

DIVISION CURRICULUM

REPRESENTATIVE RESPONSIBILITIES



- Serve as liaison for faculty and administration in regard to curriculum development projects. Provide guidance and encouragement!!
- Thoroughly review each proposal using the [Curriculum Proposal Review Checklist](#) as a guide.
- Confer with initiator on any necessary changes PRIOR to sending proposal to Curriculum and Articulation Coordinator.
- Mentor and assist division faculty in the use of the curriculum website and available resources.
 - Providing mentoring and assistance to the initiator at this level will ensure “smooth-sailing” through the curriculum process.
- Confer with initiator prior to the curriculum meeting.
 - Assures that a curriculum proposal is well-developed and that its supporting materials adequately supplement the proposal.






CHECKLIST FOR CURRICULUM PROPOSALS

- Is the proposed course number available, or has it been used in the past? (Check with the Curriculum and Articulation Coordinator if you are unsure)
- Check same discipline & related disciplines to determine whether or not similar course(s) exist.
- Is the effective term accurate?
- Does the course title accurately reflect course content?
- Does the course description accurately reflect the course content?
- Do credit hours align with the lecture and lab hours for the course?

Do the lab hours meet one of the following criteria?

1. Congruency with similar courses in peer institutions

2. Requirements from accrediting agencies or transfer agreements
3. Accepted practice in the discipline

-  If the course is required for a certificate or degree program is a proposal for program modification being submitted at the same time?
-  If this course is replacing an existing course is a deletion form being submitted for the “old” course?
-  If other department courses will be affected by this new course have they been notified?
-  Does the justification section explain sufficiently why this proposed new course or change is needed? This explanation should include how the new course/change fits within the department’s existing course offerings, how it supports the mission and goals of the department, and/or how it fits with social, demographic, economic, technological, scientific, artistic, or other major changes in student needs.
-  Check that learning outcomes are measurable, and are clearly related to course content (match outcomes to content...)

CURRICULUM COMMITTEE RESPONSIBILITIES

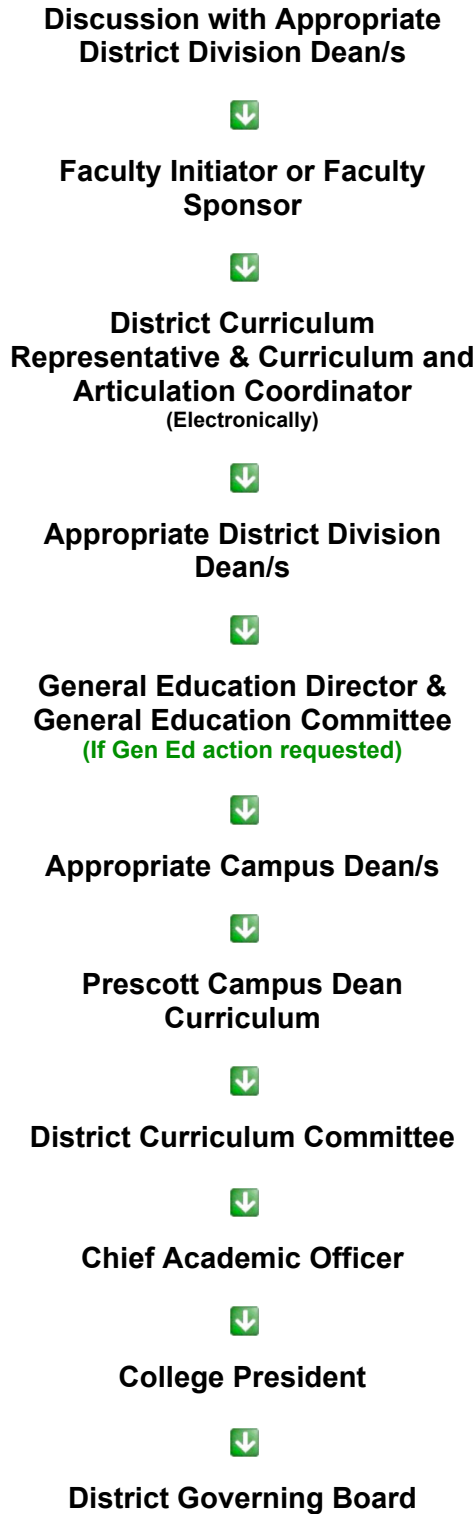
- Upon receiving your curriculum packet focus on the completeness of the proposals.
- Verify that the proposal conforms to College curricular standards and that supporting materials provide complete documentation.
- Evaluate the district-wide impact of a curriculum proposal.
- Determine the educational soundness of the proposal.
- Attendance is critical – if you cannot attend a meeting please contact the Curriculum Office and discuss an appropriate substitute to fulfill your responsibilities.
 - It is YOUR responsibility to make sure your substitute is prepared. They must review all materials and be prepared to address the agenda items on behalf of the division.
- Communicate Curriculum Committee actions and issues with your constituents.
- Recommend approval or disapproval of a curriculum proposal.

Curriculum Process Flow

Quick-Start Course and Minor Course Modification



New Program



New Permanent Course, Major Course Modification, Course Deletion and Program Modification

