Policies and Procedures
Curriculum Committee Approved: 2014-05-06
Academic Senate Ratified: 2014-05-15

I. FUNCTION

The Curriculum Committee is a standing committee of the Academic Senate. Its primary function is to coordinate and evaluate curriculum development in accordance with State Education Code and Title 5 regulations, District Board Rules and Regulations, College policies and Mission Statement, and relevant governing boards and accrediting agencies. This includes the creation, modification, and deactivation of program awards (degrees and certificates) and courses. When appropriate, the Curriculum Committee also participates in processes involving curriculum development such as (but not limited to) matriculation, articulation, honors distinction, assessment, program review, and accreditation.

II. COMPOSITION

A. The Curriculum Committee membership shall be open to:

1. One voting faculty representative (and one non-voting faculty alternate representative, who may vote in the absence of the regular representative) from each academic division and from each of the following areas:
   a. Articulation
   b. Counseling
   c. Distance Education Committee
   d. Learning Assistance Center
   e. Library
   f. Student Learning Outcomes Assessment

2. One non-voting faculty chair, who may vote in the event of a tie: the responsibilities of the chair shall include (but are not limited to) the following:
   a. Preside over Curriculum Committee meetings
   b. Publicize Curriculum Committee calendars, meeting agendas, actions, and minutes
c. Upload curriculum changes to the State Chancellor’s Inventory of Programs website  

d. Report Curriculum Committee actions to the Academic Senate  

e. Attend monthly District Curriculum Committee meetings  

f. Assist in planning and implementing training in curriculum development for Curriculum Committee members, faculty, administrators, and support staff  

g. Maintain Curriculum Committee documents and records and publicizing them through various media such as the Curriculum Committee website  

h. Appoint Committee members to assist in any of the above or other related tasks  

3. One voting faculty vice-chair: the responsibilities of the vice-chair shall include (but are not limited to) the following:  

   a. Serve as acting chair in the absence of the chair  

   b. Serve as chair of the Technical Review subcommittee  

   c. Assist the chair in any of the chair’s responsibilities  

4. One non-voting student representative of the Associated Students Organization or his/her student designee  

5. One non-voting administrative representative (typically the Curriculum Dean of Academic Affairs) or her/his administrative designee  

6. One non-voting Information Technology representative  

7. One non-voting recording secretary  

B. Subcommittees  

1. The Technical Review Subcommittee (TRS) is a standing subcommittee of the Curriculum Committee charged with the evaluation of course review proposals for completeness, accuracy and format. It shall be composed of approximately six to ten members including the following:  

   a. The Curriculum Committee vice-chair, who shall serve as TRS chair  

   b. The Curriculum Committee chair
c. The College articulation officer, if available

d. The College SLO coordinator, if available

e. A faculty representative of the Distance Education Committee, if available

f. A faculty representative of the Library, if available

g. Voting members of the Curriculum Committee who are experienced with curriculum development and the current Electronic Curriculum Development platform, or who are willing to undergo training in these areas

2. The Student Learning Outcomes (SLO) Subcommittee is a standing subcommittee of the Curriculum Committee charged with overseeing the development and assessment of courses-level, program-level, and institutional-level SLOs and their use in planning. It shall be composed of members including the following:

   a. The faculty SLO Coordinator, who shall serve as the subcommittee’s chair

   b. Faculty members who are experienced with SLO development and use, or those who are willing to undergo training in these areas

3. The Distance Education (DE) Subcommittee is a standing subcommittee of the Curriculum Committee charged with overseeing distance education, including its infrastructure, support, and implementation. It shall be composed of members including the following:

   a. A Subcommittee Faculty Co-chair, who shall be elected by the members of the DE Subcommittee

   b. A Subcommittee Administrative Co-chair

   c. Faculty members representing the constituencies identified in section II.A.1

4. Ad Hoc subcommittees may be formed as needed. They shall be proposed and approved during Curriculum Committee meetings.

III. SELECTION OF MEMBERS

Members shall be selected in the spring (typically the month of May or June) for terms beginning July 1 of the same calendar year and ending June 30 of the final year of
their respective term as follows:

A. The faculty chair shall be elected by the Curriculum Committee once every three years. Notice of the election and a call for nominations shall be publicized no later than two weeks prior to the Curriculum Committee meeting during which the election will take place. Faculty members who have served on the Curriculum Committee for at least one year immediately prior to the start of the election term are eligible to run and may nominate themselves. In the event that the current chair seeks re-election, a current member of the Committee shall volunteer to serve as acting chair while the vote is being taken. If none is willing to serve, the President of the Academic Senate shall serve as acting chair while the vote is being taken. The elected chair must be confirmed by a majority vote of the Academic Senate Executive Committee prior to taking office. If not confirmed, a new election process will begin. In the event that a new chair is not elected and confirmed by the beginning of the next term, an acting chair shall be appointed by a majority vote of the Academic Senate Executive Committee to serve until a new chair has been elected and confirmed. Any position on the Curriculum Committee currently occupied by the elected chair will become vacant upon the start of that chair’s new term.

