

ADMINISTRATIVE REGULATIONS  
ON CURRICULUM AND INSTRUCTION

4005.

4005.1

The Vice President, Academic Affairs, shall administer these regulations.

4005.2

Nature of Curriculum: The courses and programs developed by the departments of the college shall relate directly to the educational mission of the California community colleges and to the mission of Long Beach City College.

4005.3

Educational Plans: The curricula as developed by the various departments shall be consistent with the college's Strategic Plan, Strategic Enrollment Management Plan, and educational plans of the departments.

4005.4

Faculty and Student Input: Curriculum development is primarily the responsibility of the faculty, but appropriate student, administrative, and community involvement shall also be reflected.

4005.5

Articulation: Deans and department heads shall ensure proper articulation of new courses and programs with other educational institutions through consultation with the Articulation Officer and with their peers at the educational institutions involved.

4005.6

Committee on Curriculum and Instruction: The Committee on Curriculum and Instruction, herein referred to as the Curriculum Committee, is the primary recommending body on curriculum and instruction. It is a standing committee of the Academic Senate. As appropriate, recommendations of the Curriculum Committee shall be forwarded to the office of the Vice President, Academic Affairs for formatting and review, and through this office to the Superintendent-President for placement on the agenda of the Board of Trustees. The President of the Academic Senate shall then present Curriculum Committee proposals to the Board of Trustees for information or approval.

A. Compliance: The procedures used to review, recommend, approve, and implement courses and instructional programs shall comply with the provisions of Title 5 and guidelines from the Chancellor's Office and in consultation with Academic Services.

B. Functions

1. Review and make recommendations regarding new courses, courses to be inactivated, and modifications in existing courses.

2. Review and make recommendations regarding the feasibility, appropriateness, and need for proposed educational programs.
3. Review and make recommendations regarding the appropriateness, need, effectiveness, and priority of existing educational programs.
4. Review and make recommendations regarding the appropriateness, need, and priority of proposed and existing courses within existing programs.
5. Review and recommend modifications in Associate degree requirements and areas of emphasis, and recommend courses to fulfill the CSU and Intersegmental General Education Transfer Curriculum.
6. Recommend new academic policies.
7. Review and recommend modifications to existing degrees, proficiencies, curriculum guides, and programs of study.
8. Review and recommend modifications in academic policies.
9. Review and approve modifications in academic procedures, regulations, and standards of good practice.
10. Approve new academic procedures, regulations, and standards of good practice.
11. Assist in informing college faculty of new and revised academic administrative regulations, policies, procedures, and standards of good practice.
12. Oversee the operation and effectiveness of the subcommittees of the Committee on Curriculum and Instruction.
13. Remain current on issues regarding curriculum and instruction.
14. Disseminate information and train faculty and administrators regarding curriculum and instruction.
15. Annually review information in the college catalog, the official legal document describing all courses, curricula, degrees, and educational policies and programs of the district, to determine the accuracy of information on curriculum and instruction.

C. Meetings

1. Curriculum Committee and subcommittee meetings shall be held regularly, and meeting schedules and locations shall be published in advance.
2. Minutes, summaries, and consent agendas shall be published on the college website. Minutes, summaries, and consent agendas will be kept on file in the Academic Senate Office.
3. A simple majority of the membership shall constitute a quorum to conduct the business of the Curriculum Committee.
4. Courses, programs, and action requests submitted to the Curriculum Committee shall require a majority vote for approval.
5. In the event of cancellation of two consecutive regularly scheduled meetings for lack of a quorum, the initiator of an action before the Curriculum Committee or a subcommittee may, at the initiator's option, submit the matter directly to the Academic Senate President for consultation with the Vice President, Academic Affairs, and for consideration and action by the Senate.

