
College of Alameda
College Curriculum Committee By-Laws *Ratified: November 2, 2010*

1. Article I – Function

- a. The Curriculum Committee (CC) of College of Alameda is a standing committee established and appropriately constituted by mutual agreement of the Academic Senate and the College Administration in accordance with Title V.
- b. In all matters pertaining to curriculum, the CC acts as an advisory body to both the College of Alameda Academic Senate and the Vice President of Instruction. Recommendations from the CC are then forwarded to the District Council of Instruction, Planning and Development (CIPD), Chancellor, Board of Trustees, and, when applicable, to the State Chancellor.

2. Article II – Charge

- a. The charge of the CC includes those responsibilities delegated by the Academic Senate¹, those under delegated approval authority granted by the State Chancellor, those accorded by Title V/AS 1725, and those specified in the State Curriculum Standards Handbook and the PCCD Program and Course Approval Manual.
- b. In general, the CC is responsible for planning and policy formulation in the areas of curriculum and instruction, certificates, degrees, general education requirements and certification, course and program approvals.
- c. Specifically, the responsibilities of the CC include the following:
 - i. Under delegated approval authority granted by the PCCD Board of Trustees: to review and approve experimental selected topics courses (48/248/348/648/748/848/948) and scheduling.
 - ii. Under delegated approval authority granted by the State Chancellor: to review and approve (1) new degree and non-degree credit courses not part of approved program; (2) substantial changes to existing program; (3) stand alone courses, and (4) repeatability for specified courses before being forwarded to CIPD for final review and approval.
 - iii. To provide oversight of courses/programs needing review under delegated approval authority by (1) reviewing and evaluating existing offerings (including course content, prerequisites, co-requisites and recommended preparation) to promote and assure rigor, effectiveness, currency and innovation in curriculum; and (2) in coordination with the Institutional Effectiveness Committee (IEC), to aid in the evaluation of Program Reviews and Unit Plans; and (3) ensure that all course outlines of record are on file and meet Title V standards and requirements.) *

¹ Pursuant to Title V, Section 53200, California Administrative Code, the Academic Senate is the representative body of the faculty whose primary function is to represent the faculty members of the College of Alameda on academic and professional matters. "Academic and professional matters" means policy development and implementation matters in eleven areas: Areas (1), (2), (4) and (9), and delegated by the CoA Academic Senate to the CCC: (1) Curriculum, including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (4) Educational program development; and (9) Processes for program review and evaluation.

- iv. To ensure that courses are in compliance with the PCCD Uniform Course Numbering System and in general provide guidance in assuring the COA Catalog – relative to curriculum issues – is accurate, clear, and accessible as to Program and Course descriptions.
- v. To review and approve all new and revised curriculum (specifically course/program changes and course/program additions) before being forwarding additions and revisions to the Vice President of Instruction, CIPD and in the case of new catalog courses, to the Board of Trustees for final review and approval.
- vi. To review and approve the COA Institutional Vision and Mission - including Institutional Learning Outcomes (ILO), Program Learning Outcomes (PLO), and Student Learning Outcomes (SLO) - as these pertain to the maintenance and promotion of rigorous and innovative quality curriculum; and to review and recommend changes in general education and graduation requirements.
- vii. To review and approve all new degree and certificate programs before being forwarded to the Vice President of Instruction, CIPD, the Peralta Board of Trustees for final review and approval, and then forwarded for State approval.
- viii. To engage in process evaluation of the curriculum review, approval workflow processes (e.g. in curriculum and learning outcome evaluation software systems); and to review, refine, and recommend procedural and policy changes affecting curriculum.

3. ARTICLE III - MEMBERSHIP

- a. Composition of the CC membership shall be as follows:

Member		Faculty	Adm.	Classified	Student	Voting	Non-Voting
Division I	3	X				X	
Division II	3	X				X	
Student Services	1	X				X	
Articulation Officer		X				X	
Head Counselor or Delegate		X				X	
Head Librarian or Delegate		X				X	
ASCOA Rep.					X		X
Academic Specialist				X			X
Division Deans I			X			X	
Division Deans II			X			X	
VP of Instruction			X			X	
VP of Student Services			X			X	
Academic Senate President		X				X	
Total membership: 17		11	4	1	1	15	2

- b. Appointments, Vacancies, and Elections

- i. During March of each academic year, the CC Chairperson will inform the Academic Senate President of any vacancies for the following academic year. The Senate President shall, in consultation with the academic senate, appoint faculty members to fill those vacancies. Academic Senate appointments will be forwarded to the CC Chairperson by March 30.

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- ii. Terms are in two-year increments and are renewable. While respecting experience, encouraging continuity, and supporting demonstrated commitment to the Committee of senior members; as other faculty members express an interest, they should be considered for appointment by the academic senate president to fill vacancies in order to afford the Committee variation in perspectives.
 - 1. Appointed members who miss three consecutive meetings without notifying the CC Chairperson will be considered inactive, and their position on the Council will be considered vacant.
 - 2. The Academic Senate may decline to renew, or choose to revoke, a member's appointment for demonstrable cause (e.g. violation of faculty standards of professional ethics and practice) after good faith attempts to remedy the cause(s).
 - 3. When an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CC Chairperson will notify the Academic Senate President who shall, within two weeks, appoint a replacement to serve the remainder of the term of the original appointee.
 - iii. The terms of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting after their appointment.
 - iv. A faculty member shall be elected CC Chair from among CC members by CC members. The term of office is two years. No person may serve more than three consecutive terms as Chairperson unless authorized by the Academic Senate.
 - v. Each May, a faculty member shall be elected CC Vice-Chair from among CC members by CC members. The term of office is one year. The Vice-Chair acts as Chair in the absence of the CC Chair; and replaces the Chair in the event the Chair position becomes vacant before the end of the normal term of the office of Chair.

4. ARTICLE IV - MEETINGS

- a. The CC shall meet on the first and third Tuesday of each month of the academic calendar.
- b. Additional meetings may be called as needed, by the Chairperson and/or a quorum of the CC.
- c. CC meetings shall be open to the public (as a sub-committee of the senate, CC is not a Brown Act meeting).
- d. A quorum shall be eight members or 50% + 1 of current active members, whichever is smaller.
- e. In general, Robert's Rules of Order (modified to facilitate actual functioning conditions of the committee) shall prevail in all CC meetings, except when otherwise provided.

5. ARTICLE V - AMENDMENT OF THE BYLAWS

- a. Amendments to these Bylaws may be initiated in the same way that any other motion is initiated by the CC members.
- b. Proposed amendments to the CC Bylaws, following its usual rules for passage of motions, shall be submitted in writing at a regular meeting and shall be adopted when favorable votes are cast by a simple majority of the CC membership.

6. ARTICLE VI – RATIFICATION

- a. These Bylaws shall become operative when approved by a majority of the CC members, and shall remain in effect until amended or revised.
- b. The College President, Academic Senate, and Planning Council shall each receive a copy of the CC Bylaws and any amendments as they are adopted.