This procedure applies to the processes for approving individual credit and noncredit courses.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training in stand-alone course approval provided for in Title 5 Section 55100.

I. Curriculum Committee
The Curriculum Committee, a standing committee of the Faculty Senate, coordinates curriculum development and review. Voting members include:
- One faculty representative from each division (chair of a Division Committee on curriculum or their designee)
- One Articulation Officer
- One faculty Librarian
- One faculty Counselor
- One student

The non-voting members are the Vice President, Instruction and the Division Deans. The Curriculum Chair is appointed by the Faculty Senate President.

Curriculum Committee meetings: eight to nine times a year or as needed
Agenda: The Curriculum Chair in consultation with the Vice President, Instruction and the Instructional Procedures Analyst will prepare the agendas.
Minutes: The executive assistant for the Vice President, Instruction will take minutes.

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 year.
B. Proposals are initiated by faculty members and require the endorsement of their Division Curriculum Committee.
C. Before new course proposals and modifications are forwarded to the Curriculum Committee, they will first be reviewed by Administrative Review, which includes the Articulation Officer, the Director of the Library and Learning Resources (or representative), Student Learning Outcomes Coordinator, Distance Education Director, and the Chair of the Content Review Committee and Division Curriculum Chairpersons. Following the Administrative Review, the curriculum will be reviewed
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by the Chairperson of the Curriculum Committee, the Division Dean, and the Vice President, Instruction. The reviewers will consider:

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 student unit consistency
5. Potential interdepartmental curricular conflicts
6. Requisite appropriateness and requisite content review
7. Hour (lecture/laboratory) and classroom activity consistency
8. Compliance with Title 5 requirements
9. Receiving of required reading material and text
10. Regulatory limits on the number of courses that may be linked to one another by prerequisites or corequisites.

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

D. Once all reviewers have reviewed the proposal, it will be placed on the Curriculum committee agenda for information and action. At the 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 a subsequent scheduled meeting.

E. After originators have been given an opportunity to answer questions about proposals, the Curriculum Committee acts upon the proposal as a second reading.

F. Course proposals approved 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 Schedule of Classes. Curriculum records are maintained in the Instruction Office.

I. Courses approved must be reported to the California Community Colleges Chancellor’s Office.

J. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor’s Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Legal Reference: Title 5 Section 55100

Adopted: September 5, 2013 (IC)