

Chaffey College Curriculum Committee By-Laws 2025-2026

I. Purpose and Scope

- **Purpose:** The Curriculum Committee is a representative group of professional staff that functions as a college-wide standing subcommittee of the Chaffey College Academic Senate and in a recommending and advisory capacity to the Associate Superintendent of Instruction and Institutional Effectiveness in matters related to the college curriculum. Under the direction of the Academic Senate, the Curriculum Committee develops curriculum processes that advance Chaffey Goals on Equity and Success, Learning and Completion, and Community Opportunities and Needs (see Chaffey College, VISION 2030 Educational Master Plan, February 2020).
- **Scope:** The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH). The committee's purview includes the maintenance and development of a professional quality curriculum as well as the following activities:
 - The systematic review of proposals to change program and course curricula.
 - The investigation of evaluative instruments to measure the effectiveness of program curricula.
 - The regular and systematic review of graduation requirements, transfer certification requirements, and other matters related to the curriculum as a totality.
 - The examination of the curriculum for unwarranted duplication of courses.
 - Course approval delegated to the college by the Chancellor's Office.
 - Annual systematic review of program effectiveness in conjunction with the Program and Services Review (PSR) Committee.
 - Systematic review of articulation agreements (high school, career technical education, and baccalaureate).
 - Commendations of faculty and departments that make exemplary use of the curriculum process to foster institutional goals including

institutional learning outcomes, student success and completion, sustainability, and DEIA (Diversity, Equity, Inclusion, and Accessibility).

II. Committee Responsibilities

A. CERTIFICATION

The Curriculum Committee provides certification to the Chancellor's Office that processes and procedures align with California Education Code, Title 5 regulations, and the Chancellor's Office Program and Course Approval Handbook (PCAH).

B. REVIEW OF COURSES AND CERTIFICATES/DEGREES

The primary responsibilities of the Chaffey College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study. The Curriculum Committee recommends to the Academic Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate in Arts (AA) degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Occupational Certificate Requirements. The Curriculum Office sends those recommendations to the College's Board of Trustees for approval (Title 5 §55002; Chaffey College BP/AP 4020, AP 4022).

C. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

The Curriculum Committee, in its review of all curriculum proposals, acknowledges the college's Mission Statement, as well as the philosophy and criteria which mark a successful student's journey through patterns of learning experiences designed to develop certain competencies, known as the College's Core Competencies. The Curriculum Committee also embraces the concept of academic freedom to develop curriculum and determine methods of classroom instruction and student evaluation (Chaffey College BP 4030). The Curriculum Committee also acknowledges best practices conducive to course articulation in

developing and reviewing curriculum and coursework (Chaffey College AP 4050).

D. CREDIT HOUR

As part of its course review process, the Curriculum Committee oversees the implementation of the College's credit hour policy. (Chaffey College AP 4024)

E. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES

(Title 5 §55003; Chaffey College AP 4260 (B)) The Curriculum Committee reviews prerequisites, co-requisites, and advisories.

F. REVIEW OF DISTANCE EDUCATION CURRICULUM

The Curriculum Committee reviews and approves courses delivered by distance education (DE). If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course DE addendum is separately reviewed and approved (Title 5 §55200; §55206; Chaffey College AP 4105).

G. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION

The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161; Chaffey College BP/AP 4225, AP 4227, AP 4228, AP 4229).

H. COURSE/CERTIFICATE/PROGRAM DEACTIVATION

The Curriculum Committee participates in the review and evaluation of discipline faculty-initiated course, degrees, and certificates deactivation proposals. Note: Institutional level evaluation of an existing program's viability is not the purview of the Curriculum Committee (see Chaffey College AP 4021, Educational Program Viability Review).

I. REVIEW OF DISCIPLINE PLACEMENT

To ensure minimum qualifications for instructors of credit courses are met, the Curriculum Committee reviews courses for discipline placement (Title 5 §53410; also see [Minimum Qualifications for Faculty and Administrators in California Community Colleges, 19th ed.](#) (2025)).