D. Composition: The Curriculum Committee shall be composed of the following members,

1. Elected Faculty Members: One member may be elected from each department, including LAC and PCC counseling and library. Departments may, by mutual agreement, choose to elect a joint representative. A joint representative will have a single vote.
  - a. Each elected faculty member, and other appropriate Curriculum Committee members, will be assigned to at least one standing subcommittee by the Curriculum Committee Chair in consultation with the subcommittee chairs with the goal of as broad a representation as possible from the various departments and schools of the college.
  - b. Faculty members shall be selected by a process determined by the Academic Senate.
2. Faculty Members (or designee) by position:
  - a. Academic Senate President
  - b. LBCCFA President
  - c. Honors Program Coordinator
  - d. Articulation Officer

- e. Transfer Center Coordinator
  - f. SSSP Intervention Coordinator
  - g. CHI President
  - h. Department Planning/Program Review Subcommittee Chair (if not already serving)
  - i. Representative from the Academic Senate's Career and Technical Education Committee
  - j. Curriculum Committee Chair
  - k. Past Curriculum Committee Chair (for one year)
  - l. Assessment of Student Learning Outcomes Subcommittee Chair (if not already serving)
3. Two Student Representatives appointed by the Associated Student Body Cabinet
  4. Administrative Representatives (or designee):
    - a. Dean, Academic Affairs, who serves as liaison with the Chancellor's Office and manages curricular databases
    - b. Four instructional deans from Academic Affairs
    - c. Dean, Counseling/Student Support Services
    - d. Executive Dean, Enrollment Services
    - e. Senior Executive Director, College Advancement & Economic Development
  5. Ex Officio, Nonvoting:
    - a. Superintendent-President
    - b. Vice President, Academic Affairs
    - c. Curriculum, Instruction and Professional Development for K-12 (LBUSD)
    - d. Curriculum Specialist
    - e. Articulation Specialist
- E. Voting Rights: All members of the Curriculum Committee as listed in 4005.6, Section D.1, 2, 3, 4 shall have a vote on the Curriculum Committee and the subcommittees on which they serve.
- F. Terms of Office
1. The term of office for the chair of the Curriculum Committee shall be three years. The Curriculum Committee Chair can serve more than two terms, but only two consecutively.
  2. The term of office for elected faculty members shall be three years.
  3. The members of the standing subcommittees shall serve three-year terms.

4. The term of office for the subcommittee chairs shall be three years, and the terms shall be staggered.
5. The term of office for the Past Curriculum Committee Chair shall be one year.
6. If an elected Curriculum Committee member misses three consecutive Curriculum Committee or three consecutive subcommittee meetings without informing the chair, this will be considered an act of resignation and the election process initiated.
7. If an elected Curriculum Committee member chooses to resign before the conclusion of the term, the member must inform the Curriculum Chair in writing in order to initiate an election of the new department representative. Election timelines are at the discretion of the Curriculum Chair and the Academic Senate President if they are prior to the standard end of spring semester elections.

G. Curriculum Committee Chair

1. The chair of the Curriculum Committee shall be an elected faculty member as listed in 4005.6 Section D.1 and shall be elected by the Curriculum Committee for a three-year term. The Curriculum Committee Chair is a member of the voting body and shall vote only to rectify a situation when voting results in a tie. To fill the Curriculum Committee Chair's vacated Department Representative position, the Department will elect a replacement to serve the remainder of the Curriculum Committee Chair's term. If the Curriculum Committee Chair is elected for a second term, another election will be held in the Curriculum Committee Chair's department. If the Curriculum Committee Chair chooses to assume the position of Past Curriculum Committee Chair, the elected representative from the Chair's Department will serve for that year. The Curriculum Chair may choose to return to the position of Department Representative at the conclusion of the term as chair or past chair.
2. Upon election, the Curriculum Committee Chair shall be appointed by the Academic Senate President to the Academic Senate and the Academic Senate Executive Committee for the duration of the term of office as Curriculum Committee Chair.
3. The Curriculum Committee Chair and the Vice President of Academic Affairs shall meet regularly (minimally once a month) to discuss curricular issues.

