

# **Crafton Hills College Curriculum Committee Policies and Procedures**

## **I. Statement of Philosophy**

In concert with the mission of the college and the district, the Curriculum Committee, as a committee of the Crafton Hills College Academic Senate, serves several functions. The committee is dedicated foremost to ensuring the quality and rigor of all courses offered at the college. The committee also serves as facilitator for all faculty in the development of curriculum that meets the standards the college has set for itself. The committee also ensures that all courses and programs meet state and district mandates for legal, accreditable curriculum. The committee further assumes a leadership role in the development of curriculum, encouraging and participating in innovative curricular ventures. The committee must create consistent guidelines, to facilitate the curricular process and to ensure the integrity of all instructional courses and programs at Crafton Hills College.

## **II. Duties and Functions**

- A. At the discretion of the Crafton Hills College Academic Senate, the Curriculum Committee is responsible for reviewing, assessing, approving, and recommending all proposed additions, changes, and deletions to the curriculum of Crafton Hills College. The committee's recommendations will be made to the SBCCD Board of Trustees in the manner designated by law or Board policy.
- B. The committee may initiate a study of any area of curriculum development and recommend deletions, improvements, or expansions of courses and programs.
- C. The committee may study and recommend changes in graduation requirements, general education patterns, occupational, certificate, transfer, or degree programs and courses.

## **III. Membership**

- A. The committee will be constituted of certificated faculty and other staff and students as determined by the CHC Academic Senate. In addition, the Vice-President of Instruction, Dean of Humanities and Social Sciences, Dean of Mathematics, Science, Health and Physical Education, Dean of Career and Technical Education, Dean of Technology and Learning Resources and Dean of Student Services/ Counseling and Matriculation, Director of Admissions and Records, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog Data Specialist, District Information Technology and MIS Representative, and a student representative will serve as ex-officio members.
- B. The CHC Academic Senate has determined the majority of the Curriculum Committee will be faculty, with at least ten faculty members, (each department being encouraged to send at least one representative), serving staggered three-year terms, so that no more than one-third of the membership will be new in any given year. At least one of the faculty members on the committee must also be a member of the Educational Technology Committee. There will also be one voting representative from Counseling; one voting representative from DSP&S; and one voting representative from Articulation. Members of the committee may serve multiple three-year terms.

#### **IV. Subcommittees**

- A. The committee will divide itself into at least two Content Subcommittees to review all Course Outlines of Record before they are submitted for consideration by the committee at large. Each committee will consist of at least 2 faculty members, as well as the appropriate dean or assistant dean. The Preview Subcommittees will be responsible for ensuring that:
  - 1. All Course Outlines of Record are complete;
  - 2. All courses requiring prerequisites, co-requisites, or departmental recommendations have the proper and necessary levels of scrutiny required by the District Policy on Prerequisites, Co-requisites, and Recommended Preparation.
  - 3. All content is of the appropriate college level quality.
  - 4. Course objectives are measurable.
  - 5. There are no significant grammatical or spelling errors in the course outline.
- B. Members of the Content Subcommittee may also help faculty to amend any deficiencies in their proposal.
- C. If the course outline contains distributed education delivery methods, the outline will also be submitted to the Educational Technology Committee.
- D. The Chair of the committee may establish other ad hoc subcommittees as the need arises. Such subcommittees will disband whenever their particular charge has been completed.

#### **V. Management**

- A. The committee will be chaired by a faculty member elected by the committee, at the first meeting of March of the year prior to his or her term, which extends from August through July. The committee's choice must also be ratified by a majority vote of the CHC Academic Senate
- B. The Chair will receive 0.40 reassigned time for the duration of their term.
- C. The Office of Instruction will maintain the secretariat for the committee.
- D. The committee will meet twice a month during the regular academic year and at such other announced times as often as it finds necessary.
- E. A quorum will be defined as one-half the voting members of the committee.
- F. All procedures, rules for curriculum proposals, and channels for submission will be determined by vote of the committee and will be explained in the CHC Curriculum Handbook.
- G. A member of the committee will act as the on-site administrator for the CurricUNET website. This administrator does not have to be the chair of the committee.

## **VI. Oversight**

The Crafton Hills College Academic Senate will review and approve the processes of the committee and give general directions for its work.

## **VII. Procedures**

- A. Any faculty member can initiate a proposal to add, change, or delete courses from the curriculum of Crafton Hills College. All proposals must be submitted through CurricUNET, be fully finished, and be of college level quality. Keep in mind that Course Outlines of Record serve as contracts between the college and all outside agencies, including other colleges, the state Chancellor's office, and all accrediting bodies. They also serve as contracts between the college and the department; the department and the instructor; and the instructor and students.
- B. Before submitting any proposal to the committee, the originator must talk with other faculty in the appropriate discipline(s):
  1. The other faculty support the idea, and the originator submits the proposal into the CurricUNET system.  
- or -
  2. To determine if the other faculty do not support the idea:
    - a. The idea dies.  
- or -
    - b. The originator, feeling that the proposal has merit, can submit it into the CurricUNET system and the faculty who did not support the proposal can indicate their non-support to the Curriculum committee in the CurricUNET system.
- C. Once in the CurricUNET system, the proposal will follow the appropriate automated approval process which is outlined in the appendices of this document.
- D. When a proposal is approved by the Curriculum committee, the Office of Instruction will prepare the necessary documents for Board of Trustees meeting and also submit copies to the San Bernardino Community College District Conjoint Curriculum Committee for review, regarding possible unnecessary duplication of program(s) and to maintain the California Community College Management Information Systems (MIS) course data elements.
- E. Expedited Course Approval/Imminent Need. Proposals submitted after the deadline will be considered on a case-by-case basis, with priority given to those cases where the timing is due to external agencies.
- F. Curriculum committee meetings shall be conducted according to the most recent edition Roberts' Rules of Order.