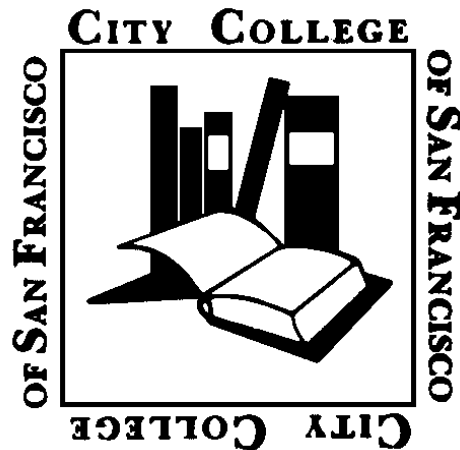


# City College of San Francisco



## Curriculum Handbook

Proposal Preparation

Curriculum Committee Standing Rules

Curriculum Committee Guidelines

Revision 3.4 Spring 2008

(August 25, 2008)

City College of San Francisco  
Curriculum Handbook (Revision 3.4)  
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Curriculum Committee  
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## Updates

Readers are encouraged to submit comments and corrections to the Curriculum Office (C308E or curriculum@ccsf.edu).

# Chapter 1. Introduction

## 1.1 Charter

The Curriculum Committee is a quadripartite (shared governance) committee of faculty, administrators, students, and classified members of the City College community.

The Committee is the reviewing and approving body for curricula for the College as a whole. The Committee is responsible for studying curricular proposals (courses and programs) and recommending action on them to the Chancellor and the Board of Trustees.

### Actions

Specifically, the Committee is charged with recommending action on the following:

**Table 1: Curriculum Committee Action Items**

<b>Curriculum Committee Action Items</b>
<ul style="list-style-type: none"> <li>New courses (including all items listed in the next action)</li> <li>Revisions of courses:               <ul style="list-style-type: none"> <li>Number/letter</li> <li>Title</li> <li>Units</li> <li>Contact Hours</li> <li>Prerequisites, corequisites, and advisories</li> <li>Field trips</li> <li>Grading</li> <li>Repeatability</li> <li>Catalog description</li> <li>Major Learning Outcomes</li> <li>Contents</li> <li>Methodology                   <ul style="list-style-type: none"> <li>Assignments</li> <li>Evaluation</li> <li>Instructional materials</li> </ul> </li> <li>Title 5 Classification</li> </ul> </li> <li>Special sections, including distance education and honors sections</li> <li>Deactivation of courses</li> <li>Reactivation of courses</li> <li>Deletion of courses</li> <li>Discipline placement of courses</li> <li>Revision of department title/name</li> <li>Majors</li> <li>Certificates</li> </ul>

## Mission

The mission of the Committee is to promote academic excellence and rigor by means of careful study and discussion and by the application of state regulations (Title 5) and the policies of the District.

## Scope

The Committee is not responsible for the generating or implementing the curriculum proposals that it approves; such responsibility rests with the faculty, departments, and the administration. For this reason the Committee is also not responsible for the budgetary consequences (e.g. faculty load) of curricular proposals and does not use such considerations as the basis of its recommendations. Rather, the proper focus of the Committee is the academic merit of each proposal and its contributions to the overall educational goals of City College.

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## 1.2 Authority

In the mid-1990's the Academic Senate of the California Community Colleges and the California Community College Chancellors Office issued revised guidelines for the implementation and approval of curricula at the California Community Colleges. The California Code of Regulations Title 5 and the following publications are the basis for City College's implementation of curriculum.