H. Standing Subcommittees

1. Academic Policy and Standards:

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible (including a counselor)
- (3) One student from the Curriculum Committee
- (4) SSSP Intervention Coordinator
- (5) Executive Dean, Enrollment Services,
- (6) One instructional dean as administrator liaison
- (7) Curriculum Committee Chair, non-voting

b. The Academic Policy and Standards Subcommittee shall:

- (1) Review and recommend to the Curriculum Committee modifications in academic standards and policies including, but not limited to, grading, requisites, credit/noncredit, experiential learning, innovative instruction, independent study, distance education, work experience, dean's list, credit by examination, unit limitation, advanced placement, academic renewal, probation, and dismissal.
- (2) Review and recommend to the Curriculum Committee policies and standards for the conduct of classroom research.
- (3) Review and recommend to the Curriculum Committee policies and standards for assessment, placement, and evaluation of student outcomes in placement, remediation, and proficiency/competency testing.

2. Associate Degree and General Education:

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may

nominate a chair from the Curriculum Committee at large.

- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
  - (3) One student from the Curriculum Committee
  - (4) Transfer Center Coordinator
  - (5) Honors Program Coordinator
  - (6) Articulation Officer
  - (7) Executive Dean, Enrollment Services
  - (8) One instructional dean as administrator liaison
  - (9) Curriculum Committee Chair, non-voting
  - (10) Dean, Academic Affairs, non-voting
  - (11) Curriculum Specialist, non-voting
  - (12) Articulation Specialist, non-voting
- b. The Associate Degree and General Education Subcommittee shall:
- (1) Review and recommend to the Curriculum Committee modifications to the Associate Degree and/or Certificates.
  - (2) Review and recommend to the Curriculum Committee modifications to the General Education Patterns, and certificates.
  - (3) Review and recommend to the Curriculum Committee additions or modifications in proficiency requirements for the college curriculum.
  - (4) Review and recommend to the Curriculum Committee the appropriateness of courses to be added to the Associate Degree and General Education requirements and/or patterns.
  - (5) Resolve inter-program conflicts resulting from curricular overlaps.
  - (6) Review and recommend to the Curriculum Committee all proposed additions of new programs for appropriateness in meeting the mission, goals, and Strategic Plan of the college.
  - (7) Review and recommend to the Curriculum Committee the program descriptions for the catalog.

- (8) Review documents to be submitted to the Curriculum Committee for completeness, accuracy, and compliance with state standards and regulations as appropriate.
- (9) Ensure that all supporting documents for programs are housed in Academic Senate and Academic Services.

3. Course Evaluation

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) Dean, Academic Affairs, Administrative Coordinator for the Subcommittee
- (3) Articulation Officer
- (4) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
- (5) One instructional dean as administrator liaison
- (6) Curriculum Committee Chair, non-voting
- (7) ASLO Representative, non-voting
- (8) Curriculum Specialist, non-voting

b. The Course Evaluation Subcommittee shall:

- (1) Review all new course requests for accuracy completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (2) Review all course modifications, and inactivations, for accuracy, completeness, and compliance with Title 5 regulations and other state curriculum standards and make recommendations to the Curriculum Committee.
- (3) Review and recommend to the Curriculum Committee all courses in the areas of distance education, honors, and selected topics.
- (4) Review all requisite requests for accuracy, completeness, and compliance with Title 5 regulations and other state



curriculum standards and make recommendations to the Curriculum Committee.

- (5) Identify curriculum conflicts and facilitate resolutions.
- (6) Review courses for compliance with state standards and regulations, and develop local interpretations of statewide curriculum standards.
- (7) Develop and implement, as necessary, course proposal processes and procedures based on planning and document publication time frames.

c. Course Information:

- (1) All Curriculum documents shall conform to Title 5 standards.
- (2) The official outline of record shall consist of:
  - (a) An outline on file in the Academic Services Office.
  - (b) All necessary supporting documents on file in the Academic Services Office.
  - (c) A class syllabus on file in the appropriate school and/or department office within the first two weeks of the beginning of the class.

(3) Course Numbering System:

Courses are numbered in terms of how they relate to other educational institutions, to the community, and to the educational goals of the students. All courses must be numbered according to the criteria described in the section on the Course Numbering System in the college catalog.

(4) Courses for Repeat Enrollments:

These courses are defined as Skills or Performance classes. These classes shall use a fixed course number followed by an alphabetical code designating the number of semesters the course may be taken for credit (AB = two semesters, AD = four semesters). The maximum number of times such a course may be taken for credit is four times. Allowable course repetition mandates as defined in Title 5 will be followed.

