

# Curriculum Committee Process

## Guidelines for Curriculum Committee Agenda Items

### Purpose

These guidelines provide an orderly process for developing and submitting items to the Curriculum Committee (CC) for consideration, for the CC to review and make decisions about the items, and for the items to be implemented. The guidelines are intended to make CC meetings more effective and efficient by ensuring that materials are well developed and thoroughly reviewed in a timely manner before being presented to the CC. The guidelines place primary responsibility for the development and review of materials with the appropriate program or working group, which may be a Faculty Inquiry Group (FIG), rather than with individuals as has been the case in the past. In this way, agenda items will be completely developed and thoroughly reviewed prior to CC submission. The guidelines also provide a step-by-step process for submission and review by the CC in order to make the process more streamlined and to provide opportunities for feedback and adequate consideration prior to decision making.

### Initiating the Process

The proposal for an item for CC consideration, such as the creation or revision of a course or program, or creation of a new academic policy or definition, may originate with an individual, a program group, an academic department, a FIG, an administrative group, the Academic Standards Committee, or it may be a deliverable of a grant. Regardless of the source of the proposal, items for consideration by the CC are to be developed by the appropriate program or working group or FIG in the absence of an appropriate program or working group. Items are to be reviewed by all appropriate stakeholders prior to submission to the CC. Groups developing proposals are to consult with the Dean of Academics and Distance Learning (hereafter, the Dean) if it is not clear which stakeholders need to be involved. Groups and individuals developing items for submission are to consult with the Chair of the Curriculum Committee (hereafter, the Chair) to obtain guidance and support in developing materials. In many cases, particularly for more complex proposals, the Chair or Dean will require that the group work with the Academic Program Developer or other appropriate staff to develop the proposal. Groups should consult with the Dean to determine appropriate timelines for submission to ensure that the item is implemented when needed, such as for inclusion in the college catalog or for inclusion in the quarterly class schedule. Note that the process described in this document only addresses items submitted for CC review and approval. The CC agenda may also include discussion items, which are not for CC approval. Discussion items provide information only, such as informing the CC about decisions made outside CC that affect the CC. More complex items, such as creation of an entirely new program of study, may also be discussed at CC prior to a formal proposal presentation. The purpose of the discussion in this case is to orient the CC about the scope of the upcoming proposal so that the CC can make a more informed decision. The Dean and the Chair decide when to include a discussion item on the CC agenda.

**Steps in the Process** – The following steps outline the process for developing, submitting, reviewing, approving, and implementing a proposed item:

