

## Specific Functions of the Curriculum Committee

- PHILOSOPHY AND OPERATIONAL ADOPTION AND DEVELOPMENT OF THE COLLEGE'S CORE COMPETENCIES. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation in developing and reviewing curriculum and coursework.
- REVIEW, APPROVE AND DISAPPROVE CURRICULUM
  - The Curriculum Committee makes recommendations by approving or disapproving credit and non-credit new course and new program proposals, course and program revisions and course and program deactivations.
- REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES (Title 5 §55003)
  - The Curriculum Committee reviews prerequisites, co-requisites, and advisories. Requisites and advisories are separately reviewed and approved by the Curriculum Committee.
- REVIEW OF DISTANCE EDUCATION CURRICULUM
  - The Curriculum Committee reviews and approves courses delivered by distance education (DE). DE courses are separately reviewed and approved by the Curriculum Committee.
- REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION
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- CREATE CURRICULUM COMMITTEE PROCEDURES
  - The Curriculum Committee creates Curriculum Committee Procedures (CCPs) when necessary to spell out the process of implementation of Title 5, the Chancellor's Office (CO) mandates, West Valley College's Board Policies or Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs ensure consistent application of process and procedures in meeting compliance. They provide transparency to the college community regarding Curriculum Committee actions. The CCPs will be reviewed and approved by the Curriculum Committee and the Academic Senate. The CCPs are available on the West Valley College Curriculum Committee's webpage.

## Curriculum Committee Standing and Subcommittees

- A. Standing Committees
  - 1) Technical Review Committee

The Technical Review Committee shall consist of the Curriculum Chair, the Articulation Officer, the Dean of Instruction, and the Curriculum Analysts.

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

- 2) Curriculum Guidance Committee

The Curriculum Guidance Committee shall consist of Curriculum Chair, the Articulation Officer, the Dean of Instruction, Curriculum Analysts.

Responsibilities of the Guidance Committee are to advise and assist faculty and departments in the development of new course and program proposals that supports the College's Mission, supports local college goals, meets the needs of the college's students and enhances student access, follows best practices conducive to course and program articulation, and complies with state mandates, California Ed Code and Title 5 requirements.

The Curriculum Guidance Committee also embraces the concept of faculty academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation.

- B. CURRICULUM COMMITTEE SUBCOMMITTEE
  - 1) General Education Review Subcommittee

- Vice Provost and Dean of Instruction (ex officio)
  - Provost and Vice President of Academic Affairs (ex-officio)
  - Articulation Officer
  - Records Officer (ex officio)
  - Student Representative (ex officio)
  - Representative from each division:
    - School of Language Arts
    - Library
    - School of Health and Human Development
    - School of Professional Studies
    - School of Art and Design
    - School of Science and Math
    - School of Social Sciences
    - Student Services
- B. Election of Representatives

Faculty from each division is entitled to elect one voting representative by secret ballot, who will be confirmed by the Academic Senate. Additional non-voting members may be recommended by a vote of the majority of division faculty and approved by the Curriculum Committee and the Academic Senate.

C. Term of office

The term for representative will be for 2 academic years and will commence at the beginning of fall semester. The election will be held during the spring semester of the year preceding the beginning of the term of office. In the case of a mid-year vacancy, a new representative election may be held by secret ballot at the time of the vacancy and confirmed by the Academic Senate.

D. Recall of representatives

A division may remove a representative at any time by a majority vote of those voting by secret ballot. A petition containing the names of at least 1/3 of the members of the area will cause the area to hold a recall election.

E. Election of the Chair and Vice-chair of the curriculum committee

1) Chair

- a) The curriculum committee will elect one of its members to serve for 2 academic years from August to August.

2) Vice chair

- a) The curriculum committee will elect one of its members to serve for 2 academic years.

3) Recall of the chair

- a) The committee may remove or replace its chair at any time by majority vote of a quorum of the committee. If the chair is removed the vice chair will preside.

E. Duties of the Membership

- 1) Attend all meetings of the committee.
- 2) Advise their division or area on committee issues.
- 3) Advise their division or area on procedures for initiating new courses, revising courses , etc.
- 4) Advise their division or area on procedures for initiating new programs, revising programs, etc.
- 5) Review course proposals prior to their submission to the committee to ensure conformity with title 5, institutional requirements, etc.
- 6) Facilitate solutions to questions that might arise from course outline discussions and program discussions at curriculum committee meetings.
- 7) Review meeting minutes.
- 8) Review curriculum presentations and issues with respective constituency.
- 9) Participate in resolving concerns between the first and second reading of curriculum proposals.
- 10) Stay current with reading of course and program approvals in curriculum management database.

F. Duties of the chair

- 1) Plan, organize, and preside at Curriculum Committee meetings.
- 2) Attend Tech Review and Curriculum Guidance Committee meetings.
- 3) Act as liaison between the committee and the Academics Senate; attend Academic Senate meetings to present curriculum approvals and present updates.
- 4) Represent the committee to the Governing Board.
- 5) Prepare and publicize the agenda.
- 6) Review and edit minutes.
- 7) Oversee the maintenance of the college curriculum:
  - a) Notify the faculty when course and program revisions, etc. must be presented to the committee and tech review committee in order to meet schedule and catalog deadlines. During the prior spring semester the committee will establish its calendar for the next academic year. The chair will notify the faculty of this calendar before the end

- 1) Plan, organize, and preside at Curriculum Committee meetings in the event the chair is unable to be present.
- 2) Assume the chair position in the event the chair is removed from office.

## Quorum and the Brown Act

The Curriculum Committee is a Standing committee of the Academic center and is therefore subject to the rules of the Brown Act.

- 1) No official business can be transacted unless a quorum is present. Only informational items may be presented in the absence of a quorum. A quorum of the committee is 50% of the voting membership, plus 1.
- 2) Committee action shall be by voice vote or roll call.
- 3) It is required that all ayes, nays and abstentions on motions be attributed to each member casting a vote.
- 4) The affirmative votes of a majority of the quorum are required for approval of a proposal
- 5) 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 Title 5 regulations.
- 6) Substitutions of voting curriculum members are limited to members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.
- 7) If there is a tie vote of the quorum, the issue will be tabled for further discussion.
- 8) The committee meeting agenda must be publicized 72 hours prior to the meeting and posted outside the Board of Trustees meeting room.
- 9)

10) When one reading of a proposal is required, the committee will discuss and vote on the proposal at 1 meeting.