## (5) Multi-Semester Courses:

Courses of study may be longer than one semester and are defined as Sequential Material/Learning Classes. Each semester of such a course shall have a fixed course number and a letter indicating the specific semester of the course. Each semester of the course shall be listed separately in the catalog (e.g., History 5A, History 5B).

- d. A division of leadership responsibilities between the faculty chair and the Dean, Academic Affairs, is defined in the *Faculty Handbook*.
- e. Upon favorable recommendation, new courses are presented to the Curriculum Committee on a Consent Agenda. Upon approval, new courses are forwarded to the Academic Senate President, the Vice President of Academic Affairs, and the Superintendent-President for approval signatures and inclusion on the Board of Trustees' agenda.

## 4. Department Planning/Program Review

## a. Standing Subcommittee Membership

- (1) The Chair shall be a faculty member elected by the subcommittee from the faculty members serving as department representatives on the subcommittee. This person shall also sit on the Curriculum Committee if the person is not already a member.
- (2) Department head or designee from each department
- (3) LBCCFA President or designee
- (4) Dean, Institutional Effectiveness
- (5) All instructional deans and all area deans responsible for instructional programs
- (6) Curriculum Chair, non-voting
- (7) Director of Planning, non-voting

- b. Steering Committee Membership: Program Review decisions are made by a steering committee comprised of the chair of the Standing Committee, faculty members drawn from the Standing Committee, the Dean, Institutional Effectiveness and the Curriculum Chair.

- c. The Department Planning/Program Review Subcommittee shall:

- (1) Review all existing programs on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
- (2) Review the self-study report conducted by the faculty members of any program undergoing program review.
- (3) Participate in the review of all proposed deletions or mergers of entire programs for contributions to the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
- (4) Annually review and process CTE credentials that are designated for review, known as the Ed Code Review.
- (5) Review and recommend changes to instructional department plan, program review template.
- (6) Review and recommend changes to department and school planning procedures.
- (7) Review and recommend to the Curriculum Committee additions or modifications to existing curriculum guides for each discipline's major or Area of Emphasis for the Associate Degree or certificate program.

5. Assessment of Student Learning Outcomes

a. Membership:

- (1) The Assessment of Student Learning Outcomes Subcommittee Chair(s)
- (2) One faculty from each of the following schools: Health, Kinesiology, Science and Mathematics; Language Arts and Communication; Social Sciences and Arts; Library and Learning and Academic Resources; and two faculty from the school of Career Technical Education
- (3) One faculty representative from the Associate Degree/General Education subcommittee
- (4) Three faculty at-large with at least one from PCC
- (5) One faculty representative from Student Support Services
- (6) Dean, Academic Affairs
- (7) Dean, Institutional Effectiveness

- (8) One instructional dean
  - (9) One student member to be appointed by the ASB
  - (10) One part-time faculty member to be appointed by CHI
  - (11) Curriculum Committee Chair, non-voting
  - (12) Educational Assessment Research Analyst I, non-voting
- b. The Assessment of Student Learning Outcomes Committee shall:
- (1) Survey the educational programs at Long Beach City College for current use of student learning outcomes and update this information annually. Annually review assessment of students learning outcomes progress at the course, program, and institutional level in light of accreditation standards.
  - (2) Serve as a resource for activities related to the assessment of student learning outcomes by assisting faculty to articulate student learning outcomes.
  - (3) Review the LBCC principles of assessment of student learning outcomes, modify as necessary, and present them to the Curriculum Committee for adoption.
  - (4) Review student learning outcomes for general education on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee. Implement an assessment process and utilize the findings to improve general education.
  - (5) Review the college-wide plan for student learning outcomes assessment on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee.
  - (6) Provide an annual report that summarizes, analyzes, and evaluates the past year's student learning outcomes assessment that includes a listing of SLO modifications approved, new SLO and assessment methods, activities and accomplishments at the course, program, and institutional level. Use the report to make necessary improvements and adjustments to the assessment effort.