J. REVIEW OF MATRICULATION AND ARTICULATION

The Curriculum Committee shall assist faculty, as well as the Articulation Officer, in meeting state mandates, as well as Chaffey College district goals and objectives as stated in the college's Mission Statement.

K. REVIEW OF COLLEGE CATALOG AND SCHEDULE

The Curriculum Committee collaborates with the Catalog/Schedule Coordinator to ensure that the Chaffey College Catalog contains only those courses offered on a regular basis.

L. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY

The Curriculum Committee requests, considers, and responds to reports from various Academic Senate committees and college groups that have a direct bearing on matters of curriculum. Furthermore, the Curriculum Committee assures that the curriculum at Chaffey College supports the College's Mission, supports its goals, meets the needs of its students and enhances student access through alternative delivery systems.

M. REVIEW AND EVALUATION OF CHAFFEY COLLEGE CURRICULUM APPROVAL PROCESS

The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

N. REVIEW AND APPLICATION OF CHAFFEY COLLEGE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Curriculum Committee shall ensure consistent application of relevant processes and procedures detailed in the College's [Board Policies and Administrative Procedures](#), as well as assist in the College's review of Chapter 4, Instruction, of [Board Policies and Administrative Procedures](#).

I. Curriculum Committee Membership

A. Elected Voting Representatives

Elected representatives serve a two-year term. There may be occasions when a particular area may not be able to provide two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee's position that each area has the opportunity for equal representation.

Two faculty representatives, elected in alternating years, from the below referenced areas:

- Arts, Communication, and Design (ACD)

- Business, Technology, and Hospitality (BTH)
- Health and Wellness
- Manufacturing, Industrial Design, and Transportation (MIT)
- Public Service, Culture, and Society (PCS)
- Science, Technology, Engineering, and Mathematics (STEM)
- Chino Campus (Hospitality, Fashion, Interior Design & Culinary Arts)
- Academic and Career Counseling
- Instructional Support

B. Standing College Services Voting Representatives

The following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:

- Chief Instructional Officer or Designee
- Articulation Officer (*Faculty*)
- Librarian (*Faculty*)
- Catalog and Schedule Coordinator
- Dean appointed by the Chief Instructional Officer

C. Standing Non-Voting Members:

- Curriculum Chair
- Curriculum Specialist
- Academic Senate President
- Career Technical Education (CTE) Liaison
- Classified Senate Representative
- Dean of Institutional Effectiveness
- Distance Education committee representative
- Outcomes and Assessment Facilitator or designee
- Program and Services Review (PSR) Faculty Tri-Chair or designee
- Student Representative* (appointed by Chaffey College Student Government)

*The President/Student Trustee of the Chaffey College Student Government (CCSG) is a standing member of the Chaffey College Board of Trustees. All Curriculum Committee actions go before the Board of Trustees, giving the President/Student Trustee of CCSG an opportunity to inform their peers. (Title 5 § 51000, §51022, §55100, §55130, §55150. BP/AP 4020). Although student participation in “the formulation and development of district and college policies and procedures on curriculum” (Title 5, §51023.7) occurs formally within the Chaffey College Board of Trustees, the Curriculum Committee encourages student representation at committee meetings.

The Curriculum Committee values partnering with various areas on campus and external partners for consultation regarding curriculum matters and impacts. Areas that may be consulted by the Curriculum Committee include, but are not limited to:

- Student Service Areas (e.g., Admissions and Records, Transfer Center, and Financial Aid)
- Centers of Excellence
- Distance Education Office
- Faculty Success Center
- Institutional Research
- Workforce Innovation and Economic Development (WIED)
- Any committee on campus
- Academic Senate for California Community Colleges (ASCCC)
- Chancellor's Office

II. CURRICULUM COMMITTEE STANDING COMMITTEE

A. Technical Review Committee

- The Technical Review Committee shall consist of the Curriculum Chair, the Articulation Officer, the Catalog and Schedule Coordinator, the Librarian, the Outcomes and Assessment Facilitator or designee, and one voting member from the Curriculum Committee.
- Responsibilities of the Technical Review Committee include review of all curriculum proposals for compliance with Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding

III. CURRICULUM COMMITTEE MEMBER RESPONSIBILITIES

A. Responsibilities of Voting Representatives and Standing Non-Voting members:

- Attend meetings as scheduled
- Read agendaized course and program proposals in curriculum management database prior to Curriculum Committee meetings.
- Review summary notes
- Review curriculum information and issues with respective constituency
- Meet with Academic and Career Communities/School faculty to facilitate standard updating processes and other curriculum submissions.

