

Chapter 8. Standing Rules of the Curriculum Committee

8.1 Membership and attendance

Composition. The Committee shall consist of twenty-seven members.

1. **Faculty.** Eighteen faculty appointed for staggered three-year terms by the Executive Council of the Academic Senate.
2. **Administrators.** Six administrators appointed for staggered three-year terms by the Chancellor or his/her designee.
3. **Students.** Two students appointed for one-year by the Executive Council of the Associated Students.
4. **Classified.** One classified staff person appointed for a two-year term by the SEIU.

Appointments. At the final Committee meeting of each academic year, the Committee's main item of business will be to seat new members and to elect a Chairperson for the coming academic year, thus providing necessary continuity and providing for efficient operation of the Committee. To this end:

1. **Faculty.** The Executive Council of the Academic Senate will name its new appointees to the Committee no later than one week prior to the last published business meeting of the Committee (the second to last Committee meeting of the academic year). Faculty members can serve no more than two consecutive terms.

Representation. Faculty appointments are proportional and categorical by representative groups:

Table 29: Faculty Representation Groups

Group	Membership	Description
A	3	Behavioral Science Social Science Business
B	3	Engineering Mathematics Sciences
C	3	English English as a Second Language Foreign Languages
D	3	Physical Education and Dance Visual Arts Performing Arts
E	3	Professional Occupations
F	2	Student Services Special Programs
G	1	Library Learning Resources

The Senate maintains a balance of credit and noncredit faculty, of full-time and part-time faculty, always assuring that full-time faculty hold a majority of the seats. The Senate also strives to have appointments that reflect faculty diversity.

Appointments. Faculty members who are interested in serving on the Curriculum Committee can contact the Academic Senate office or an executive council member.

2. **Administrators.** The Chancellor will name his/her six appointees, two per year, to the Committee no later than one week prior to the last published business meeting of the Committee. Administrators are appointed for three-year terms. Traditionally, four administrative positions are appointed from the instructional deans with the Dean of Curriculum as a permanent appointment. One administrative appointment is from Student Services. The sixth position is rotated between Instruction and Services.
3. **Students.** As students are appointed by the Associated Students, it shall be the duty of the Committee chairperson to contact the AS President at the beginning of the fall semester to request appointment of students. At the first Committee meeting of the academic year, student members will be seated.
4. **Classified.** The SEIU will name their appointee to the Committee no later than one week prior to the last published business meeting of the Committee. The classified member is appointed for a three-year term.

Replacement. If a member cannot complete the term of appointment, the appointing body will appoint a replacement member to complete the original term. Once a member completes a replacement term, said member is eligible for appointment to his or her own term(s).

These procedures will allow the Committee time to invite appointees to its final meeting, a personnel meeting at which seating and orientation of new members will occur and the Chairperson for the next year will be elected.

Orientation and training. Parts of Curriculum Committee meetings (executive session) will be devoted to the orientation and training of new members. Review of the basic concepts of course outlines will be covered.

Mentoring. The chair will assign a mentor to each new member. The new member and the mentor are to meet before and after the new member's second Curriculum Committee meeting. At the mentor-mentee meeting the following items are to be covered:

1. Basics of reviewing outlines (all sections),
2. Review of the submission forms,
3. Review of several proposals,
4. Review of committee procedures (agenda, discussion, motions, minutes),
5. Review of committee actions.

Attendance. Proper and efficient functioning of the Committee depends on regular attendance of the membership. To this end:

In the case of a member who is absent for two consecutive meetings and fails to appear at a third consecutive meeting, the Committee may vote to drop that member from the membership roster and request a new appointee from the appointing body.

The single exception to this rule is in the case of a faculty member who is awarded a one-semester leave. As long as said one-semester leave is not for the final semester of the faculty member's service on the Committee, the Academic Senate Executive Council has ruled that the faculty member maintains his/her seat on the committee and does not forfeit his/her appointment.

Chair. The chairperson is elected by the continuing members of the committee at the last meeting of the academic year. The chairperson of the Curriculum Committee is to be a faculty member of the Committee. The Dean of Curriculum will conduct the election of the chair.

8.2 Proposals

Submission deadlines. The deadline for submitting proposals to be placed on a Curriculum Committee meeting agenda is 3:00 PM, Wednesday, two weeks prior to a scheduled Curriculum Committee meeting. The deadline for submitting proposals (one copy) for **technical review** is two weeks prior to the deadline for agenda submission (i.e., four weeks prior to the actual Curriculum Committee meeting).

