GROSSMONT CURRICULUM GUIDE

GROSSMONT
COLLEGE

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Curricular Deadlines, Course Revision Policy and Guidelines

Curriculum Processing Deadlines

Course Revision Policy

Guidelines for Submitting Proposals

Curriculum Processing Deadlines

To ensure the deadlines for Curriculum committee and Governing Board approval can be met, a schedule of deadlines for consideration of curricular proposals has been established. Faculty must submit proposals for Curriculum Committee review by the following date:

August 13th   Distance Education Proposals must be submitted, see Curriculum Committee website for form submission information.

September 15th   All Curriculum Proposals must be submitted, see Curriculum Committee website for form submission information.

A calendar will be established and published to the Curriculum Committee Website once all proposals have been submitted for the year. It is important to note that both the Curriculum Committee and the Governing Board must approve curriculum. All new courses and programs will typically launch the following Fall semester allowing for local and state approval processes to occur as well as proper publication to students and the community.

Course Revision Policy

In the Spring of 2021, the Curriculum Committee approved a "Course Revision Policy". The policy outlines the following:

> *"Course Outlines of Record (CORs) must be submitted for review at least every five years which allows the Curriculum Committee to complete the review by the six-year deadline. CTE courses must be reviewed every two years.*
>
> *By March 1st, the Curriculum Committee and Instructional Operations will provide a list of courses to department/disciplines that are up for review the following year. This list will be available to the public on the Curriculum Committee webpage. Department/discipline faculty should work with their division curriculum representatives, Curriculum Chair and Instructional Operations to ensure that course revisions are completed and submitted within five years of the proposal start (effective term). "*

Faculty Responsibilities:

1. Department/discipline faculty have originated and submitted completed Course Modification Proposals and all corresponding documents by September 15th

2. Department/discipline faculty have responded to any requests for changes from the Curriculum Committee, Curriculum Chair, Student Learning Outcomes Coordinator, your Dean, Distance Education Coordinator or Instructional Operations prior to approval

3. The course is locally approved by the Curriculum Committee and Board of Trustees prior to the new proposal start (effective term).

Courses not Revised:

> *"Course outlines that have not been submitted for review within 5 years will be subject for DELETION. Under extenuating circumstances, department/disciplines may request up to a one-year extension to the 5- year revision policy. See Curriculum Handbook or website for procedures."*

Guidelines for Submitting Curriculum Proposals

Faculty members, in collaboration with their departmental faculty and chair initiate Course and Program proposals. Below are some guidelines.

1. Review the Course Master List to ensure you know when courses are required to be submitted
2. Adhere to the yearly Curriculum Submission Guidelines
3. Do not assume that an existing course outline or program still meets guidelines and regulations.
4. Utilize the Curriculum Committee Website and sample documents as templates to create your Course Outline of Record or Degree/Program.
5. Understand that ALL of the course standards outlined in Title 5 must be met prior to review by the curriculum committee.

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Curriculum Committee
Review Process
and Forms

Review Process

Form Types

Committee Review Process

FIRST READING FOR INFORMATION
1. Curriculum Committee performs technical review of proposals via Curriculum Proposal Review (CPR)
2. Committee discusses results of CPR review
3. Curriculum Chair sends CPR results to the department(s) for review and revision as necessary. Faculty respond to questions and/or concerns formulated at the first reading.

SECOND READING FOR ACTION
1. Curriculum Committee reviews edited proposals
2. Department members present proposals to the Curriculum Committee
3. Curriculum committee members vote on the proposal(s), unless further revisions are needed

STEPS AFTER THE CURRICULUM COMMITTEE APPROVAL
1. Curriculum proposals approved by the Curriculum Committee are submitted to the Board of Trustees for final approval in the form of a "Board Packet".
2. Curriculum that is Board approved is submitted to the California Community College Chancellor's Office and other agencies as needed (e.g. ACCJC)
3. Curriculum is effective in Fall of the next academic year, if it has the necessary approvals.
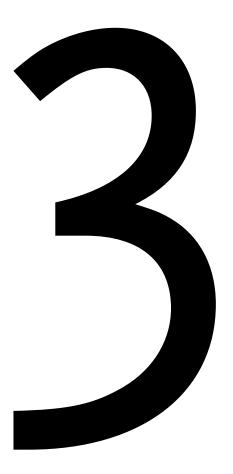
Form Types

The Curriculum Committee reviews proposals for the following categories:

- Courses
- Programs/Degrees
- Distance Education
- General Education

The types of actions that can be approved by category are the following:

- Courses: Addition(s), Modification(s), Deletion(s)
- Programs: Addition(s), Modification(s), Deletion(s)
- Distance Education: Mode of Instruction – Fully Online, Partially Online, and Emergency Online
- General Education: Approval for Areas A-E for the Associate of Arts or Science

Please use the website to access the appropriate forms for the type of curriculum action you would like to begin. The instructions are included on the website. Additional forms may be required based on the type of Curriculum Action being taken such as Content Review, Letter(s) of Intent and/or Alignment paperwork.

