

Compton College Curriculum Committee

1. COLLEGE CURRICULUM COMMITTEE STRUCTURE

Composition of the College Curriculum Committee

Voting Members

- Two (2) Faculty Members from each division (Divisions 1, 2, and 3)
- One (1) Dean
- One (1) Division Chair
- One (1) Faculty Counselor
- One (1) SLO Coordinator
- One (1) Distance Education Coordinator
- One (1) Librarian

Non-voting Members

- One (1) Articulation Officer
- One (1) Chief Instructional Officer/Vice President of Academic Affairs
- One (1) Curriculum Analyst
- One (1) Evaluator
- One (1) Student Representative
- One (1) Curriculum Committee Chair
 - The committee chair is a non-voting member of the committee, except to break a tie.

Voting Representatives

Voting representatives shall be two faculty members from each academic division, one dean, one division chair, one full-time faculty counselor, Student Learning Outcomes (SLO) coordinator, Distance Education (DE) Coordinator and one full-time librarian.

Non-Voting Representatives

Representatives who serve on the College Curriculum Committee (CCC) who are non-voting members shall include, but are not limited to, articulation officer, Chief Instructional Officer (CIO)/Vice President of Academic Affairs (VPAA), curriculum analyst, evaluator and student representative. The CCC chair is a non-voting member, except to break a tie vote.

Terms of Representatives

The term of a faculty CCC representative shall be three years. The elections will be staggered so that one third of the representatives are elected each year.

Election of Faculty Representatives

The election process shall be initiated by the Academic Senate. The senior senator of the division will work with the dean and division chair to conduct the election. CCC elections for full terms shall take place in the fall semester of the last year of a term. Only full time faculty are eligible to vote for a faculty representative.

Should a CCC representative not complete his or her term, the replacement shall be elected for the remainder of the term.

Chief Instructional Officer Representative

The Vice President of Academic Affairs (VPAA) is the Chief Instructional Officer (CIO). The VPAA has the ability to appoint a designee to fulfill the responsibilities of the CIO.

Division Dean Representative

The division dean representative will be appointed for a three-year term by the VPAA.

Should the dean representative not complete his or her term, the VPAA or the designee shall appoint a replacement for the remainder of the term.

Responsibilities of the College Curriculum Committee

1. The CCC is responsible for the development and review of the college's curriculum and for ensuring that all curriculum meets local and state standards as outlined in the Chancellor's Office's *Program and Course Approval Handbook*. The CCC is a standing committee of the Academic Senate as provided by the California Code of Regulations, Title 5, Section 55002. Review of curriculum proposals is based upon state regulations, local requirements, and the mission and objectives of the college.
2. The CCC will operate under its bylaws, relevant board policies, and the Academic Senate constitution. The CCC chair will regularly report the committee's activities to the Senate.
3. The CCC chair may convene ad hoc committees to formulate specific curriculum procedures or address specific curriculum concerns. Ad hoc committees will report their findings to the CCC. If a report to the Senate is deemed advisable, the chair shall provide a report and any recommendations. The Senate may also recommend that the chair form ad hoc committees to address Senate curricular issues.

Responsibilities of College Curriculum Committee Members Include:

1. Regular and punctual attendance at all meetings.
2. Attend at least one in-service training session each academic year.
3. Knowledge of current curriculum procedures and policies.
4. Careful study and review of all curriculum proposals in advance of meetings.
5. Assistance to faculty with curriculum issues and proposal preparation.

College Curriculum Committee Chair

The College Curriculum Committee (CCC) chair is a faculty member who is responsible for overseeing all curriculum proposals through the curriculum review process, including curriculum review, new courses, review of programs, and new programs. The curriculum chair also acts as the liaison between the CCC and the Academic Senate (both at the college and statewide). The chair works closely with the curriculum analyst and the articulation officer to make sure curriculum complies with all Title 5 regulations, and is appropriate for the community college mission as well as for transfer (where appropriate).

The faculty chair is elected by the Academic Senate and approved by the Chief Instructional Officer. The term of office is three years and is renewable for 2 consecutive terms.

Appointment of CCC Chair

In the event that the chair cannot serve, then the Academic Senate President shall appoint, in mutual agreement with the CCC, a chair who shall serve for an interim period not to exceed 6 months.

