The Life Cycle of College Curriculum

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Curriculum Development

- Faculty develop curriculum by initiating the revision, proposal or deactivation process in eLumen. Collaboration is sought from dean/director, department members & district-wide stakeholders. Faculty utilize collaborative feedback to edit/alter curriculum throughout the development process.
- NOTE: New program proposals must follow the initiation process detailed in AP 4020.
- After faculty submit curriculum in eLumen, the "campus community" has one week to review & comment prior to dean/director (& DE coordinator) final review.
- Once reviewed by dean/director (& DE corrdinator) curriculum is reviewd by the Technical Review & Curriculum Committees.
- Faculty have the opportunity to make final edits/revisions prior to presenting curriculum for approval at the next available Curriculum Committee meeting.
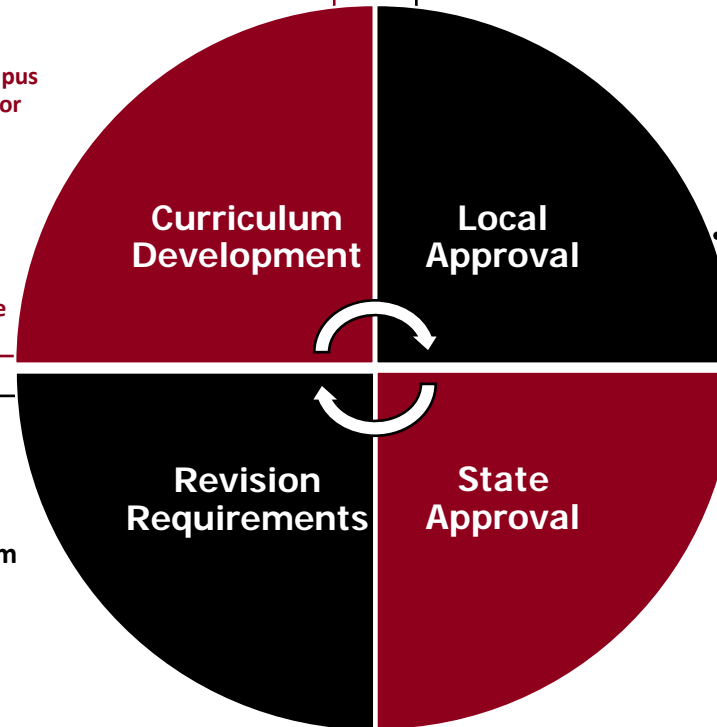
Local Approval

- The local approval process occurs in 3 stages: 1) Curriculum Committee; 2) Academic Senate and; 3) Board of Trustees.
- Faculty present developed curriculum to the Curriculum Committee at the pre-determined meeting date. The Curriculum Committee discusses & votes to approve, table or reject presented curriculum. Approved curriculum advances to be approved or opposed by the Academic Senate at the next available meeting date. Finally, the Board of Trustees approves or opposes curriculum previously approved by the Academic Senate & Curriculum Committee.
- The Curriculum Committee & Academic Senate meet twice per month & the Board of Trustees meet once per month during the Fall & Spring Semesters.

Revision Requirements

- State & Federal regulations require curriculum to undergo periodic revision.
- Courses: 5 years
- Non-short-term vocational/CTE Programs: 5 years
- Short-term Vocational & CTE Programs: 2 years
- Reference: AP/BP4020 Program, Curriculum and Course Development & AP4021 Program Revitalization, Suspension, or Discontinuation.

State Approval

- Curriculum approved by the Board of Trustees is submitted to the Chancellor's Office for external review. Most curriculum is automatically approved. However, new course & degree proposals & substantial course revisions can take 4-8 weeks.
- Curriculum requesting articulation (courses accepted for University Credit toward a baccalaureate degree and fulfill GE or Major Preparation requirements) requires a separate approval through Assist. Curriculum requesting C-ID also requires a separate approval.

Roles & Responsibilities of College Curriculum

Faculty

Faculty are responsible for initiating curriculum development and revision as well as seeking collegial consultation/collaboration.

Title 5, Section 53200(c) – commonly known as the "10+1" – defines the "academic and professional matters" charged to the Academic Senate as:

1. Curriculum, including establishing prerequisites and planning courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding the student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Processes for program review;
9. Processes for program review;
10. Processes for institution planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.

Distance Education Coordinator

The Faculty DE Coordinator reviews all DE Addenda attached to a course revision or proposal for approval.

Dean or Director

The dean or director is responsible for reviewing curriculum submitted by faculty and approving the curriculum to continue moving forward in the process.

Technical Review Committee

The Technical Review Committee is responsible for reviewing curriculum, specifically MIS data elements and scheduling impacts.

Curriculum Committee

The Curriculum Committee is responsible for reviewing curriculum presented by faculty authors (or designated representative) at their regular meeting. The committee votes to approve, table or reject curriculum. Academic Senate and Board of Trustees review summarized actions taken by the Curriculum Committee.

Academic Senate

At their regular meeting, the Academic Senate is responsible for reviewing a summarized report of actions taken by the committee. The Curriculum Chair attends the meeting to address any questions posed by senators.

Board of Trustees

At its monthly meeting, the Board of Trustees reviews the summarized curriculum report and votes to approve or oppose the actions of the Academic Senate/Curriculum Committee.

Chancellor's Office

The Chancellor's Office is responsible for approving curriculum submitted by the College. Most curriculum is automatically approved, however new curriculum proposals, substantial revisions and ADT's can take about 4-8 weeks for full approval. The Chancellor's Office also maintains a full database of all courses and programs (active or inactive) at all CCC's.

ACCJC

The Accrediting Commission for Community & Junior Colleges (ACCJC) is responsible for reviewing curriculum practices at the College to ensure compliance of Ed. Code Title 5 and the Program and Course Approval Handbook. If a degree or certificate has greater than 50% of its requirements available via distance education, the College is required to file a substance change with the ACCJC. For more information, speak with the office of the VP of Instruction.