

**Curriculum Services
Committee Functions & Responsibilities
2016-2017**

Curriculum & Instructional Council (CIC)

Purpose:

- Coordinate all districtwide instructional services, programs, and activities;
- Review and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
- Provide arbitration regarding issues impacting the publication of class schedules and college catalogs.
- Review courses and programs in an effort to maintain consistency regarding general education criteria, hours and units awarded, prerequisites for Title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
- Serve as clearinghouse for all strategic planning for instructional decisions districtwide.
- Make recommendations regarding instructional goals and objectives.
- Identify instructional issues and develop proposals for Chancellor's Cabinet.
- Provide forum for instructional issues.

Authority:

- Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
- Serve as final review body for new and revised curriculum.

When Established: February 8, 1989

Who Chairs or Guides: Vice Chancellor, Instructional;
Dean, Curriculum Services

Meetings: 2nd and 4th Thursdays of each month of the academic year.

Membership: Vice Chancellor, Instructional Services; Dean, Curriculum Services; college and Continuing Education Vice Presidents, Instruction; two faculty representatives from each college and Continuing Education; an ex-officio representative from Student Services Council. Support: Curriculum Analyst, Curriculum & Instructional Services; Curriculum Technician, Curriculum & Instructional Services; Senior Secretary, Curriculum & Instructional Services.

District Articulation Council (DAC)

Purpose:

- Act as liaison with State Chancellor's Office and coordinate with the college Vice Presidents, Instruction; the Dean of Instruction, Continuing Education; and the Curriculum Instructional Council for the distribution of information on state laws and regulations that affect instruction.
- Act as liaison between the colleges/Continuing Education and Research and Planning to provide data relating to curriculum, and act as a liaison with Information Systems to provide computing resources for Curriculum Instructional Council and the colleges.
- Act as liaison with the Assistant Chancellor of Student Services and coordinate and facilitate communication between Curriculum Instructional Council and Student Services Council.
- Provide for the development and distribution of Curriculum Instructional Council agenda and minutes.
- Review for completeness and process curriculum proposals approved by college/Continuing Education curriculum committees through the Curriculum Instructional Council.
- Assist in the identification of programs affected by proposed curriculum changes.
- Ensure that state approval is requested, when necessary, in collaboration with the Vice President, Instruction, of the originating college.
- Provide for the inclusion of course additions and changes to the master course inventory, and maintain a list of courses that satisfy the District General Education, multicultural, CSU GEB, and IGETC requirements.
- Prepare and submit recommendations of Curriculum Instructional Council to the Board of Trustees for adoption.
- Coordinate submission of the Educational Master Plan and Inventory of Programs to the State Chancellor's Office.
- Coordinate the development and distribution of staff development training and materials for curriculum matters in the District, and provide staff support for special Districtwide curriculum projects.
- Coordinate the development and production of college class schedules and college catalogs.

When Established: February 8, 1989

Who Chairs or Guides: Dean, Curriculum Services

Meetings: Meets on 1st Wednesday of each month of the academic year.

Membership: Articulation Officer of each college; Vice Chancellor, Instructional Services; Dean, Curriculum Services. Support: Curriculum Technician, Curriculum Services.

CurricUNET Steering Committee

Purpose: The CurricUNET Steering Committee is a sub-committee of CIC. The purpose of the committee is to guide the development and customization of CurricUNET and make recommendations to CIC.

When Established: February 2001

Who Chairs or Guides: Dean, Curriculum Services;
Curriculum Analyst, Curriculum Services;

Meetings: Meets on the 1st and 3rd Thursdays of each month of the Academic year.

Membership: Curriculum Chairs of each college; at least one college Vice President of Instruction; Dean, Curriculum Services; Curriculum Analyst, Curriculum Services. Support: Curriculum Technician, Curriculum Services; Senior Secretary, Curriculum Services.

Educational Review Committee

Purpose: The Educational Review Committee addresses curriculum issues referred by CIC and makes recommendations to CIC after consultation, when necessary, with Student Services Council.

When Established: October 13, 2005

Who Chairs or Guides: Dean, Curriculum Services

Meetings: When issues arise and are referred to committee by CIC.

Membership: A Vice President of Instruction from a college; Academic Senate Presidents or designees; a Student Services representative; an Evaluator; a Counselor; Dean, Curriculum Services. Support: Senior Secretary, Curriculum Services.

CIC Catalog Taskforce

Purpose: The purpose of this taskforce is to perform a systematic review of the production of the catalogs, reach an agreement on priority objectives, and draft a plan of action for meeting the objectives.

When Established: November 30, 2005.

Who Chairs or Guides: Dean, Curriculum Services
Curriculum Analyst, Curriculum Services

Who Attends: College and Continuing Education (CE) Vice Presidents, Instruction; college, District, and CE Public Information Officers; a Vice President of Student Services; a college Schedule Preparer; a college Dean; Vice Chancellor, Instructional Services; Vice Chancellor, Student Services; Dean, Curriculum Services; Systems Support Analyst, Curriculum Services. Support: Senior Secretary, Curriculum Services.

Discipline Deans

Purpose:

Review and approve curriculum in CurricUNET. Facilitate, coordinate and guide curricular matters including but not limited to:

- Updating/integrating course outlines for each assigned subject;
- Course numbering review and revision;
- Content review
- 6-Year curriculum review;
- 2-Year CTE curriculum review;
- Designator/subject indicator changes; and
- Discipline issues as they arise for existing courses/programs such as
 - Articulation issues (CSU, UC, IGETC, C-ID);
 - Executive Orders issued by CSU System;
 - Compliance with state mandates and Title 5 and California Education Code revisions;
 - Disagreement regarding curriculum that cannot be resolved;
 - Course alignment issues pertaining to degrees and certificates (in consultation with each college in order to preserve college autonomy over curriculum).

When Established: March 30, 1999

Who Chairs or Guides: Dean, Curriculum Services

Meetings: As needed.

Membership: Campus deans as determined by the Vice Presidents, Instruction and identified on the *District Subject Assignment List*.

Policies and Procedures Subcommittee

Purpose: The Policies and Procedures Subcommittee shall coordinate the development, review and revision of instructional policies and procedures.

When Established: February, 2010

Who Chairs or Guides: Dean, Curriculum Services

Meetings: Scheduled one hour before each CIC meeting and as needed.

Membership: Membership of the Policies and Procedures Subcommittee shall consist of the following representatives: one vice president of instructional services; and four faculty representatives (one faculty representative from each college and Continuing Education) that shall be appointed by the academic senate. The committee shall be chaired by the District dean of curriculum services (non-voting).

Career Technical Education (CTE) Reporting Taskforce

Purpose: In accordance with California Education Code, Section 78016:

- (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:
 - (1) Meets a documented labor market demand;
 - (2) Does not represent unnecessary duplication of other manpower training programs in the area; and
 - (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

The CTE Reporting Taskforce will:

- Develop a process and timeline for the compilation, review, and presentation of the bi-annual report to the Board of Trustees;
- Develop the format and structure of the report;
- Ensure the publication of the report on each of the campus websites; and
- Be chaired by the District Dean of Workforce and Economic Development (non-voting).

When Established: September, 2016

Who Chairs or Guides: Dean, Economic and Workforce Development

Meetings: As needed.

Membership: Membership of CTE Reporting Taskforce shall consist of the following representatives:

The committee shall be chaired by the District dean of economic and workforce development (non-voting). Membership TBD.