Duties of CCC Chair

The faculty chair receives reassigned time and secretarial support to complete the following duties and responsibilities:

1. Serves as a resource person to assist faculty in the development of curriculum proposals.
2. Reviews all curriculum proposals for technical accuracy, discipline assignment, and works with department chairs and course authors to make necessary corrections.
3. Develops a recommended curriculum committee schedule for the year.
4. Schedules and conducts the pre-curriculum review meetings.
5. Prepares curriculum committee agendas and conducts committee meetings.
6. Works with the curriculum analyst.
7. Report at the regular Academic Senate meetings on actions of the CCC and curriculum issues.
8. Attend meetings with the VPAA or designee and the curriculum analyst and others as appropriate.
9. Functions as a liaison with the Distance Education Advisory Committee and other committees as appropriate.
10. Attend curriculum workshops at the local, regional, and state levels.
11. Participate in developing the annual curriculum calendar.
12. Perform additional duties as mutually agreed upon by the CCC and CIO or designee.

2. OPERATIONAL PROCEDURES

Quorum for Meetings

To transact business at a committee or subcommittee meeting, a quorum shall consist of 50% plus 1 of the faculty membership of that committee or subcommittee.

Attendance Requirements

Members unable to attend a meeting should notify the CCC chair for an excused absence. When a CCC faculty representative has more than two consecutive, unexcused absences, the chair shall notify the division's dean that the division interests and concerns are not being adequately represented. In order to ensure the participation of non-voting members of the CCC, when any of those members have more than two consecutive unexcused absences, the chair and VPAA or the designee shall notify the appropriate administrator that the College's curriculum may be compromised by the non-voting member's lack of involvement and representation.

Meeting Times

The regular meetings of the CCC shall take place during the fall and spring semesters on the first and third Tuesdays of the month from 2:30pm-4:00 p.m. Adjustments to the regularly scheduled meeting dates may be made by a majority vote of the CCC. Adjustments to the meeting times may be requested by the CCC chair. Meeting times may be extended as long as a quorum exists. Special meetings may be called by the CCC chair as necessary.

3. ROLES AND RESPONSIBILITIES OF REPRESENTATIVES

Division Faculty Representative

1. The division faculty representatives are responsible for thorough study and review of all curriculum proposals.
 - a. Curriculum development is faculty driven within their area of expertise and teaching discipline. With guidelines from Title 5 and local standards, faculty develop a Course Outline of Record (COR) which includes many items i.e. course title and description, course objectives, outline of subject matter, and provides representative textbooks, assignments and modes of assessment. The COR provides the community, students, and faculty information of the course thus providing continuity regarding content and rigor for the course. Faculty who desire to propose a distance education version of an existing course or a new distance education course should consult with the Distance Education Advisory Committee. Consultation with program directors and deans is necessary for faculty selection and course scheduling.
2. Faculty responsibilities for new course or program proposals must:

- a. Propose course or program revisions including selected topics.
- b. Make course or program proposals for inactive status.
- c. Ensure that course outlines (and the conditions on enrollment, if they apply) are updated at least once every 6 years or 2 years for CTE courses.
- d. Ensure that the division reviews and verifies the accuracy of all course and program information listed in the catalog and in CurricUNET META prior to the spring catalog publication date.
- e. Archive courses that the division has not been able to offer at least once every two years.
- f. Ensure appropriate discipline assignments for every proposal.
- g. Review all proposals for accuracy.

Division Chair

1. In consultation with the dean, recommend scheduling and assigning and/or canceling classes after faculty consultation in conformance with the college's standards and practices.
2. Recommend curriculum development, modification and deletions, and supervising the selection and development of course materials in accordance with student learning outcomes and other objectives approved by the CCC.
3. Consult with faculty in the various disciplines, appropriate experts, and others to coordinate curriculum development or service improvement efforts within the Division and with other Divisions.

Student Learning Outcomes and Assessment Coordinator

1. Conduct Student Learning Outcome (SLO) review to ensure compliance with program and institutional learning outcomes for every course and program reviewed by the CCC.
2. Act as a liaison between the CCC and the Student Learning Outcomes and Assessment Committee.

