

## APPENDIX H

### CURRICULUM PROCESS AGREEMENT

I. Any faculty member, administrator or community leader in collaboration with a faculty member may originate a curriculum proposal. College Curriculum bylaws will determine the membership of their bodies and establish voting rights.

II. A college-specific course or program is one designed for only one college.

- A. Proposals will be forwarded to college-specific members of the discipline for review. (Members of the discipline from the other two colleges will have the opportunity to view the course proposal and make comments.)
- B. If the college discipline has any suggestions or revisions, the original proposal will be returned to the originator within a reasonable amount of time, typically seven working days.
- C. The vote of the college discipline with comments and/or rationale will be recorded and attached to the course proposal.
- D. The originator then submits the proposal, along with discipline vote and comments to the faculty of the college department for consideration.
- E. Upon approval by the department, the proposal will be forwarded to the district technical review committee for review and DSPS (if the proposal is for distance education).
- F. The proposal is then forwarded to the college curriculum committee for action.
- G. If approved by the college curriculum committee, the proposal is forwarded to the district curriculum committee as an information item.

III. A shared core course or program is to be offered at more than one college.

- A. Proposals will be forwarded to all district members of the discipline for review.
- B. If the district discipline has any suggestions or revisions, the original proposal will be returned to the originator within a reasonable amount of time, typically seven working days.
- C. The vote of the district discipline with comments and/or rationale will be recorded and attached to the course proposal. One vote shall represent the majority vote of the discipline of each college.
- D. The originator accepts any comments and submits the proposal, along with the district discipline vote to the originator's department for consideration.
- E. Upon department approval, the proposal is forwarded to the district technical review committee and DSPS (if the proposal is for distance education) for review.
- F. The proposal is then forwarded to the district curriculum committee for action.
- G. If a proposal is not approved by the discipline, the originator may use the Adjudication Process defined herein.

IV. Career and Technical Education Program

- A. In the case of a career and technical education program, the appropriate dean or vice president of career-technical education (Occupational contact) will insure the appropriate occupational advisory committee has reviewed the proposal and evaluated the relevance of the course content to the industry standard.

B. The comments of the advisory committee will be forwarded along with the minutes of their meeting.

V. All curriculum proposals shall be provided to the Articulation Officer, representative Librarians, Open Campus, Dean of Institutional Reporting, and the Technical Review Committee for information/action. A notification will be provided to the Vice President(s) of Education Services/Academic Affairs or designee, or Associate Vice Chancellor of Instruction or designee for review of resource impact.

VI. Curriculum committee agendas will be established at the conclusion of the Technical Review Committee meeting. Curriculum proposals and all supporting documents will be forwarded to the chair of the College Curriculum Committee for inclusion on their agenda.

A. All proposals are forwarded to the Technical Review Committee at least two weeks prior to the next scheduled college Curriculum Committee meeting.

B. The agenda, curriculum proposals, and all comments from discipline, and department members must be made available to the College Curriculum Committee members at least five working days prior to the next meeting to provide sufficient time for review and analysis.

VII. The curriculum proposal will be forwarded to the originator's College Curriculum Committee, then onto the District Curriculum Committee.

A. The College Curriculum Committee will accept or reject a proposal by a majority of the quorum present.

B. The College Curriculum Committee action taken on each College-Specific proposal will be presented to the District Curriculum Committee as an information item.

C. The District Curriculum Committee will review and/or take action on all proposals affecting two or more colleges and will accept or reject by a majority vote.

VIII. If accepted, all curriculum will be forwarded to the Board of Trustees for approval.

IX. Adjudication Process

A. Definition: Adjudication is a process that allows an originator of a course to request further consideration from the district Adjudication Committee for proposals that do not have the approval of one or more of the following groups: discipline, department, or college curriculum committee.

B. The originator may submit the item, accompanied by the complete record and any other supporting documentation/comments no less than three weeks in advance of a scheduled Adjudication Committee meeting for consideration.

C. The Adjudication Committee will provide a decision in writing within 15 working days.

D. If the appeal is approved, the originator can complete the remainder of the curriculum process by attaching the written decision of the Adjudication Committee.

E. The Adjudication Committee will consist of a Curriculum Committee member from each of the colleges, appointed by their College Senate, who will have voting rights, a district administrator who will chair the committee, and the college curriculum administrative co-chair or designee who will serve as an assistant to the originator of the proposal.