B. The faculty vice-chair shall be elected each year by the same process as the election of the chair.

C. In the event that the chair position becomes permanently vacant prior to the end of a term, the vice-chair shall serve as chair until an interim chair is elected by the Curriculum Committee to serve the remainder of the vacating chair’s term. Election of an interim chair shall follow the same procedures as election of the chair, with the exception that it may take place at any time of year.

D. A vacancy in the vice-chair position will follow the same process as for the chair, with exception that an acting vice-chair will be appointed by the chair from the voting membership of the Curriculum Committee to serve until an interim Vice-chair is elected and confirmed.

E. Compensation for the chair and vice-chair in the form of re-assigned time and/or D-basis status may be negotiated on a case-by-case basis via a memorandum of understanding (MOU) between the Academic Senate and the appropriate administrative office.

F. Faculty representatives and alternate representatives shall be selected each year by their respective areas according to the policies of that area. In the event that a faculty representative position becomes permanently vacant during the current term, the alternate representative shall serve as acting representative until the position has been filled according to the policies of the representative’s area. If no alternate representative is currently serving, the Curriculum Committee chair shall appoint an acting representative from the faculty in that area to serve until a
representative and/or alternate representative has been chosen by that area. There are no term limits.

G. The Curriculum Committee chair and vice-chair shall be members of all subcommittees. All other members shall be appointed by the Curriculum Committee chair. Ad hoc subcommittees may elect their chair from among their members.

H. The student representative and administrative representative shall be selected according to the policies of their respective bodies.

I. The recording secretary may be appointed by the chair or jointly by the chair and administrative representative. In the absence of a recording secretary, the chair may appoint an acting recording secretary from the Curriculum Committee membership, who may continue to serve in his/her other role(s) on the committee.

IV. COMMITTEE BUSINESS

A. Curriculum Committee business shall be conducted at monthly public meetings during regular (fall/spring) terms and at special and/or emergency meetings, including via electronic media, as necessary.

1. The calendar of monthly meetings for a given academic year shall be determined by the chair during the spring of the academic year prior, if possible, and publicized as soon thereafter as possible. Changes to that calendar, including the addition of special meetings, shall be publicized as soon as possible after being made.

2. The agenda of each monthly and special meeting shall be publicized at least three days in advance of that meeting. Supporting documents shall be distributed to members of the committee prior to each meeting, when appropriate, and made available during that meeting.

3. Under extraordinary circumstances, the chair may call an emergency meeting and publicize its agenda no later than one day in advance.

4. All meetings shall be governed according to the current edition of Robert’s Rules of Order.

B. Voting by Curriculum Committee members shall be conducted as follows:

1. Each voting member of the Curriculum Committee shall have one vote. Alternate representatives may only vote if the regular representative is absent. The committee chairperson may vote only in the event of a tie.

2. A quorum shall exist when one over half of the Curriculum Committee voting
membership and the chair are in attendance. In the case of a vote by electronic media, a quorum shall be counted by the number of votes cast.

3. A majority vote of a quorum is necessary to carry a motion.

4. For emergency meetings:
   a. In the event an emergency meeting is called, the chair shall ask members to confirm their plan to attend the meeting. If no quorum is met, or the chair’s request for confirmation indicates that one will not be met, the chair may cancel the meeting and distribute the agenda electronically instead; asking for motions/seconds and encouraging further discussion via electronic media (email, discussion boards, etc.) within a stated time period. After a motion has been seconded and the stated time period has elapsed, the chair shall call for a vote, submitted via electronic media, to be counted at a stated time.
   b. If, after the stated voting time limit has passed, there are not enough electronic votes cast to make up a quorum, AND the failure of the motion prior to the next regular meeting might cause the College or any program to fall out of compliance with any regulation, policy, or accreditation standard, the chair will seek unanimous consent by the chair, vice-chair, and President of the Academic Senate to count the votes received in lieu of a quorum, so long as there are at least four, including the vice-chair’s. A majority of these (including the chair’s vote, if necessary) will carry the motion.

C. All Curriculum Committee actions shall be reported to the Academic Senate Executive Committee and/or the full Academic Senate at their next available meeting(s).