Distance Education (DE) Coordinator

1. Review all curriculum proposals with proposed Distance Education components and conducts DE subcommittee review.
2. Review all curriculum proposals with appropriate form for technical accuracy and compliance with current regulatory, writing, and content standards related to Distance Education.
3. Function as a liaison between the curriculum committee and the Distance Education faculty subcommittee.

Division Dean

1. Each division dean in conjunction with the division chair is responsible for coordinating the development of all division curriculum with its faculty. The

division dean must work with the faculty to ensure that the necessary facilities and equipment are available to support the new curriculum. They serve as a part of the technical review committee and are responsible for the thorough review and approval of all division curriculum.

2. The division dean submits the proposed course or program to the Chief Instructional Officer.

Curriculum Analyst

1. Maintains all curriculum files.
2. Submits curriculum materials for local and state approval.
3. Maintains the curriculum database and forms in CurricUNET META.
4. Facilitates CurricUNET META and related technology training for all committee members and faculty authors.
5. Provides advice and guidance to the Chief Instructional Officer and to the College Curriculum Committee on curriculum related issues, such as: Education Code regulations, Title 5 compliance, course numbering sequence, and prerequisite regulations.
6. Maintains the curriculum handbook and develops recommended procedures and forms for the processing of curriculum materials.
7. Prepares and submits an annual report of committee activities for the Academic Senate.
8. Records College Curriculum Committee meeting minutes.
9. Distributes minutes to all committee members within two weeks following a meeting, but no later than two days before the next scheduled meeting.
10. Compiles agendas and materials and posts them, preferably by the Friday prior to the scheduled meeting but no later than three days prior to the scheduled meeting.
11. Works with the CCC chair to prepare and distribute committee documents and reports.
12. Works with the VPAA/CIO to prepare the curriculum items to submit to the Board of Trustees.

Chief Instructional Officer

1. Provides leadership in developing and maintaining curriculum.
2. Reviews all curriculum proposals to ensure congruence with the mission, need, quality, feasibility and compliance requirements of Title 5.
3. Approves all changes in academic courses and curricula.
4. Authorizes courses and/or programs to be offered.
5. Approves all Selected Topics.
6. Works with CCC chair to carry out committee responsibilities.
7. Prepares the necessary board items to ensure that all curriculum is board approved in a timely manner.

Articulation Officer

1. Facilitates articulation with public and independent colleges, universities, and other community colleges.
2. Develops, updates, and maintains all articulation agreements and related materials used to advise students on academic majors, degrees, and transfer requirements.
3. Serves as a consultant to counselors and instructional faculty on issues related to articulation.
4. Facilitates participation in the Course Identification (C-ID) Numbering System.
5. Participates in statewide meetings pertaining to articulation and transfer.
6. Keeps counselors and instructional faculty informed on matters related to articulation.
7. Serves as a consultant to Admissions and Records staff in evaluating transcripts and certifying students for graduation.
8. Assists the curriculum analyst with editing the transfer and graduation information in the schedule of classes, the college catalog, and the catalog supplements.
9. Works with the appropriate college personnel to maintain an accurate Master Course File database.
10. Maintains and regularly updates the ASSIST database.
11. Ensures that required ASSIST reports are filed accurately and on time.

CCC Librarian Representative

1. The CCC librarian representative serves as a liaison between the CCC and the Library.
2. The representative is responsible for thorough study and review of all curriculum proposals to assess stated course needs for textbooks, periodicals, or new library resources or acquisitions.
3. In addition, the librarian may recommend additional information resources to faculty authors.

Student Representative

1. Associated Student Body (ASB) Commissioner of Classes and Curriculum or designee.

Counselor

1. Serves as a resource person for the department in such matters as transfer, associate degree, certificates, and student needs.

4. OTHER CONSIDERATIONS

CCC Subcommittees

The CCC chair may convene ad hoc committees to formulate specific curriculum procedures or address specific curriculum concerns. Ad hoc committees will report

their findings to the CCC. If a report to the Academic Senate is deemed advisable, the chair shall provide a report and any recommendations. The Senate may also recommend that the chair form ad hoc committees to address Senate curricular issues.