

The Curriculum Committee meets the second and fourth Mondays from 3:00 PM – 5:00 PM in AVI-101D in Madera and OC-10 in Oakhurst as a 2–way live meeting.

The committee reserves the right to change dates, times, and location but will adhere to the Brown Act guidelines. The committee will evaluate meeting dates and times based on needs and will announce any changes to routine meetings at the start of the semester.

CURRICULUM COMMITTEE AGENDA

The Curriculum Committee agenda shall:
    A. Be posted in compliance with the Brown Act.

B. Include a list of curricular issues requiring discussion and a vote of the committee.
C. Include a listing of proposals for new and modified courses for first and second reading.
D. Include a listing of proposals for new and modified programs and certificates.
E. Include a listing of courses/certificates/programs proposed for deactivation.
F. Include a listing of Distance Education requests.

NOTE: At the beginning of each meeting, members have the option of requesting that a consent agenda item be moved to full review.

Discussion items (i.e., committee discussion held, but formal action not usually required):
- Curriculum updates from Chancellor's Office or other regulatory bodies.
- Committee reports.
- Policy and procedure issues.
- Curriculum Committee goals and projects.
- Training for Curriculum Committee members.

Information items (i.e., action not required):
- Updates to Articulation.
- Guided Pathways update.
- Minor corrections (typos, grammatical corrections).

CURRICULUM COMMITTEE MINUTES

A. The Curriculum Committee minutes should include:
   a. Members present or absent at each meeting
      - *If departments/areas have not been represented for an extended period (as defined by missing more than 2 months and with no proxy), departments/areas will have an opportunity to nominate another representative*

   b. Date of the meeting
   c. Time the meeting began and ended
   d. Information items
   e. 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
   f. Motions made, seconded, and action taken *(people making the motions are not identified in the meeting minutes, but are noted in Curriculum Analysts Notes)*
B. Minutes Mailing List
   a. The minutes of the Curriculum Committee are customarily provided electronically to:
      i. Curriculum Committee Members
      ii. Department Chairs
      iii. Office of Instruction including Deans
      iv. College President
      v. Curriculum Analysts in the District
C. The officially approved minutes shall be maintained in a permanent log and posted electronically in MyOrgs where all faculty and the public can access them.
D. The Curriculum Analyst will be responsible for scheduling meetings and recording and maintaining minutes.