V. CURRICULUM REVIEW PROCESS

A. Courses: the Curriculum Committee shall follow the process for course review as stated in the LACCD E-65 regulation, which will be implemented at Los Angeles Harbor College as follows:

   1. After reviewing relevant program curriculum and trends in student learning outcomes and other data with other faculty in a discipline, a faculty member in that discipline may initiate a course review proposal using the District’s Electronic Curriculum Development (ECD). The faculty initiator is encouraged to seek the assistance of her/his Curriculum Committee representative during this process to insure that the proposal is complete (including all required documentation), accurate, and correct in format.
2. Once submitted via ECD, the proposal is forwarded electronically to the following officers/bodies:
   a. The relevant Department Chair and Dean for endorsement,
   b. The Librarian for evaluation of available resources required for the course, should it be approved, and
   c. Each member of the Technical Review Subcommittee to be evaluated for completeness, accuracy, and format.

3. At each of the above stages, comments may be added to the proposal with recommendations for its improvement, requests for changes or additional information, or requests for additional documentation.

4. Once submitted via ECD, the faculty initiator may monitor the progress of the proposal by navigating to its outline link from the “Reports>In-process” screen in ECD.

5. At any of the above stages, the proposal may be returned electronically to the initiator for changes, in which case it must be resubmitted as above.

6. Alternatively, a request for changes or additional documentation may be made directly to the initiator, without returning the proposal. In such an event, the requested changes/documentation must be received by the vice-chair and/or chair via email no later than one week prior to the Curriculum Committee meeting upon which the proposal is to be reviewed.

7. Once endorsed/approved by each of the above, OR after fourteen calendar days, the proposal is forwarded electronically to the Curriculum Committee chair to be placed on the next available meeting agenda for approval.

8. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee or validated by the Academic Senate, the proposal is returned electronically to the initiator.

9. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum Committee chair to the Vice President of Academic Affairs and College President for endorsement. Once endorsed, OR after five calendar days, the course is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services.

10. If the proposal is for a new course or includes a change to any District attribute, it then must be noticed District-wide for a twenty-day vetting
period, during which any stakeholder may request that it be reviewed by the District Curriculum Committee. In the event of such a review, the twenty-day clock stops until either the DCC has reviewed the proposal or recommended an additional twenty-day vetting period.

11. After this vetting period, new course proposals are then forwarded to the LACCD Board of Trustees for approval at their next available meeting.

12. If the proposal does not require Board approval or a vetting period, or once these processes have been completed, the proposed course or course changes is/are entered into the student information system and the course is available for scheduling as approved.

B. Program Awards

1. The process for creating or revising any of the following program awards is documented in the Harbor College Program Review Manual available from the Office of Academic Affairs.

   a. Associate of Arts/Science Degree (AA/AS)

   b. Associate Degree in Arts/Science for Transfer (AA-T/AS-T)

   c. Certificate of Achievement (State-approved transcripted awards of eighteen or greater units)

   d. Skills Certificate (non-transcripted and State-approved transcripted awards of fewer than eighteen units)

2. Once this process has been completed, the proposal and all relevant forms and documentation may be submitted via email to the Curriculum Committee chair for inclusion on the next available Curriculum Committee meeting agenda.

3. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee, the proposal is returned electronically to the initiator.

4. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum Committee chair to the Vice President of Academic Affairs and College President for endorsement. Once endorsed, the proposal is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services for approval on the next available LACCD Board meeting.
5. Once approved by the LACCD Board, the proposal is entered by the Harbor College Curriculum Committee chair or his/her designee into the California Community Colleges Chancellor’s Office Inventory of Programs website for approval by the State Chancellor’s Office.

6. The State Chancellor’s Office may approve the proposal, deny the proposal, or request revision to the proposal. In any case, the initiator will be notified of these actions by the Curriculum Committee chair.

7. If approved at the State Chancellor’s Office, a control number shall be issued to the College, at which time the program award may be entered into the catalog and offered.

VI. AMENDMENTS TO THE CURRICULUM COMMITTEE POLICIES AND PROCEDURES

Amendments to these Policies and Procedures shall be governed by the following guidelines:

A. Proposed amendments shall accompany written announcements of meetings, or they shall be brought to the attention of the Curriculum Committee members at a regular meeting under new business.

B. Proposed amendments shall be written specifically and accurately. They must be endorsed by at least two Curriculum Committee members. Copies shall be made available to all Curriculum Committee members.

C. Proposed amendments must be approved by a majority vote of the Curriculum Committee members.

D. Amendments shall be subject to the review of the Academic Senate Board, the Vice President of Academic Affairs, and the President of the College.