Basic criteria. In accordance with Title 5 regulations and City College policy, the following basic criteria have been established for new courses:

1. The course shall be part of a recognized discipline,
2. The course shall be properly of a lower division nature,
3. There shall be reasonable prospective class enrollment,
4. There shall be a competent instructor available,
5. There shall be documented department approval.

Curriculum Committee forms. All course outlines must be on approved City College of San Francisco Curriculum Committee forms as indicated below and must, in compliance with Title 5, and supply all information requested on those forms. The forms have specific instructions on submission. Contact the Curriculum Committee Chair or Dean of Curriculum with questions.

Signatures. All forms and course outlines must have signatures of the department head and the school/area dean as needed.

Submission and presentation. All proposals must be submitted in writing to the appropriate department head for his/her review. That department head or his/her designate, has the responsibility of notifying the Committee with regard to placing a proposal on the agenda. Furthermore, the department head or his/her representative, will be present at the appropriate meeting to provide the Committee with any additional information that it may require in order to act.

Final action. After a proposal has been made to the Committee and a decision has been reached, the Committee will not reconsider the action during the same academic year.

Tabling. A tabled item is not brought up for further discussion under Robert's Rules of Order. However, the Curriculum Committee reserves the right to reschedule a tabled item to a future agenda.

8.3 Curriculum Policy for Community Service Offerings

The following are the rules of Committee regarding community service offerings:

1. **Authorization to offer.** The Vice Chancellor of Academic Affairs may authorize community service offerings to be offered.
2. **Quality of offerings.** Community service offerings must meet an appropriate standard of excellence.
3. **One-time offering.** Community service offerings not intended to be repeated need only be presented to the Curriculum Committee.

4. **Occasional offering.** For community service offerings intended to be offered on an occasional basis, an outline must be on file with the Curriculum Committee.
5. **Regular offering.** Community service offerings intended to be offered on a regular basis must come before the Curriculum Committee for full review.

8.4 Curriculum Policy for Contract Education

1. **Approval (credit).** All contract education courses that are offered for college credit must be approved by the Curriculum Committee prior to being offered. However, if the contract education course is identical to an existing approved course and the department of origin agrees to and staffs the contract education course no additional Curriculum Committee approval is necessary prior to the course being offered as contract education.
2. **Semester report.** A list of all credit courses and not-for-credit offerings being offered under contract education must be submitted to the Curriculum Committee each semester for informational purposes.
3. **One-time offering.** The course outline of a new, not-for-credit contract education offering that is not intended to be repeated will be submitted to the Curriculum Committee as an informational item.
4. **Irregular offering.** If a not-for-credit contract education offering is to be offered on an irregular basis and is tailored to meet the needs of specific clients, a generic course outline will be submitted to the Curriculum Committee as an informational item.
5. **Regular offering.** All not-for-credit contract education offerings that are to be offered on a regular basis must first be reviewed by any and all departments that offer similar content and then be submitted for approval to the Curriculum Committee prior to being offered. If circumstances make it impossible to obtain Curriculum Committee approval prior to the date at which the offering is needed (e.g. during the summer), the Dean for Contract Education will obtain in writing the temporary approval of the Chair of the Curriculum Committee and will submit the offering for review and approval at the next available opportunity.

8.5 Curriculum Committee Operating Procedures

The following are the general rules of Committee:

1. **Order.** The Committee will conduct business in accordance with Robert's Rules of Order.
2. **Schedule.** The Committee will convene as soon as practicable after the third week of the semester and will meet every other week thereafter or as necessary. Under normal circumstances, the Committee will not meet during finals week (see 9.2.1 Calendar on page 89).
3. **Time.** The time for all regular meetings will be Wednesday beginning at 1:30 p.m.
4. **Open.** All regular business meetings of the Curriculum Committee are open.
5. **Actions.** Only items on the agenda may be dealt with at any meeting, except for items brought up at the meeting by members of the Committee.
6. **Quorum.** A quorum of members must be present to begin the meeting; once the meeting begins, the agenda will be completed unless the members present agree to postpone items under consideration.