6. All faculty members serving on standing subcommittees of the Curriculum Committee, except the Department Planning/Program Review Subcommittee and the Assessment of Student Learning Outcomes Committee, shall be members of the Curriculum Committee.
7. The chairs of the standing subcommittees shall be faculty members elected by the members of the standing subcommittee, shall be selected from the elected faculty members as listed in 4005.6, Section D.1, and shall serve three-year terms. The Department Planning/Program Review Subcommittee Chair shall be elected from the faculty members serving as their department representatives on the subcommittee for a three-year term.
8. As the subcommittee chairs are elected faculty department representatives first, when their term as department representative ends, they must be re-elected by their department faculty. There may be instances when one's term as department representative does not coincide with the term as subcommittee chair. Therefore, in order to continue serving the in-progress term of the subcommittee chair, the faculty member must be re-elected by the department as a department representative, which occurs during the regularly scheduled department elections coordinated by Academic Senate. If the faculty member is not re-elected to serve as the department representative, the subcommittee chair position is deemed vacant. The Curriculum Committee Chair will hold an election at the next subcommittee meeting to fill the subcommittee chair vacancy.
9. The chairs of the standing subcommittees and the Curriculum Committee Chair shall meet on a regular basis throughout the academic year to discuss curricular issues and exchange information about upcoming meetings.
10. A recall election for any elected officer can be initiated by a petition signed by over 50% of the voting body of the Academic Senate as stipulated in the Academic Senate By-Laws, Article V Section 6.
  - I. Ad Hoc Committees: Ad hoc subcommittees of the Curriculum Committee or the standing subcommittees may be established and assigned to special topics or tasks.

4005.7      Process for Curriculum Development and Modification

- A. Suggested proposals for new, modified, or inactivated courses may be presented by the faculty in the department or area in which the course is to be offered, modified, or inactivated.

Formal proposals for new, modified, or inactivated courses shall be initiated by faculty in the discipline in which the course is to be offered, modified, or inactivated. The course author shall review a proposal with the department head, the appropriate dean, the Articulation Officer, the Library Department Head, the Student Learning Outcomes Coordinator, and faculty from area(s) with which the proposal may be in conflict. The proposal must have the signatures of the department head, school or area dean, Student Learning Outcomes Coordinator, and Library Department Head to indicate they have given input prior to documents being submitted to the Subcommittee on Course Evaluation.

- B. A course proposal or modification initiated by a department shall then be presented by the course author, or designee, to the Course Evaluation Subcommittee for review and recommendation to the Curriculum Committee or to be returned to the course author for modifications, additions, or corrections.

#### 4005.8 Process for General Education Designation

- A. Proposals for courses to be placed into one or more of the three general education patterns (Associate Degree, CSU General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC)), must be submitted to the Associate Degree/General Education Subcommittee.
- B. An initiating department shall review the proposal for input from the department head and the appropriate dean. The department must complete the appropriate forms found on the college website.
- C. Upon review and approval, the Associate Degree/General Education Subcommittee will recommend the course to the Curriculum Committee for inclusion in one or more of the general education patterns.
- D. The chair of the Associate Degree/General Education Subcommittee will prepare an annual summary of the changes to the Associate Degree general education pattern. The subcommittee chair will also prepare an annual summary of courses to be recommended for inclusion in the CSU General Education Breadth Requirements and the IGETC pattern. These summaries will be conveyed to the Articulation Officer for further action. No course may be forwarded for inclusion

in the IGETC pattern unless the University of California has first accepted it as a transfer course.

4005.9      Process for SLO Development and Modifications

- A. The course author in the discipline in which the course or program resides shall initiate the development and/or modification of Student Learning Outcomes and assessment methods. Faculty authors developing and/or modifying Student Learning Outcomes shall use the process as defined by the Assessment of Student Learning Outcomes Subcommittee.
- B. Approval of new and/or modified Student Learning Outcomes will be carried out on a regular basis as defined by the Assessment of Student Learning Outcomes Subcommittee. Student Learning Outcomes modification can occur within and outside of a course or program's routine review cycle.
- C. Upon review and approval, the Assessment of Student Learning Outcomes Subcommittee, SLO Facilitators, and Educational Assessment Research Analyst I will follow the subcommittee's procedure for timely input and updating across platforms.

