

College of Alameda

Curriculum Committee By-Laws *Ratified: September 4, 2018*

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 PCCD Board of Trustees and the State Chancellor, those accorded by Title V/AB 1725, and those specified in the most current edition of the State Program and Course Approval 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 requirement 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 all curricular offerings, including their establishment, modification, or discontinuance. (BP 4020, AP 4020)

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), are delegated by the COA Academic Senate to the CC: (1) Curriculum, including establishing prerequisites and placing courses within disciplines; (2) Degree and Certificate requirements; (4) Educational programs development; and (9) Processes for program review and evaluation.

- 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 programs, (2) substantial changes to existing program, (3) stand-alone course, 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 the Title V standards and requirements.
- iv. To ensure that courses are in compliance with the PCCD Uniform Course Numbering System and, in general, provide guidance in assuring the COA Catalog – relative to curriculum issues – is accurate, clear, and accessible as to Program and Course Descriptions.
- v. To review and approve all new and revised curriculum (specifically course/program changes and course/program additions) before forwarding additions and revisions to the CIPD and, to the Board of Trustees for final review and approval.
- vi. To review and approve COA Institutional Vision and Mission – including Institutional Learning Outcomes (ILO), Program Learning Outcomes (PLO), and Student Learning Outcomes (SLO), as these pertain to the maintenance and promotion of rigorous and innovative quality curriculum; and to review and recommend changes in general education and graduation requirements.
- vii. To engage in process evaluation of the curriculum review, approval workflow process (e.g. in curriculum and learning outcome evaluation software systems); and to review, refine and recommend procedural and policy changes affecting curriculum.

3. ARTICLE III – MEMBERSHIP

- a. Composition of the CC membership shall be as follows:

Member	Faculty ²	Adm.	Classified	Student	Voting	Non-Voting
Science, Technology, Engineering, Art, and Math (STEAM) 3 Reps	X X				X X	
Liberal Studies and Language Arts (LSLA) 3 Reps						
Career Education (CE) 3 Reps	X				X	
At-Large Representatives 3 Reps	X				X	
Student Services 1	X				X	
Articulation Officer	X				X	
Chair of Counseling or Delegate	X				X	
Head Librarian or Delegate	X				X	
ASCOA Representative				X	X	
Academic Specialist			X		X	
Dean, STEAM		X				X
Dean, LSLA		X				X
Dean, CE		X				X
VP of Instruction		X			X	
VP of Student Services		X				X
Academic Senate President	X				X	
Curriculum Committee Chair	X ²				X ²	
Curriculum Committee Vice Chair	X ²				X ²	
	17	5	1	1	20	5
Total Membership:					24	

b. Appointments, Vacancies, and Elections

² No faculty shall have the right to more than one vote regardless of position held or area(s) represented.

- i. During March of each academic year, the CC Chairperson will inform the Academic Senate President of any vacancies for the following academic year. The Academic Senate President shall, with Academic Senate approval, appoint faculty members to fill those vacancies. Academic Senate appointments will be forwarded to the CC Chairperson by April 30.
- ii. Terms are in two-year increments and are renewable. While respecting experience, encouraging continuity, and supporting demonstrated commitment to the Committee of senior members; as other faculty members express an interest, they should be considered for appointment by the Academic Senate President, with Academic Senate approval, to fill vacancies in order to afford the Committee variation in perspectives.
 1. Appointed members who miss two consecutive meetings without notifying the CC Chairperson will be considered inactive, and their position on the Curriculum Committee will be considered vacant.
 2. The Academic Senate may decline to renew, or choose to revoke, a member's appointment for demonstrated cause (e.g. violation of faculty standards for professional ethics and practice) after good faith attempts to remedy the cause(s).
 3. When an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CC Chairperson will notify the Academic Senate President who shall, within two Academic Senate meetings or 45 days, appoint a replacement to serve the remainder of the term of the original appointee.
- iii. The terms of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting after their appointment.
- iv. A faculty member shall be elected CC Chairperson from among CC members by CC members. The term of office is two years. No person may serve more than three consecutive terms as Chairperson unless authorized by the Academic Senate.
- v. Each May, a faculty member shall be elected CC Vice-Chair from among CC members by CC members. The term of office is one year. The Vice-Chair acts as Chairperson in the absence of the CC Chair; and replaces the Chairperson if the position becomes vacant before the end of the normal term of the office of Chairperson.