7. **Presentations.** Presenters will be allowed five minutes to discuss their proposals.
8. **Content Overlap.** Every reasonable attempt is to be made to settle controversial matters at the department level, and if necessary by the appropriate Dean, before proposals are brought to the Committee. Should debatable matters come to the Committee, proponents and opponents (up to a maximum of three on each side) will be heard and will be given three minutes each to present their views.
9. **Standing.** Instructional administrators, department chairpersons, and instructional coordinators have standing before the Committee and may make presentations. All other presenters must be granted standing by the chair or by the committee.
10. **Agenda.** The agenda will be available no later than two days prior to the Wednesday meeting.
11. **Copyright.** Copyright of all course outlines approved by the Committee is the function of the Office of Instruction.
12. **Action Report.** The chair of the Curriculum Committee will inform the members of the Committee of all courses that have been approved or rejected by the Committee at the end of each semester. This listing should also include what action has been taken by the Chancellor or his designee.
13. **Inactive courses.** A separate listing of approved Inactive Courses will be prepared at the end of each semester and will be made available to committee members, administrators, and department heads. The listing will include notation of the four-year time period.
14. **Conformance.** As mandated departmental review of course offerings takes place, the Committee will ensure that course outlines are prepared on approved forms and will review those outlines to ensure compliance with Title 5 regulations.
15. **Final approval.** The Committee Chair will sign all Standards and Criteria Forms after they have been approved by the Committee and prior to their filing with the Office of Instruction.
16. **Minutes.** The Committee will share its agendas and approved minutes with department chairs and administrators.
17. **Final meeting.** The agenda of the final meeting of the academic year (May) will include the following items:
 - Unfinished business (from prior meetings).
 - Recognition of departing members.
 - Seating of new members.
 - Appointing of mentors for new members.
 - Adoption of the calendar for the next year.
 - Election of the chairperson for the next year.
 - Pre-approval of the current minutes.
 - Orientation of new members.

No new proposals are considered at the final meeting.

Chapter 9. Curriculum Committee Guidelines for Proposals and Meetings

Course offerings and programs are the academic backbone of any college. The Curriculum Committee is the group that makes decisions on courses and programs. Though the membership of the committee is named by several different appointing agencies, the committee itself does not answer to those appointing agents or to other committees. It answers to the state. Vigilance must be taken so that no special interest group ever dictates the actions of the committee. Our policies and procedures have been approved by the state and cannot be changed or substantively modified without the approval of the state.

The City College of San Francisco Curriculum Committee has one of the least complicated, fastest procedures of all community colleges in the state.

Once a proposal is submitted in *proper* form, it is placed on the agenda for the next meeting and is acted upon at that meeting. Many colleges require first and second readings at curriculum meetings and will not act on the proposal until the third meeting; a few will not even act on a proposal for a new course or certificate/program in the same semester in which the course is proposed.

Preparation for meetings. The committee has to be prepared in order to act responsibly at meetings. It is very important that all members come prepared to discuss and act upon the proposals. The proposals are distributed in advance of the meeting. All members shall review the proposals and be aware of the content of each before coming to the meeting. If it is not possible for a member to do this, he/she should ask to be replaced on the committee.

Scope of review. The committee must always be concerned with the academic merit of a proposal and should avoid consideration of course cost and/or faculty load. These issues need be decided elsewhere; the committee decides only on the merit of the course content and the number of hours/units assigned to the course.

9.1 Review Guidelines

9.1.1 Reviewing course outlines

General. Review each proposal as a whole: are all parts of the course outline present.

Specific review items. What each member must look for in proposal are components such as the following:

Table 30: Approval Review Components

Description & Specifics
<ul style="list-style-type: none"> • Are there enough hours (lab, lecture, or combination) to justify the units (see Table 31)? • Are all sections of the outline complete? • If repeats are allowed (skills or performance), are they in keeping with the repeatability policy?
Catalog Description
<ul style="list-style-type: none"> • Does the Catalog description describe the course (check the content)? • Is the catalog description too long?
Major Learning Outcomes
<ul style="list-style-type: none"> • Are the learning outcomes college level? • Do the learning outcomes show critical thinking? • Are learning outcomes related to content?
Contents
<ul style="list-style-type: none"> • Does the content justify the units? • Does the content support the learning outcomes?
Methodology
<ul style="list-style-type: none"> • Is Evaluation tied to Major Learning Outcomes and Contents? • Are there written tests (or computational ones) or a demonstration of acquired skills? • Is there evidence that students must employ critical thinking skills?
Classification
<ul style="list-style-type: none"> • Does the course meet the standards and criteria for the requested Title 5 classification?
Other
<ul style="list-style-type: none"> • Does the course material not unnecessarily overlap what is taught in other departments? • If there is obvious overlap, have other area(s) signed off on the proposal? • Is the course part of a certificate program and does the course have any effect on a certificate program? • Is the course transferable as general units or is there a corresponding course at another institution? • Do any student fees correspond to objects or productions that the student carries away from the course? • Does the course impact the Library and other learning resources?

