

CURRICULUM COMMITTEE BASICS

Solano Community College Curriculum Committee

Curriculum Committee is ...

- A subcommittee of the Academic Senate
- Responsible for overseeing the college curriculum
- Essential to the function and integrity of the college
- Faculty driven
- Established by mutual agreement of the college and/or district administration and the academic senate (Title 5, section 55002)

Purpose of Curriculum Committee

- Sets curriculum standards for SCC
- Monitors courses and programs for local and Title 5 compliance
- Reviews and votes on program and course proposals
- Identifies courses for GE and articulation to CSU and UC
- Ensures compliance with Title 5, Ed Code, and SCC policies, for example:
 - Requisites
 - Repeatability
 - Distance Education

Committee Structure

Voting Members	Non-Voting Members
Two Elected Faculty Reps from each academic school	Vice President Academic Affairs
Two Appointed Academic Deans	Curriculum Analyst
Student Services Representative	Student Representative (academic subject)
Articulation Officer	Student Representative (vocational subject)
Librarian	Curriculum Committee Chair (votes in the case of a tie)

Committee Members

- Serve two-year terms (1/2 representatives elected each year)
- Are elected at the end of the academic year for the following fall
- Can be recalled by the committee for not adequately carrying out responsibilities

Items for Voting

General Practices and Info	Proposals	Petitions and Completions
Curriculum Committee Calendar	New and Modified Courses	Repeatability
Meeting Agendas	New and Modified Degrees and Certificates	Class Size
Meeting Minutes	Requisites (including Content Review)	Curriculum Review
Curriculum Review Timeline	Distance Education for Online, Hybrid and Correspondence	Other curriculum related procedures and documents

Meeting Operations

- 51% of voting membership required for quorum
- The Committee does not take action on any business not in the agenda
- The Committee will not consider proposals if no one from the academic school is present at the meeting
- Chair counts toward quorum but only votes in the case of a tie
- Approval of any item requires a majority vote of “yes” by the members present
- Prerequisites, co-requisites, and Distance Education must each be approved in separate actions from the rest of the proposal

Member Responsibilities

- Work in partnership with the Academic Dean to provide curriculum leadership within the school
- Stay informed about Curriculum Committee policies and procedures
- Attend all meetings, prepared to vote on and/or discuss agenda items
- Recommend and advise regarding other items brought to the committee
- Distribute information to academic school regarding committee policies, procedures, and other important materials
- Inform faculty when their proposals are being voted on, as well as the decisions regarding proposals
- Answer questions from faculty within the academic school regarding Committee procedures and processes

Before Meetings

- Attend Technical Review for proposals within academic school (courses will not be reviewed unless representation is present from the academic school)
- Gather details about proposals from faculty originators
- Read minutes and objectively analyze agenda items for discussion and voting
- Notify faculty when their proposals are part of the Curriculum Committee agenda

During Meetings

- Make recommendations for additions, deletions, or other changes to the proposal
- Vote on agenda items
 - The Curriculum Committee Representative's approval indicates that the agenda item meets the Curriculum Committee's standards, even if the representative does not support the proposal.
- Explain any relevant information regarding proposals/act as a liaison for faculty originator

After Meetings

- Notify academic school of Committee actions, and/or changes in local and state guidelines
- Communicate recommendations for modifications to the proposal originator(s)

Proposal Process

Originator	Curriculum Committee Rep
Discuss viability of proposal with School Dean and Curriculum Committee Rep	Consult with School Dean and Curriculum Committee Rep from other schools if the proposal impacts other schools
Complete proposal in CurricUNET as well as any supplementary material	Provide assistance or resources for proposal development
Secure approvals in CurricUNET (through Dean approval)	Approve/provide feedback on the proposal
Attend Technical Review and Curriculum Committee Meetings	Attend Technical Review and Curriculum Committee Meetings

Approval Process

Step	Course	Program
1	Originator	Originator
2	-Two Division Faculty -Articulation Officer(new courses) -Librarian (new courses) -Distance Education Coordinator (for DE proposals)	Two Division Faculty
3	Division Curriculum Committee Rep	Division Curriculum Committee Rep
4	Division Dean	Division Dean
5	Curriculum Technical Review	Curriculum Technical Review
6	Originator (only if change recommended at Technical Review)	Originator (only if change recommended at Technical Review)
7	-Curriculum Committee -Curriculum Committee Chair	-Curriculum Committee -Curriculum Committee Chair
8	VP Academic Affairs	VP Academic Affairs
9	Board of Trustees	Board of Trustees
10	Chancellor's Office	Chancellor's Office

Resources

- Visit the SCC Curriculum Committee page under the Academic Senate for agendas, minutes, and the following resources:
 - [Solano Curriculum Handbook](#)
 - [Program and Course Approval Handbook \(PCAH\)](#)
 - Curriculum Committee Calendar
 - [Curriculum Review Timeline](#)
 - [Transfer Degree Checklist and Process](#)
 - [Petition for Amending Class Size](#)
 - [Repeatability Request Form](#)