



Chapter 1

Senate Committee on Curriculum

The Curriculum Committee is responsible for the overall analysis, evaluation, and direction of courses and educational programs at Cerritos College. The committee serves as the decision-making body to which all courses and educational programs for the college are submitted.

Shared Governance Definition

A. Purposes

- Recommends for approval by the Board of Trustees all new courses and programs of study
- Recommends for approval by the Board of Trustees all course and program revisions
- Recommends for approval by the Board of Trustees all degree and certificate requirements
- Establishes procedures for curricula submission by faculty to the committee
- Provides technical assistance to those submitting curricula to the committee
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

Technical Review Subcommittee
Class Size Workgroup

c. Chairperson (how selected/elected)

1. A faculty member is elected by the voting members of the Curriculum Committee for a two-year term. The term shall commence on July 1 and end on June 30.
2. It is the Chairperson's responsibility with support from the Curriculum Specialist to: prepare and distribute the agenda; conduct meetings; forward recommendations to the Faculty Senate and then to the College Coordinating Committee for information only, then to the Board of Trustees; and to maintain the Committee's website. The college will provide all necessary clerical support for preparation of the agenda, minutes, curriculum submissions to the Chancellor's Office, and website maintenance.
3. If the Chairperson is temporarily unable to perform their duties for any reason (e.g., conference attendance, medical absence), the Faculty Senate Vice President (or Designee) will take over the Chairperson duties until the elected Chairperson is able to resume responsibilities. If the Chairperson is unable to resume responsibilities, the Curriculum Committee will elect a new Chairperson.



D. Other Officers (if any)

None

E. Membership (19 members)

Voting members: 13

Non-voting member: 7

One faculty member is appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- **Voting members: 13**

Continuing Education
Business Education
Counseling
Student Accessibility Services
Fine Arts and Communications
Health Occupations
Humanities/Social Sciences
Liberal Arts
Library and Student Success
Kinesiology
Technology
Science, Engineering, and Mathematics
Vice President, Academic Affairs (or Designee)

- **Non-voting members: 7**

Curriculum Specialist (Classified/Confidential representative from Academic Affairs Office)
Dean, Enrollment Services
Two management representatives appointed by ACCME
Faculty Senate Vice President
Associated Students of Cerritos College
Articulation Officer

F. Terms of Membership

1. Membership will consist of three-year staggered terms not to exceed two consecutive terms for appointed positions when possible (exceptions may be considered by the Faculty Senate).
2. The ASCC representative will serve a one-year term and is appointed by ASCC.



G. Quorum

Quorum is reached if 50% plus one of the voting committee members are present at the meeting.

H. Decision-Making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority voting of voting committee members present as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Curriculum and its subcommittees will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Curriculum will give a report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Curriculum will give a report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Curriculum with support of the Curriculum Specialist will be responsible for maintaining relevant committee information on the website (See Appendix D of the Shared Governance Booklet, [Guidelines for Committee Websites](#) ).

J. Frequency of Meetings

Second and fourth Thursdays from 1:00 p.m. to 3:00 p.m. in the Cheryl Epple Board Room (unless otherwise noted on the agenda which can be found on [Board Docs](#) ).





Technical Review Subcommittee

Purpose

The function of the Technical Review Subcommittee is to preview curriculum submissions to ensure proposals and revisions are complete, compliant, and meet necessary standards and guidelines (i.e. Title 5, Chancellor's Office). After previewing, the Technical Review Subcommittee forwards all courses or program proposals to the Curriculum Committee. The subcommittee may also make recommendations for a substance change (a substance change is when a new control number is generated at the Chancellor's office. Unit changes and TOP/SAM code changes are examples of new control number generation) to ensure the integrity of the course where necessary, including the inclusion of current Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs) that meet the Curriculum Committee and SLO Committee standards.

Composition

- Curriculum Committee chairperson
- Articulation Officer
- Two or more additional Curriculum Committee members
- The Vice President of Academic Affairs (or Designee)
- The Curriculum Specialist

Additional required participants will be the faculty responsible (or an assigned designee) for the revisions and proposals being previewed and any other respective division members who wish to attend.

Terms of Office

One year, subject to re-election by the curriculum committee

Frequency of Meetings

Approximately twice per month, depending on the Curriculum Committee meeting schedule from August through May, at 1:00 p.m. to 3:00 p.m. via zoom.



Class Size Workgroup

Purpose

The function of the Class Size Workgroup is to recommend class size for new courses and courses requesting class size change by reviewing pedagogical content in the Methods of Instruction, Methods of Evaluation, Assignments, Student Learning Outcomes, and Course Objectives, in the Course Outline of Record.

The subcommittee generates a report in the Class Size Calculator program prior to Technical Review meetings and makes recommendations based on the report. Additionally, the Workgroup will maintain and revise the Class Size Calculator program as needed.

Composition

Two or more Curriculum Committee members selected at the beginning of each academic year.

Terms of Office

One year, subject to re-election by the Curriculum Committee

Frequency of Meetings

As needed via email or in person, prior to Technical Review Subcommittee Meetings.





Curriculum Chairperson Duties

The Chairperson is elected by the Curriculum Committee for a two-year term and receives 60-percent re-assigned time to complete chair duties:

- Work with divisions, departments, the Articulation Officer, and the Academic Affairs Office (VP of Instruction, Dean of Academic Affairs, and Curriculum Specialist) to coordinate curriculum development and compliance
- Support faculty with the Curriculum Process, Curriculum Development, and Curriculum Revision
- Attend regional and state curriculum workshops
- Conduct annual training for Curriculum Committee members
- Follow the state Curriculum Chair listserve
- Chair Curriculum Committee and Tech Review Sub-Committee meetings
- Maintain relevant committee information on the website with support of the Curriculum Specialist
- Coordinate with the Student Learning Outcomes Committee Chair
- Report to the Faculty Senate at least once each semester
- Report to the College Coordination Committee at least once each semester
- Serve as Accreditation Committee resource on curriculum matters