Unit requirements. The following Carnegie unit to (minimum) hours ratio must be applied consistently:

Table 31: Carnegie Unit Factor (see notes following)

Contact Hours (/week)	Carnegie Unit Equivalent
One (1) Lecture hour	one unit
One (1) Conference hour	one unit
Three (3) Laboratory hours	one unit
Five (5) Work Experience hours	one unit

Minimum hours. Carnegie units are the minimum number of hours per unit assigned; it is permissible to demand more hours of students than are compensated in unit value.

Clinic hours. Remember also that there are such things as clinic hours in which one clinic hour equals one lecture hour, but the use of clinic hours in their pure form is almost nonexistent at our level or rather what we call clinic simply means an offsite location and is a lab hour away from campus. In all our offerings, we only have two or three courses that can utilize the formula for clinic hours.

Physical education hours. PE hours are a separate category. The state allows two hours of many activity courses to equal one unit.

Fractional units. Departments that *do not* have courses that have fractional units must consult with the Dean of Curriculum prior to submitting a course proposal with a fractional unit load.

Noncredit outlines. All noncredit courses must list the total number of hours that the course will be offered. Departments must understand that they can only offer the course for this many hours and that all sections of the course must meet for that specified number of hours. They can meet in different time frames, for different numbers of weeks, etc. but the total number of hours must match that specified in the outline.

Variable hours. Some noncredit courses may have variable hours. Variable hour courses should be lab courses or skill courses, and the outline must make it clear there is an exit skill that all students meet.

9.1.2 Reviewing course outline addenda

Use the relevant sections of Chapter 3. Course Outline Addenda to ensure proposed addenda follow the guidance in that chapter.

9.1.3 Reviewing certificate and degree programs

Credit programs. When a proposed certificate program or degree program comes before the committee, the approval process is:

1. **Preliminary approval.** The Curriculum Committee can give preliminary approval. After receiving local approval, a proposal must go before the
2. **Bay Area Consortium** and if approved by that group then to the
3. **State Chancellor's Office** for approval and then to the
4. **California Post Secondary Education Commission** who will give final approval.

"Pending" status. Until final approval is granted, the program can only be listed in the online catalog with "pending approval" clearly stated in its introduction.

Under 18 units. Credit programs under 18 units can be adopted locally.

Noncredit certificates. The committee can award local approval. Noncredit certificates created in an effort to capture enhanced funding pursuant to SB 361 require CCCCO System Office approval.

9.1.4 Reviewing prerequisites, corequisites & advisories

See Chapter 6. Establishment of Prerequisites, Corequisites, and Advisories for requirements and guidance about prerequisites, corequisites, and advisories.

9.1.5 Technical review guidelines

Technical review is a review of the format of an outline, not a review of the contents or the merits of the outline. Please note that technical review is not an approval process.

9.2 Meetings

9.2.1 Calendar planning

The following table describes the typical meeting calendar for the Committee:

Table 32: Meetings Calendar (model)

Fall Meetings	Description
1	Early September (executive session and proposals)
2	Mid September
3	Early October (Spring schedule deadline)
4	Mid October
5	Late October
6	First/second week of November
7	First week of December
Spring Meetings	Description
1	Last week of January (Catalog deadline)
2	Second week of February
3	Last week of February (Fall schedule deadline)
4	Second week of March
5	Last week of March (adjusted for Spring break)
6	Last week of April (adjusted for Spring break)
7	First/second week of May (no proposals, executive session only)

The Curriculum Committee calendar is always coordinated to try not to overlap with the Academic Senate meeting calendar.

9.2.2 Proposal submission deadline

The submission deadline for proposals to be placed on the agenda for the next scheduled Curriculum Committee meeting is 3:00 PM on Wednesday, two weeks prior to the meeting.

9.2.3 Technical review deadline

The deadline for proposals (one copy) submitted for technical review is two weeks prior to the agenda submission deadline.