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Curriculum Committee

Committee Charge

> "The purpose of the Grossmont College Curriculum Committee is to ensure a curriculum that meets Title 5 Regulations and reflects the mission of Grossmont College. The Curriculum
> Committee strives to promote a diverse, equitable, and
> inclusive curriculum that is academically sound, comprehensive, and responsive to the evolving needs of our community. The committee will create and foster an environment of cultural humility as it relates to the development and maintenance of curriculum."

Composition

In Spring of 2021, the Academic Senate of Grossmont College approved the following membership composition and representation for the college's Curriculum Committee. The following composition will remain in place until voted on by the Curriculum Committee and the Academic Senate.

Curriculum Committee Membership
   Administrative Co-chair, Vice President of Academic Affairs (1)
   Faculty Co-Chair, Elected by the Committee (1)
   Instructional Operations Supervisor (1)
   Allied Health and Nursing (1)
   Career and Technical Education/Workforce Development (2)
   Arts, Languages, and Communication (2)
   Counseling, Student Development & Matriculation (1)
   English, Social/Behavioral Sciences (2)
   Learning Technology Resources (1)
   Math, Natural Sciences, Exercise Science & Wellness (2)
   Accessibility Resource Services (1)
   Member at Large (1)
   Administrators, Academic Dean (1), Student Services Dean (1)
   Articulation Officer (1)
   Evaluator (1)
    Student Learning Outcomes Coordinator

Advisory Members– ASGC Representative and Distance Education Coordinator
Administrative Support – Instructional Operations Assistant

Technical Review Membership:
   Administrative Co-chair, Vice President of Academic Affairs (1)
   Faculty Co-Chair, Elected by the Committee (1)
   Instructional Operations Supervisor (1)
   Articulation Officer (1)
    Evaluator (1)
   SLO Coordinator
   *Rotating Faculty Committee Member (1), Serves 1 Academic Year

Meetings

The Curriculum Committee is scheduled to meet each Tuesday afternoon from 2:00pm to 4:00pm beginning early to mid-October through mid-December in the fall semester and early February through May in the spring semester.

Responsibilities of Curriculum Committee Members

1. The Curriculum Committee Division Representatives serve as a liaison between the Curriculum Committee and the departments in the division they represent. The division representative will:
   a. Serve as a consultant to departments in their division during curriculum development by answering questions, providing information, preparing the faculty for their visit to the curriculum meeting. The representative will support the mission of the Curriculum Committee and ensure Title 5 compliance.
   b. Bring questions from departments to the curriculum chair if uncertain of the answer.
   c. Inform and update the division members during division meetings held during professional development week about curricular issues such as prerequisites, alignment issues, and curriculum deadlines.
   d. Inform and update the curriculum chair of curricular issues in their represented departments.
   e. Present the department's proposal if the department so chooses.
2. All members serving on the Curriculum Committee, including those who do not represent a specific division, have the following responsibilities:
   a. Attend weekly Curriculum Committee meetings
   b. Review the curriculum proposals prior to weekly meetings and provide input
c. Promote the values as stated in the mission statement

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Resources

The Course Outline of Record (COR)

Course Master List & Other Lists

Program and Course Approval Handbook (PCAH)

Accessibility Guide

The Course Outline of Record

The official Course Outline of Record (COR) defines the content, objectives, methods of instruction and evaluation, sample textbooks and instructional materials for the course, and more. It establishes the number of units for the course plus the number of hours of instruction and will list any prerequisite(s) or corequisite(s) required for the course.

Helpful Resources available on the website:
- o Course Outline of Record Checklist
- o The Course Outline of Record: A Curriculum Reference Guide

Course Master List & Other Lists

Get all of your course information in one place! Coming soon!

Program and Course Approval Handbook (PCAH)

The Program and Course Approval Handbook (PCAH) assists California community college administrators, faculty, and classified professionals in the development of programs and courses and the submission of these proposals for review and chaptering by the Chancellor's Office.
- o Program and Course Approval Handbook (PCAH) 7th Edition

Accessibility Guide

All courses that are approved for Distance Education must meet specific Accessibility requirements as outlined in Title V. Please review the guidelines if you are interested in adding Distance Education as a mode of instruction for a course.
- o Distance Education Accessibility Guidelines for Students with Disabilities

Educational Code and Title 5

There are several Curriculum topics that consistently are referenced in Curriculum. Below are some of the mostly commonly referred to. The list will be updated as sections of Title 5 are used for reference or are updated by the legislature. Additionally, faculty can access a more detailed listing of the sections of regulation for Curriculum in the Program and Course and Approval Handbook (PCAH).

- California Community Colleges, Title 5, Division 6
- Academic Senate (Faculty Purview) over Curriculum, Ed. Code - 70902
- Minimum Requirements for the Associate Degree, Title 5 - 55063
- Definitions and Application (Distanced Education), Title 5 - 55200
- Credit for Prior Learning, Title 5 - 55050