

**I. Curriculum Committee**

The Curriculum Committee, a standing committee of the Faculty Senate, coordinates curriculum development and review. Voting members include:

- One faculty member selected from each of the college's 9 instructional divisions
- One counselor
- One librarian
- One chairperson from each instruction division and the Counseling Division
- Two students selected by the Student Senate
- Library/Learning Resources Director
- One faculty chairperson

There are five non-voting members as follows:

- Articulation Officer
- Vice President, Instruction
- Three Deans of Instruction
- Director of Community Education

The faculty chairperson is appointed by the Faculty Senate President.

The Curriculum Committee shall hold a consecutive series of meetings twice a year.

**II. New Course Proposals and Changes to Existing Courses**

- A. Proposals may be submitted to the Curriculum Committee in the fall or spring semesters for implementation in the following semester.
- B. Proposals are initiated by faculty members and require the endorsement of the division.
- C. Before proposals are forwarded to the Curriculum Committee, they will be reviewed by the division chairperson, the appropriate Dean of Instruction, the Vice President, Instruction, the Articulation Officer, the Director of Library and Learning Resources, the Director of Computing Resources, and the chairperson of the Curriculum Committee. The reviewers will check for:
  1. Completeness and accuracy in filling out the form(s)
  2. Accurate numbering and credit status
  3. Accurate transferability information
  4. Hour (lecture/laboratory) and unit consistency
  5. Potential interdepartmental curricular conflicts
  6. Prerequisite appropriateness
  7. Hour (lecture/laboratory) and classroom activity consistency
  8. Compliance with Title 5 requirements

The originator will be asked to revise the proposal if information is incomplete, inappropriate, or inaccurate.

- D. Once all reviewers have signed the proposal, it will be placed on the Curriculum committee agenda for information and action. At the first Curriculum Committee meeting, committee members may raise questions concerning course proposals. In the event that additional information is required, the originator or his/her representative may answer questions at the second scheduled meeting. There may be subsequent Curriculum Committee meetings as needed.

- E. After originators have been given an opportunity to answer questions about proposals, at a second meeting, the Curriculum Committee votes on the proposal.
- F. Course proposals reviewed by the Curriculum Committee are forwarded to the Faculty Senate for review and approval.
- G. The Faculty Senate forwards its recommendation to the Vice President, Instruction.
- H. The Vice President, Instruction recommends to the Governing Board and directs changes in the College Catalog and Class Schedule. Curriculum records are maintained in the Instruction Office.

### **III. New Programs of Instruction**

- A. In an effort to insure an orderly and coordinated development of instructional programs that will service the needs of students and the community, attention will be given to the following considerations:
  1. Clear demonstration of need
  2. Consistency with overall college goals and objectives
  3. Complete cost and income analysis
  4. Appropriate location of program within division
  5. Staffing implications
  6. Adequacy of college support
  7. Need for new facilities
  8. Anticipated enrollment
  9. Regional articulation

Plans for new programs may be initiated reports to the Council for Instructional Planning, by the appropriate administrator, or by communication from the community at large.

- B. After tentative endorsement by the division, the department and the Office of Instruction will jointly develop and conduct a thorough needs assessment to determine whether a clear demonstration of need exists.
- C. If the results of the needs assessment demonstrate a need for the program, a written proposal will be developed by the department and will provide necessary information listed in “A” above and all information required for State approval.
- D. The new program proposal shall be approved by the division in which the program will be located and by the division Chair.
- E. After approval by the division, if the proposal is for an occupational program, it shall be presented for regional college review and approval.
- F. After approval by the regional college, proposals shall be submitted to the Curriculum Committee in the fall semester for implementation in the following year. They should be submitted on the appropriate form and by the deadline developed by the Curriculum Committee Chairperson and the Instruction Office.
- G. Before new program proposals are forwarded to the Curriculum Committee, they will be reviewed by the Division Chairperson, the appropriate Dean of Instruction, the Vice President, Instruction, the Articulation Officer, the Director of Library and Learning Resources, the Director of Computing Resources, and the Chairperson of the Curriculum Committee. The originator will be asked to revise the proposal if information is incomplete, inappropriate or inaccurate. Once all reviewers have signed the proposal, it will be placed on the Curriculum Committee agenda for

introduction and action. At the first Curriculum Committee meeting, in a consecutive series of meetings, committee members may raise questions concerning the proposal. In the event that additional information is required, the originator or his/her representative may answer questions at the second scheduled meeting.

- H. After originators have been given an opportunity to answer questions about proposals, they will be acted upon by a vote of the Curriculum Committee at the second Meeting.
- I. New program proposals approved by the Curriculum Committee are forwarded to the Faculty Senate for review and approval.
- J. The Faculty Senate forwards its recommendation to the Vice President, Instruction.
- K. The Vice President, Instruction will ask the College Planning Council to review the proposal.
- L. After review by the Faculty Senate and the College Planning Council, the Vice President, Instruction recommends to the superintendent/President who will recommend to the governing Board.
- M. Following Governing Board approval, the Office of Instruction will submit to the Chancellor's Office a request for approval of the program.