9.2.4 Curriculum Committee meetings

Curriculum Committee meetings are open to all members of the City College community. The meeting schedule is published in the City Currents in the Master Planning Calendar on the back page of most issues or it can be viewed at www.ccsf.edu/services/shared_governance.

9.2.5 Publication of the agenda

Copies of the agenda for the next meeting are distributed to department heads, administrators and various College offices and organizations.

9.2.6 Agenda

The agenda of a Curriculum Committee meeting may include the following as needed. The order in which some items appear is determined by the chair.

Table 33: Meeting Agenda

Item	Description
Call to order	
Announcements	
Correspondence	
Approval of minutes of the previous meeting	
Approval of Prerequisite, Corequisite & Advisory Recommendations	
Unfinished business	Proposals tabled at the previous meeting
New business	New proposals
Other business	Presentations
Executive session	Orientation, discussion, seating members, etc.
Adjournment	

9.2.7 Proposal presentation

Schedule. Each proposal is given a scheduled duration of five to ten minutes. The Committee is not held to this schedule.

Presentation. The chair announces each proposal or group of proposals and requests that the department chair or recognized representative make a presentation of the proposal(s). The presentation is restricted to the rationale or justification for the proposal and the merits of the proposal. The presentation is to be kept as brief as possible.

9.2.8 Discussion

After the presentation of the proposal, the chair will call for discussion. Discussion is conducted in a question and answer dialog format between Committee members and the presenter (and possibly supporting faculty accompanying the presenter).

The chair will recognize each member in turn as questions and comments are offered. Members may speak to a proposal more than once. The purpose of the discussion is to bring the committee to a motion to approve or a motion to table.

Conduct. At all times, the discussion is restricted to the merits of the proposal. The discussion is solely to inform the members and is not a debate or a forum.

9.2.9 Motions

A Committee member can move to:

1. approve a proposal,
2. approve a proposal with stipulations (based on the discussion),
3. table a proposal to time-certain (the next scheduled meeting of the Committee) with stipulations.
4. table a proposal (no possibility of return subject to Curriculum Committee standing rules).

Members may make other motions consistent with the rules of order. The chair will conduct the motion and voting process according to the rules of order.

9.3 Minutes

The draft minutes of each meeting are published and distributed to Curriculum Committee members with the agenda for the next meeting, with the exception of the minutes for the last meeting of the year. Draft minutes are corrected as needed and approved at each subsequent meeting. Approved minutes are distributed to the College community.

The minutes of the last meeting of the year are pre-approved at that meeting and may be amended as needed at the first meeting of the following year.

9.4 Post-meeting

9.4.1 Approved Proposals

Proposals that are approved by the Committee are signed by the chair and forwarded to the Dean of Curriculum for implementation. The chair also signs the certification of *Standards and Criteria* form acknowledging the Committee's action.

9.4.2 Approved with stipulations proposals

Proposals that are approved with stipulations must be resubmitted to the chair within a short time period, two to three weeks. Two signed copies of revised outlines must be submitted for each course proposal. Proposals approved with stipulations that are not resubmitted in a timely manner will be returned to the chair of the presenting department and may be resubmitted to the Curriculum Committee as a new proposal the following semester.

9.4.3 Tabling and tabled proposals

If a department presents a proposal that: overlaps offerings in other departments; raises objections within the department; or that is unclear in concept, the Committee is encouraged to table that proposal. For proposals that lack clarity, the proposal will return to the agenda when resubmitted with necessary corrections made.

Signoff. In the case of disputed proposals, the Committee will direct the department chair who made the proposal to work with those departments or individuals who objected to the proposal to rework the material in such a way that the objectors will "sign off" on the proposal. When the chair obtains the signature(s), the proposal will be submitted in new form to the Committee and will be placed on the next agenda.

Mediation. If the agreement of the objectors cannot be reached, the department chair will approach the Committee chair and request a mediator. The mediator may be the appropriate school dean(s), a neutral member of the Committee, or a designated member of the faculty or administration.

Should mediation prove fruitless, the Committee may choose to have three supporters of the proposal and three opposed to the proposal appear to speak to the issue. Presentations are limited to no more than three minutes. The Committee will then vote on the proposal. Alternatively, the Committee may choose to remove the proposal from any further consideration.

If the Committee votes down a proposal or removes it from consideration, that proposal may not come back to the Committee in any form for at least two years.

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