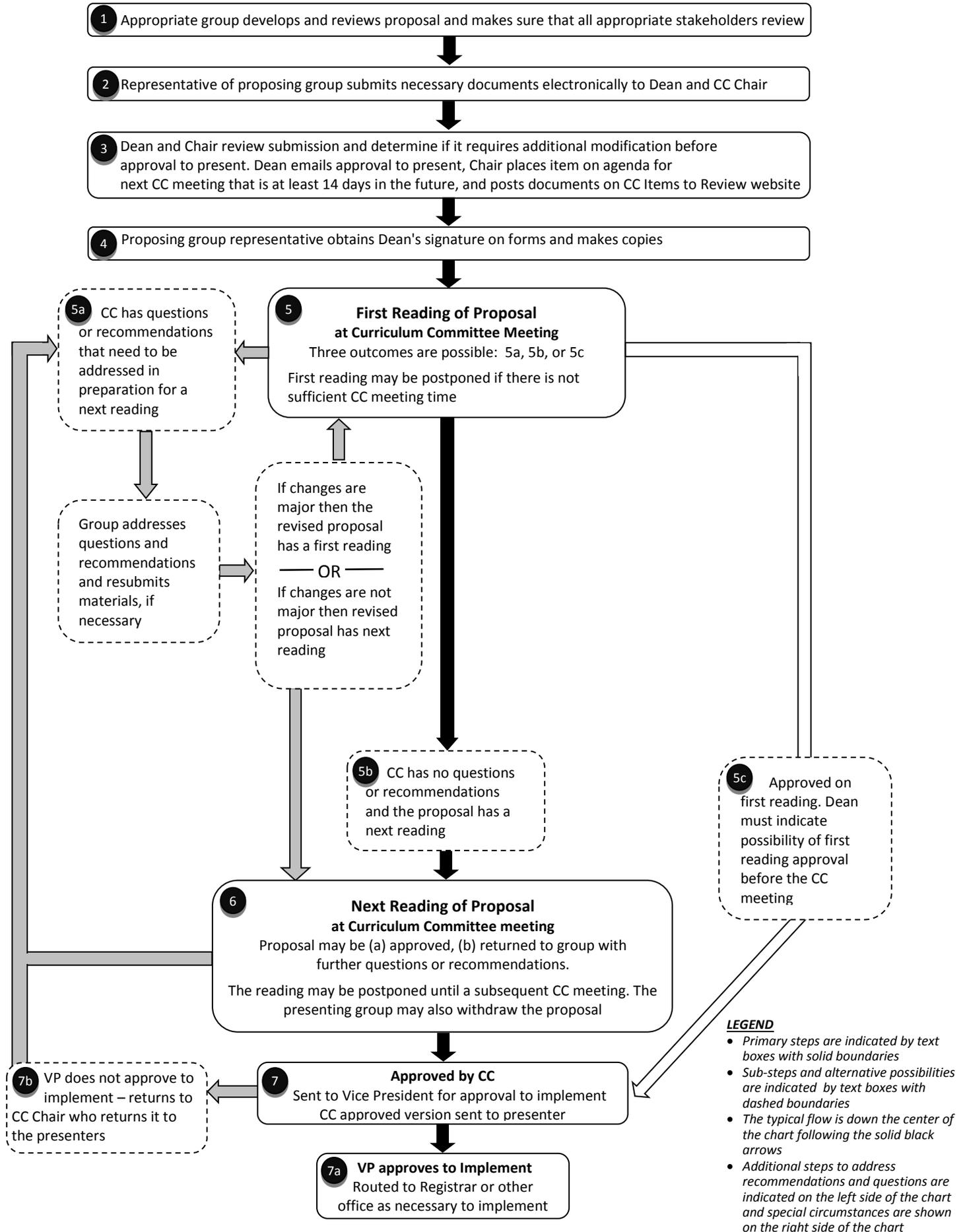
1. The appropriate group develops and reviews all the materials associated with the proposed item prior to submission to the CC. The duration of this step depends on the complexity of the proposal and which stakeholders need to be included in the process. This step may include consultation and review by the Academic Program Developer or other staff designated by the Chair or Dean to aid the group in document preparation. Prior to submitting the proposal the group ensures that:
  - a. all of the required forms and supporting documents are accurate and complete;
  - b. the proposal, including all required forms and documents, has been reviewed by the group members and group members are familiar with its content;

- c. the proposal aligns with the College's mission, strategic plan, institutional outcomes, appropriate program outcomes, and any other relevant guidelines; and
  - d. appropriate stakeholders have been consulted, have reviewed, and have had the opportunity to provide input to the proposal.
2. A representative of the group submits all necessary documents electronically to the Dean and the Chair for review and requests that the item be placed on the CC agenda.
3. The Dean and Chair review the submission and may have the group consult with the Academic Program Developer or other appropriate staff to ensure that the submission is accurate and complete. Once the Dean deems that all of the submitted documents are accurate, complete, and ready to present, the Dean emails the representative of the proposing group and Chair indicating approval to present the item to the CC. The Chair then places the item on the CC agenda and posts the documents on the "CC Items to Review" website and makes them available for comment. Note that the Chair will place the item on the agenda of the next CC meeting that is a minimum of 14 days after the Dean's approval to present the item. The Chair may allow items to be placed on the agenda for a meeting that is less than 14 days following the Dean's approval in exceptional circumstances after consultation with the Dean.
4. The group making the proposal is responsible for obtaining the Dean's signature on the appropriate printed CC forms and for submitting the signed printed forms and all required documentation to the Chair at least two days prior to the CC meeting when the item is to be presented. The representative of the group is also responsible for bringing 15 copies of all forms and supporting documents to the CC meeting for distribution to attendees.
5. The proposed item receives a first reading at the Curriculum Committee meeting at which it is scheduled unless it is postponed because there is not sufficient time at the CC meeting to be considered. In this case it is placed on the agenda for the next CC meeting for a first reading. The purpose of the first reading is for the CC to review the proposal, ask questions of the presenters, and for the CC to provide specific, actionable recommendations to presenters in preparation for a next reading. The CC does not normally consider approving proposals on a first reading unless the Dean has communicated to the Chair prior to the CC meeting that the item can be considered for approval on a first reading. In this case, the Chair will explain to the CC that the item may be considered for approval on a first reading before the item is discussed at the meeting. The typical reason for allowing approval after a single reading is when the proposal is so simple that it does not require additional review. It may also be considered for approval on a first reading when the item is so urgent that it cannot, for good cause, be delayed. Here are the three possible actions the CC may take after a proposal receives a first reading:
  - a. The CC identifies questions or has recommendations that must be addressed before the item will be considered for a next reading. In this case, the CC refers the item back to the presenting group with instructions to address specific actionable questions or recommendations. The presenter is responsible for recording the CC's questions and recommendations that need to be addressed if the presenter is in attendance at the first reading. If the presenter is not in attendance when the questions and recommendations are discussed, the Chair will email the questions and recommendations to the presenter as well as identify any other steps that are necessary, such as working with particular staff to update materials prior to the next reading. If the questions or recommendations require major changes to the proposal, as determined by the Dean, the Chair, or the presenting group itself, the item may be returned to CC as a new proposal and receive a