#### **IV. Program Deletion**

In rare cases in which program enrollment is severely decreased, and/or occupation demand is diminished, and all other options have been exhausted, the college may embark upon a process to delete the program from the curriculum.

- A. The following documents, specific to the program in question and prepared by the Office of Institutional Research, will be reviewed by the Council for Instructional Planning
  - 1. Enrollment history
  - 2. Labor market projections or
  - 3. University programs
  - 4. Similar programs in the region
  - 5. Other qualitative data

In after deliberation, CIP recommends proceeding with program deletion, an additional meeting of CIP will be held with the presidents or designees of CCF and SEIU if classified staff are involved), the Faculty Senate president and the affected faculty and staff invited to attend.

- B. The Vice President, Instruction will initiate discussion with program faculty and staff to present rationale for actions under consideration. The Faculty Senate President will be present.
- C. The Vice President, Instruction will meet with Faculty Senate to discuss rational and plan, including plan for current students to complete the program.
- D. Faculty Senate will invite the department to provide its perspective on the proposal.
- E. Faculty Senate will provide an advisory recommendation to the Vice President, Instruction either endorsing or not endorsing the program elimination.
- F. In instances where the recommendation is to eliminate a program and will result in faculty reassignment(s), retraining(s), or layoff(s), the Vice President, Instruction will meet with the CCFT President (and if classified staff are involved, the SEIU President), to discuss the rationale and implications of the proposed plan and will negotiate the impacts according to the collective bargaining agreements.

- G. After completing the consultation process, the Vice President, Instruction will forward to the College President, a recommendation regarding the program.
- H. The College President will submit his/her recommendation to the Governing Board.

## **V. Instructional Planning**

### **A. Instructional Planning Process**

College programs will participate in the instructional planning process once every six years. Discipline areas will be provided with information to assist them in planning. Data will include: weekly student contact hours, number of majors, retention rates, numbers of graduates, follow-up reports on graduates, employer information, and major internal and external trends, for example: employment and population trends, part-time/full-time trends, and other demographics.

The information will be supplemented by information gathered by the faculty through surveys of faculty and students, through curriculum review, and through study of the employment area and/or university curriculum. Based on this analysis, the discipline area will review and, if necessary, revise course outlines and requisites, and will develop an instructional plan that will be submitted to the Vice President, Instruction and the Council for Instructional Planning. This information will then become a part of budget and staffing proposals and the College Master Plan.

### **B. Cabrillo College Occupational Needs Assessment (CCONA)**

1. A needs assessment will be conducted for each occupational program at least every four years or when conditions warrant it. The Instruction Office, in cooperation with the divisions, will establish the schedule for the assessments.
2. The occupational needs assessment instrument will be developed by the institutional researchers with the assistance of the appropriate department(s) or division(s).
3. A list of persons to receive the needs assessment developed through cooperation among the research office and appropriate department(s) and/or division(s) will be developed.
4. The survey will be distributed and returns summarized by the research office.
5. Once compiled, the results of the needs assessment will be shared with the department, the Division Chairperson, the appropriate Dean and the Vice President, Instruction.
6. The Division Chair will meet with the department head and/or members of the department to discuss results. Action to be recommended might include: a) curriculum changes, b) program maintenance, c) facility or staffing changes, d) combinations of the above or other appropriate action.
7. The appropriate Dean and Division Chairperson then meet to recommend action to be taken, or further research to be done, as a result of the needs assessment.
8. The discussions will result in a written plan to be submitted to the appropriate dean and Vice President, Instruction for review and approval. It is recognized that the results of the needs assessments are not sufficient to constitute a complete process of program analysis. The results are intended to be used with other sources of information to improve the program in question.

There are many other elements that should be considered. It is possible, for example, that the only recommendation reached as a result of studying the needs assessment summary would be that other information is required before any program changes or decisions can be made.

### **Council for Instructional Planning**

**Purpose:** The purpose of Instructional Planning is to recognize quality and assist in the continuous strengthening and improvement of the college academic program as well as the

support services in the instruction component. The process is designed to provide a rigorous examination of programs and their outcomes, to develop new insights into program effectiveness, to suggest ways in which programs can become more responsive to student and community needs, and to provide information for resource allocation within departments and within the college. All programs and services will be reviewed every five years. During the sixth year, which will coincide with the accreditation self study, programs will usually not be reviewed but will be summarized. The order in which programs will be reviewed is determined by the Council for Instructional Planning.

**Membership:** Division Chair Council augmented by 3 faculty senators, 1 classified representative, 1 student

**Meetings:** Monthly, or as needed.

**Agenda:** The agenda is prepared by the Vice President, Instruction. Agenda items may be submitted in advance committee members.

**Minutes:** The committee chair will arrange for minutes to be taken and distributed.

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