
College of Alameda
College Curriculum Committee By-Laws *Ratified: November 2, 2010*

1. Article I – Function

- a. The Curriculum Committee (CC) of College of Alameda is a standing committee established and appropriately constituted by mutual agreement of the Academic Senate and the College Administration in accordance with Title V.
- b. In all matters pertaining to curriculum, the CC acts as an advisory body to both the College of Alameda Academic Senate and the Vice President of Instruction. Recommendations from the CC are then forwarded to the District Council of Instruction, Planning and Development (CIPD), Chancellor, Board of Trustees, and, when applicable, to the State Chancellor.

2. Article II – Charge

- a. The charge of the CC includes those responsibilities delegated by the Academic Senate¹, those under delegated approval authority granted by the State Chancellor, those accorded by Title V/AS 1725, and those specified in the State Curriculum Standards Handbook and the PCCD Program and Course Approval Manual.
- b. In general, the CC is responsible for planning and policy formulation in the areas of curriculum and instruction, certificates, degrees, general education requirements and certification, course and program approvals.
- c. Specifically, the responsibilities of the CC include the following:
 - i. Under delegated approval authority granted by the PCCD Board of Trustees: to review and approve experimental selected topics courses (48/248/348/648/748/848/948) and scheduling.
 - ii. Under delegated approval authority granted by the State Chancellor: to review and approve (1) new degree and non-degree credit courses not part of approved program; (2) substantial changes to existing program; (3) stand alone courses, and (4) repeatability for specified courses before being forwarded to CIPD for final review and approval.
 - iii. To provide oversight of courses/programs needing review under delegated approval authority by (1) reviewing and evaluating existing offerings (including course content, prerequisites, co-requisites and recommended preparation) to promote and assure rigor, effectiveness, currency and innovation in curriculum; and (2) in coordination with the Institutional Effectiveness Committee (IEC), to aid in the evaluation of Program Reviews and Unit Plans; and (3) ensure that all course outlines of record are on file and meet Title V standards and requirements.) *

¹ Pursuant to Title V, Section 53200, California Administrative Code, the Academic Senate is the representative body of the faculty whose primary function is to represent the faculty members of the College of Alameda on academic and professional matters. "Academic and professional matters" means policy development and implementation matters in eleven areas: Areas (1), (2), (4) and (9), and delegated by the CoA Academic Senate to the CCC: (1) Curriculum, including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (4) Educational program development; and (9) Processes for program review and evaluation.