1. **California Community Colleges Curriculum Standards Handbook**  
California Community Colleges Chancellor's Office. Second Edition, 2003
2. **Components of A Model Course Outline Of Record**  
Academic Senate for California Community Colleges November 1995
3. **Stylistic Considerations in Writing Course Outlines of Record**  
Prepared by the Curriculum Committee of the Academic Senate for California Community Colleges  
97 - 98 Curriculum Committee
4. **Good Practices For Course Approval Processes**  
Prepared by the Curriculum Committee of the Academic Senate for California Community Colleges  
Spring 1998
5. **Curriculum Committee Review of Distance Learning Courses And Sections**  
Prepared by the Academic Senate for California Community Colleges  
November 1995
6. **Considerations Involved In Determining What Constitutes A Baccalaureate Level Course**  
Excerpts from a report prepared by the Academic Senate for California Community Colleges  
April 1987
7. **Course and Program Approval Handbook**  
Notes notes notes notes notes

These and other relevant publications are available at:

[www.academicsenate.cc.ca.us](http://www.academicsenate.cc.ca.us)

[www.cccco.edu](http://www.cccco.edu)

[www.curriculum.cc.ca.us](http://www.curriculum.cc.ca.us)

[www.ccsf.edu/offices/curriculum\\_committee](http://www.ccsf.edu/offices/curriculum_committee)

This curriculum handbook serves as City College of San Francisco's implementation of the above guidelines.

Where there appears to be conflict between the above standards and the guidelines in this document, the Curriculum Committee shall determine the appropriate application of standards and guidelines for the purpose of course or curriculum approval.

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## 1.3 Handbook organization

This handbook is organized to serve as a reference for course developers, department heads, area deans, Curriculum Committee members, and administrators. Copies of the handbook are available in the Rosenberg Library, instructional departments, various administrative offices, and on the Curriculum Committee website at [http://www.ccsf.edu/Offices/Curriculum\\_Committee/](http://www.ccsf.edu/Offices/Curriculum_Committee/).

**Chapter 1. Introduction** provides the basis for City College's implementation of the curriculum approval process.

**Chapter 2. Course Outlines of Record** is a reference for developers of course outlines. Included are subsections on each of the components of a course outline and the approved format of an outline.

**Chapter 3. Course Outline Addenda** provides guidance and requirements on the preparation of the two types of course outline addenda: distance education and honors.

**Chapter 4. Majors** presents guidelines for the development of an major and describes the proper catalog format.

**Chapter 5. Certificates** presents guidelines for the development of credit and noncredit certificate programs, and describes the proper catalog format.

**Chapter 6. Establishment of Prerequisites, Corequisites, and Advisories** provides an introduction to, and explanation of the process of approval of course and program prerequisites

**Chapter 7. Course Articulation, Graduation Requirements, and Transferability** provides information about course articulation, transferability, and graduation requirements.

**Chapter 8. Standing Rules of the Curriculum Committee** states the rules, procedures, and protocols by which the Curriculum Committee operates.

**Chapter 9. Curriculum Committee Guidelines for Proposals and Meetings** provides Committee members with orientation and guidelines to the review of proposals and the conduct of Committee meetings.

Since different sections of this handbook can be intended as references to distinctly different audiences, parts of sections will be repeated in other sections.

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## 1.4 Course outlines as documentation

Course outlines, like the College Catalog, are documents that have a life cycle. They are developed, approved, revised, and can, sometimes, go away. They can also become old. They can have lives beyond City College. There are many persons, each with different goals, agendas, and expectations, who have an interest in the course outlines that form the curriculum of City College of San Francisco. The course outlines are public documents that represent a definition of our product. Course outlines are the copyrighted property of the College.

It is very important that the processes that create course outlines and the outlines themselves conform not only to the requirements of the regulatory and standardizing agencies but – more importantly – to our own professional goals and ideals.

## 1.5 Handbook conventions

The following is a list of terms that appear in the handbook and their usage:

**Table 2: Terms Usage**

<b>Term</b>	<b>Usage</b>
Department	Any departments identified in Appendix A of the District/Department Chairperson Council Collective Bargaining Agreement
College	City College of San Francisco
Catalog or catalog	College Catalog
Class or course	Course
Committee or committee	Curriculum Committee
Office of Instruction	Office of the Dean of Curriculum
Title 5 or §55###	State of California Code of Regulations Title 5 Education Division 6 California Community Colleges Chapter 6 Curriculum and Instruction.

In the sections that follow, not all of the examples provided are from City College of San Francisco and many examples have been edited.