c. Duties and Responsibilities

i. CC Chairperson³

1. Provide training and consultation to faculty and staff involved in curriculum development and revision.
2. Serve as liaison for CurriQunet META training, questions, and issues at the college.
3. Facilitate submission of degrees and certificates by the administration to the State Chancellor's Office.
4. Support Curriculum Committee.
5. Work with the Curriculum Specialist to prepare and distribute Curriculum Committee Agenda 72 hours in advance (in compliance with the Brown Act). Post to the College or Curriculum Web Site.
6. Review to ensure all curriculum elements are complete and appropriate.
7. Review to ensure any changes to degrees or certificates are submitted at the same time as any courses being changed that directly affect the program (e.g., units, titles).
8. Facilitate curriculum committee meetings.
9. Final edit of minutes from local curriculum committee meetings.
10. Work with Curriculum Specialist to develop agenda for CIPD and ensure it is submitted to CIPD.
11. Review CIPD agenda sent out by District to ensure proposals are accurate.
12. Forward CIPD agenda to department chairs who may have an interest in the other college's agendas.
13. Schedule guests to attend CIPD to answer questions about proposed curriculum as needed.
14. Represent the college at CIPD and present the curriculum actions.
15. Work with Curriculum Specialist to ensure all approved curriculum is finalized in CurriQunet META.
16. Document all originator steps in the work flows under "My Approvals" in CurriQunet META.
17. Participate in District Curriculum Chairs Meetings and activities.
18. Represent the college at the monthly District Curriculum Chairs meetings.
19. Provide input to District policies and procedures which directly affect curriculum.
20. Coordinate CurriQunet META changes on a district level prior to requests being submitted to CurriQunet META.

ii. CC Members⁴

1. Attend all scheduled curriculum committee meetings.

³ Per the Peralta Program and Course Approval Process Manual page 119

⁴ Per the Peralta Program and Course Approval Process Manual page 124

2. Review and approve curriculum using CurriQunet META.
3. Document all curriculum committee member steps in the work flows under My Approvals in CurriQunet META.
4. Review proposals for new courses and programs, course and program revisions, and deactivations to ensure academic standards are maintained.
5. Participate in the program review and accreditation review processes.
6. Review course proposals for alignment with articulation requirements.
7. Review proposals for alignment with Career Technical Education (CTE) goals and requirements.
8. Review proposals for alignment with educational plans and departmental goals as stated in program reviews.
9. Review proposals for appropriateness of course content for a community college.
10. Recommend procedures and policies affecting curriculum.
11. Review and recommend changes to the college catalog.
12. Mediate curriculum disputes at the college that have not been resolved by faculty and administration prior to being placed on the Curriculum Committee agenda. The curriculum committee may approve, deny, or return course proposal to originator and department for further consideration.
13. Review and recommend changes in the graduation requirements to the GE Subcommittee of CIPD.
14. Provide guidance, advocacy, and oversight for the college's curriculum by ensuring that it is academically sound, comprehensive, and responsive to the evolving needs of the community and to the college mission and goals.
15. Provide leadership for innovation in teaching and learning and in curriculum development at the college.

4. ARTICLE IV – MEETINGS

- a. The CC shall meet on the first and third Tuesday of each month of the academic calendar.
- b. Additional meetings may be called as needed, by the Chairperson and/or a quorum of the CC.
- c. CC meetings shall be open to the public (as a sub-committee of the Academic Senate, the CC is a Brown Act meeting).
- d. A quorum shall be 50%+ 1 of current active members.
- e. In general, Robert's Rules of Order (modified to facilitate actual functioning conditions of the committee) shall prevail in all CC meetings, except when otherwise provided.

5. ARTICLE V – AMENDMENT OF THE BY-LAWS

- a. Amendments to these By-laws may be initiated in the same way that any other motion is initiated by the CC members.
- b. Proposed amendments to the CC By-laws, following its usual rules for passage of motions, shall be submitted in writing at a regular meeting and shall be adopted when favorable votes are cast by a simple majority of the CC membership.

6. ARTICLE VI – RATIFICATION

- a. These By-laws shall become operative when approved by two third (2/3) of the CC current active members, and shall remain in effect until amended or revised.
- b. The College President, Academic Senate, and College Council shall each receive a copy of the CC By-laws and any amendments as they are adopted.

Revisions:

5/1/2018

11/12/2010

5/1/2018

9/4/2018: Modified faculty membership and student voting rights; added.3.c.i, 3.c.ii