

## Curriculum Committee

### Function

The primary responsibility of the Curriculum Committee is the development, renewal and recommendation of curriculum to be approved by the Academic Senate and Board of Trustees. The Curriculum Committee oversees the development of new courses and programs, and modification of existing courses and programs, and approves, for recommendation the course outlines of record and new program applications for those courses and programs.

In order to meet its responsibilities, the Curriculum Committee will perform the following:

- ◆ Review and approve degree-applicable credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Review and approve non-degree credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Review and approve non-credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Ensure that each proposed or existing course, delivered by distance learning, shall be reviewed and approved separately according to the District's certified course approval procedures
- ◆ Ensure compliance with standards for course and program approval set forth in the *Curriculum Standards Handbook*
- ◆ Recommend prerequisites, co-requisites and advisories that are approved in a separate action from the course approval
- ◆ Ensure that credits (units) awarded are commensurate with hours required
- ◆ Review and approve the requirements for educational programs for recommendation to the Academic Senate and Governing Board
- ◆ Recommend submissions for the Hartnell college Associate Degree General Education patterns, CSU and IGETC
- ◆ Serve as a resource for the transfer and articulation of courses and programs regarding curriculum issues
- ◆ Serve as a resource for the catalog and class schedule
- ◆ Serve as a resource regarding curriculum issues for the campus
- ◆ Ensure documentation of curriculum committee activities
- ◆ Ensure that all members of the Curriculum Committee are knowledgeable concerning State standards and requirements for curriculum review and approval
- ◆ Develop curriculum policies and procedures for recommendation to the Academic Senate

## Outcomes/Products

- ◆ Recommendations for curricula and programs go to the Academic Senate and submitted to the Governing Board for approval
- ◆ Recommendation of policy and procedures related to curricular and programmatic matters go to the Academic Senate and submit to the Governing Board for approval
- ◆ Recommendations for submission on Hartnell College associates degree, guaranteed educational pattern, CSU and IGETC

## Membership

- ◆ Faculty chairperson (Elected by committee for a 2-year term) 1
- ◆ Vice President for Instruction 1
- ◆ Academic Dean 1
- ◆ Faculty members:
  - Fine Arts/Social Science 2
  - Math/Science/Nursing 2
  - Occupational Education 2
  - Physical Education 1
  - Counseling 1
  - Library 1
- ◆ Articulation Officer 1
- ◆ Director of Enrollment Services 1
- ◆ Ex Officio: Student

**Chair:** Including the Faculty Chair, the Curriculum Committee will be comprised of the above listed individuals. The Senate, in accordance with Title 5, will appoint all faculty.

Faculty terms will be three years, with one third of the positions replaced each year. The instructional administrators will select the dean and determine the length of their term.

## Meeting Schedule

The curriculum Committee will meet on the first and third Thursday of each month from 2:00-4:00 p.m. during academic year. During the spring semester, the 2<sup>nd</sup> monthly meeting may not be needed. Other meetings may be called when necessary.

## Receives Information from:

- ◆ Faculty and administrators through the academic discipline or division

**Makes Recommendations to:**

- ◆ The Academic Senate
- ◆ The Governing Board

**Decision-Making Protocol**

- ◆ This committee will follow Robert's Rules of Order. Fifty percent of the membership will constitute a quorum.

**Clerical Support**

- ◆ Clerical support will be provided for this standing committee