4005.10      Process for Program Development

- A. Faculty in the department in which the program is to be offered or modified shall initiate proposals for new or substantive modifications to existing programs or certificates. Initiating faculty shall review the proposal with the department head and the appropriate dean and Vice President, Academic Affairs to include a discussion about program feasibility. The proposals must be based on the guidelines in the Chancellor's Office *Program and Course Approval Handbook*.
- B. New degrees and certificates intended to facilitate transfer to a baccalaureate-granting institution must be developed in consultation with the faculty at one or more colleges or universities within the state, preferably with those public institutions closest to Long Beach City College. The initiating department must submit the transfer courses required in the program or used as restricted electives to the Articulation Officer so that an articulation agreement can be completed with the institutions that will potentially receive transferring students. Articulation agreements must be in place for the majority of the courses in the program before it can be submitted to the Associate Degree/General Education Subcommittee for consideration.

- C. New Career Technical Education programs, or substantial modifications to existing degrees and certificates shall be developed in consultation with the appropriate advisory committees, state agencies, and Academic Services. Evidence of that consultation and support must be presented as part of the program proposal.
- D. The department initiating a new program or a modification will complete the forms and supply the information required in the state *Program and Course Approval Handbook* and any additional forms and data required by the Associate Degree/General Education Subcommittee.
- E. Upon initial review of the proposal with the department and the dean, the faculty will work with an AD/GE subcommittee representative to complete all required documentation and forward it electronically to Academic Services. For new CTE degrees and certificates, Academic Services will forward the Notice of Intent and completed application to the Los Angeles/Orange County Regional Consortium.
- F. Upon completing a review of the proposal, the Associate Degree/General Education subcommittee will recommend the new program or substantial modifications to an existing program to the Curriculum Committee.
- G. Upon recommendation (favorable second reading vote) by the Curriculum Committee, modifications to existing programs will be forwarded by the chair of the Associate Degree/General Education Subcommittee to Academic Services for processing.
- H. Upon recommendation (favorable second reading vote) by the Curriculum Committee, new programs will be forwarded to the Academic Senate President, the Vice President, Academic Affairs, and Superintendent-President for approval signature and inclusion on the Board of Trustees' agenda.
- I. The Academic Senate President will present all degrees and certificates to the Board of Trustees for approval.
- J. Upon approval by the Board of Trustees, the Academic Senate President will inform Academic Services of the modifications to courses, degrees, and certificates for submission to the Chancellor's Office. Certificates of Accomplishment are not forwarded to the state authorities.
- K. Once the Chancellor's Office has approved the degrees and/or certificates, the catalog program of study information will be updated



and curriculum guides may be posted to the web. The catalog will be published by August of each year and an addendum published in January of each year, if needed.

- L. Upon notice from the state, the Dean, Academic Affairs will notify the program sponsor, appropriate dean, Curriculum Committee Chair, Chair of the Associate Degree/General Education Subcommittee, Vice President, Academic Affairs, and the Articulation Officer so that further local processing can be completed and the new or altered program requirements can be placed into college publications.

4005.11      Process for Approval of Administrative Regulations and Policies on Curriculum

- A. Suggested changes for new or modified administrative regulations or policies may be brought to the Chair of the Academic Policy and Standards Subcommittee by a district faculty member, administrator, or student.
- B. The Academic Policy and Standards Subcommittee will deliberate to determine the appropriateness of requests to address administrative regulations or policies, a prioritization of committee work, and a timeline for such.
- C. Once an administrative regulation, policy, or procedure is brought by the Academic Policy and Standards Subcommittee to the Curriculum Committee for first reading, the Academic Senate President will forward the recommendation to the Vice President of Academic Affairs for review and forwarding to the Superintendent-President for distribution to the President's Leadership Council as an information item. Recommendation by the President's Leadership Council will be communicated to the Chair of the Academic Policy and Standards Subcommittee and from that committee to the Curriculum Committee for final action.

1. Administrative Regulations

- a. After an administrative regulation is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the administrative regulation to the responsible administrator(s) (as identified in the administrative regulation) for inclusion in the College Catalog and implementation. The responsible administrator will report back to the Curriculum Committee on the projected implementation date or timeline.