first reading. The presenter must email all revised materials for review at a next reading to the Dean and Chair a minimum of two days before the date of the CC meeting when the item is to be presented and must obtain the Dean's signature on any forms that have changed since the previous reading.

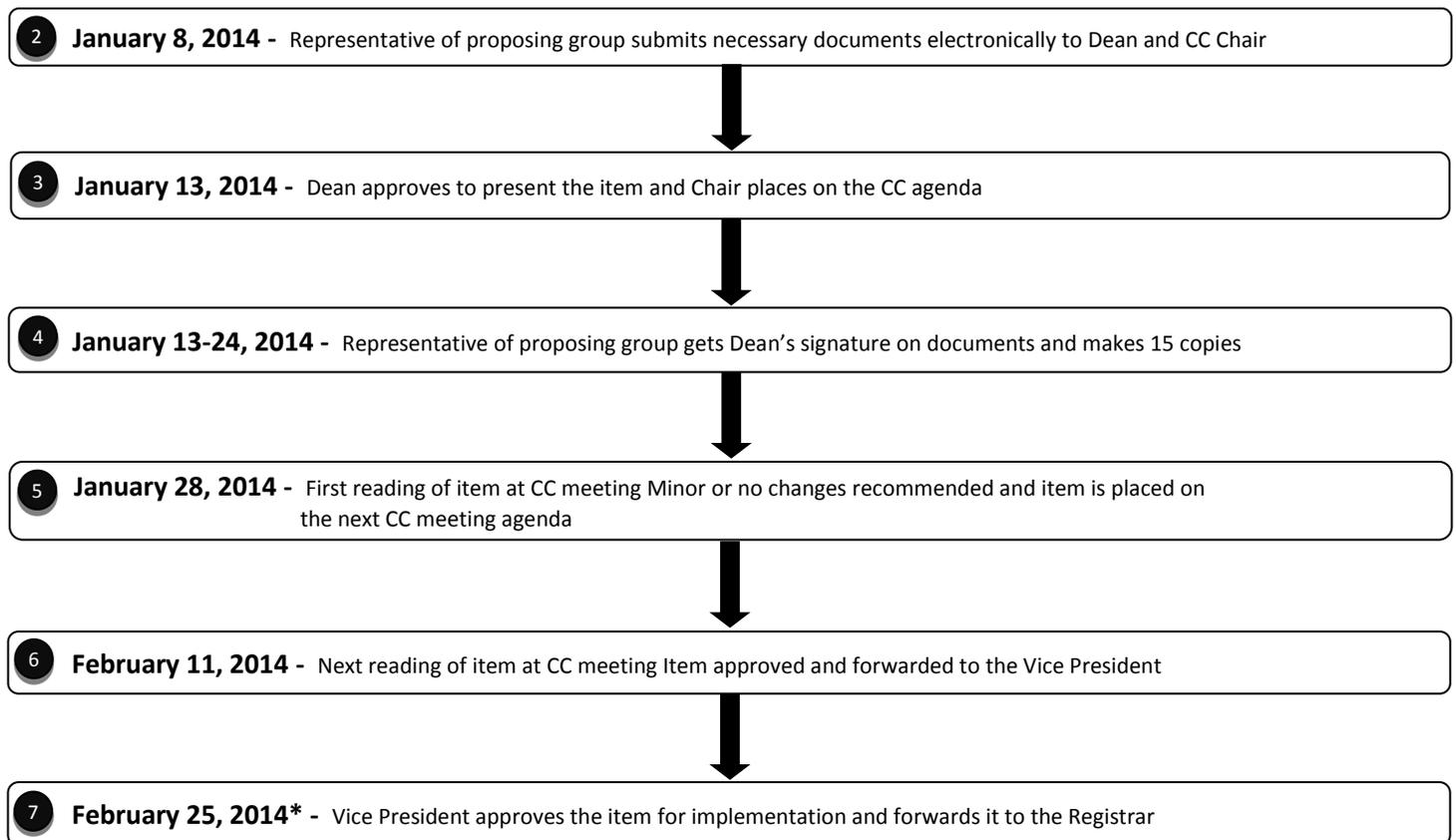
- b. The CC considers the proposal adequate and does not have further questions or recommendations that need to be addressed prior to the next reading. In this case, the Chair will place the item on the CC meeting agenda for a next reading and indicate in the CC minutes that there were no questions or recommendations that need to be addressed. The Chair will communicate this information to the presenting group if a group representative is not in attendance at the CC meeting when the item is discussed.
  - c. The item is approved on a first reading in the case where the Dean has decided to shorten the process to a single reading. In this case, the process skips to the CC approval step below. The item is then forwarded to the Vice President for Instruction and Student Services who determines whether to approve implementation of the item or not.
6. The proposed item receives a next reading at the subsequent CC meeting unless there is insufficient meeting time, in which case it is postponed until the subsequent CC meeting. The presenting group may decide that it needs to delay the next reading until a later date, in which case the Chair will place the item on the agenda for the soonest available CC meeting that occurs after the presenter informs the Chair that the item is ready for a next reading. The presenter is responsible for bringing 15 sets of the most recent version of the materials to be reviewed at this reading. As a result of this reading the CC may either: (a) approve the proposal as presented or with minor alterations which are indicated on the approved documents by the Chair, or (b) not approve it and return it to the presenting group with further recommendations or questions to be addressed in a future reading. In this case, the presenter returns to step 5a above. In this case, the Chair will place the item on the next CC meeting agenda for a further reading after the group makes the necessary modifications. The presenting group may also choose to withdraw the proposal at any time.
7. Once the proposed item is approved by the CC the Chair forwards the approved version to the Vice President of Instruction and Student Services for approval to implement. The Chair also sends the CC approved version of the materials to the presenter. There are two possible actions the Vice President may take:
- a. The Vice President approves implementation of the item. In this case, the Vice President forwards the item to the Registrar or other appropriate office for implementation. If errors in the proposal are identified after the Vice President approves implementation, the item may be corrected and implemented without further CC action if the errors are minor (e.g., grammar or typos) and do not alter content. A final copy of the corrected item is sent to the presenters, Vice President, and Registrar. If the errors are major, as determined by the Dean and the Chair, the Chair returns the item to the presenting group to address the issues, and then the item is reconsidered as a first or next reading by the CC, depending on the magnitude of the changes.
  - b. The Vice President does not approve implementation of the item. In this case, the Vice President returns the item to the Chair identifying questions or recommendations that must be addressed by the presenters. The Chair returns the item to the presenters with instructions. The item may then be reconsidered by the CC for a first or next reading, depending on the magnitude of the required changes.

# The Curriculum Committee Process can be Represented as the Following Flowchart



## Example Timeline for the Curriculum Committee Process

The following timeline uses actual dates from Winter quarter 2014 to describe how long the Curriculum Committee process is likely to take from the date the proposal is submitted to the Dean and Chair to date the Vice President sends it to the Registrar for implementation. This example assumes that the proposing group has completed step 1, that the Dean approves the proposal for presentation at the next CC meeting, and that only minor or no updates are recommended at the first reading at the CC meeting. In cases in which the proposal is sent back to the proposing group in step 3 or step 5 the process will typically take an additional 14 or more days to complete.



In general, the process from step 2, submission to the Dean, through step 7, receipt by the Registrar, will take between 28 days and 48 days, depending on when the meetings are scheduled (typically two weeks apart), and what additional updates and review are required by the Curriculum Committee.

\* Note about step 7 - The amount of time for the Vice President to review and approve the item for implementation is not defined in the Curriculum Committee process. The amount of time for this step is determined by the Vice President's availability and whether the Vice President decides to consult with others prior to approving the item for implementation. Typical times for this step are one to fourteen days.