- b. Administrative regulations are placed, by the Academic Senate President, through the Office of the Vice President of Academic Affairs, on the Board of Trustees' agenda as an information item.

2. Policies

- a. After a policy is adopted by the Curriculum Committee, the Curriculum Committee Chair will refer the policy to the Academic Senate President and the Superintendent-President and Vice President of Academic Affairs for inclusion on the Board of Trustees' agenda for approval. When the recommended policy has been approved by the Board of Trustees, the Academic Senate President will report the approval to the Curriculum Committee in a timely manner.

4005.12      Process for the Resolution of Curriculum Disputes Between Programs or Departments

- A. Faculty members within the programs or departments in dispute will initially try to resolve the area(s) of disagreement on their own. This discussion may also include, but not be limited to, appropriate department heads, deans, and vice presidents.
- B. The inability to resolve the matter will lead to an arbitration process.
- C. In arbitration, an equal number of faculty members representing each of the programs or departments in dispute will present the relevant information to a fact-finding committee of the Curriculum Committee. The fact-finding committee shall consist of the Curriculum Committee Chair and Curriculum subcommittee chairs and one member of the Curriculum Committee elected for this purpose at the beginning of each year. Any member of the fact-finding committee who is a member of a program or department in dispute will excuse herself/himself from participating in the fact-finding process.
- D. Upon completion of the work of the fact-finding committee, the Curriculum Committee Chair shall submit a written report including all information relevant to the case in question to the departments in dispute prior to the submission of the report to the Curriculum Committee. At the conclusion of the presentation of the report, Curriculum Committee members may ask clarifying questions.
- E. The Curriculum Committee shall then vote. In case of a tie, the Curriculum Committee Chair will cast the deciding vote.

4005.13      Course Curriculum and Program Review:

- A. All courses and programs shall be continually evaluated for appropriateness by the department and school every six years.
- B. Since all programs are represented by discipline faculty on the Department Planning/Program Review subcommittee, program peer reviewers are selected through the subcommittee chair and the members.
- C. In those situations where approval and/or accreditation is required or voluntarily carried out by an external agency, the approval or accreditation by the accrediting, state, or other external agency will be included as part of program review for the purposes of the college.
- D. Since the Course Evaluation Subcommittee membership cannot contain all discipline faculty, Routine Course Reviewers are selected through mutual agreement between the Course Evaluation Subcommittee Chair, the Curriculum Chair, and the Academic Senate President. When a position for Routine Reviewer becomes available, the opportunity will be announced to the Curriculum Committee body during the latter part of the spring term or when a vacancy occurs. Selection(s) shall be made by the end of the spring semester or no later than the month of June. In situations where a Routine Reviewer resigns during the academic year, a replacement selection process will commence within an appropriate time-frame.
- E. In the event that no curriculum faculty member wishes to fill the Routine Reviewer vacancy, the Curriculum Committee Chair will provide the Senate Appointment Committee with information about the opportunity including the desirable quality of curriculum experience.

4005.14      Modifications in Policy and Administrative Regulations 4005

Suggested modifications to this policy shall be initiated according to the regulations in Policy 1001, Section 1001.1. Such modifications will first be discussed by the Curriculum Committee chair and subcommittee chairs or within the subcommittees at the Curriculum Chair's discretion. Their recommendations will then be submitted to the Academic Senate Executive Committee for suggestions. Following that, the Curriculum Committee Chair will present the policy or administrative regulations to the Curriculum Committee for first and second reading. After passage by the Curriculum Committee, the policy or regulations will be taken to the Academic Senate for first reading. The Academic Senate President will then forward the recommendation to the Vice President of Academic Affairs for review and forwarding to the Superintendent-President for distribution to the

President's Leadership Council. Recommendations by the President's Leadership Council will be communicated to the Curriculum Committee Chair who will return the policy or regulations to the Academic Senate for second reading. The recommended policy will then be submitted to the Vice President of Academic Affairs for Board of Trustees' approval. Approved administrative regulations will be taken to the Board of Trustees as an information item. According to Policy and Regulation 2009.2, the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate.

Revised: June 17, 2003; October 27, 2009; November 13, 2018