- Participate on Educational Program Viability Review Committees (AP 4021) and Educational Program Proposal Committees (AP 4023), as needed.

IV. CURRICULUM COMMITTEE CHAIRPERSON

A. Selection Procedure

- The Academic Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is two years. The Curriculum Committee Chairperson is given 0.50 reassigned time during their term of office

B. Responsibilities

- Serve as a resource for faculty regarding curriculum issues.
- Develop, implement, and facilitate a coordinated curriculum process.
- Conduct periodic reviews to update college curriculum.
- Prepare agendas and preside over Curriculum Committee meetings. The Chair shall arrange a Curriculum Committee faculty designee to preside over Curriculum Committee meetings in their absence. **Note:** *Meetings conducted by a faculty designee will be limited in scope to curriculum proposal reviews.*
- Coordinate with articulation officer on curriculum-related matters.
- Provide annual curriculum training for Curriculum Committee members.
- Serve as an officer of Academic Senate and represent Academic Senate regarding curriculum-related matters at the Academic Senate of California Community Colleges.
- Participate in the Educational Program Proposal Committee.
- Serve on the College Planning Council.
- Attend local and state committee meetings as circumstances are deemed appropriate and necessary.

V. ARTICULATION OFFICER RESPONSIBILITIES

A. Selection Procedure

- The Academic Senate and College Administration shall mutually agree on the selection of the Articulation Officer. The term of office is one year. The Articulation Officer is given .50 reassigned time during their term of office.

B. Responsibilities

- Develop and maintain articulation agreements with UCs, CSUs, and appropriate private 4 year institutions intended to maximize student transfer success.
- Serve as an articulation information resource for the Curriculum Committee and for faculty.
- Communicate with articulation officers at community colleges and 4-year schools.
- Ensure the accuracy of curriculum information in the ASSIST and C-ID databases.
- Notify the articulation community of relevant curriculum changes via annual report.
- Review the General Education Requirements for compliance with state standards; relevance to national, state and community needs, and report to the Curriculum Committee regularly.
- Provide articulation information (e.g., C-ID, AD-T, comparable courses, and new articulation agreements by major.) for Curriculum Committee meetings.
- Work closely with faculty in developing and modifying appropriate transfer curriculum that aligns with the Transfer Model Curriculum (TMC) Templates, C-ID descriptors, and articulation agreements with other institutions.
- Provide reports to relevant Student Service Areas

VI. CURRICULUM COMMITTEE MEETING PROCEDURES

- A. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the voting membership, plus one. The quorum number shall be established at the first meeting of each semester.
- B. The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Title 5 regulations.
- C. Substitutions of elected curriculum members are limited to curriculum committee members on extended leave or sabbatical leave; replacement members shall serve until the elected member returns or until the term of the elected member expires.
- D. Any amendment to the bylaws can be made after two readings by the committee and a vote after the second reading that passes by majority vote of the voting membership.
- E. In the event of a tie vote, the Curriculum Chair shall cast the deciding vote.

VII. CURRICULUM COMMITTEE AGENDA

A. In meeting the requirements of the Brown Act, the Curriculum Committee agenda shall be posted 72 hours prior to the Curriculum Committee meeting in an area accessible for public viewing. The agenda shall include:

- A list of curricular issues requiring discussion and a vote of the committee.
- A listing of proposals for new and modified courses.
- A listing of proposals for new and modified programs and certificates.
- A listing of courses/certificates/programs proposed for deactivation.

B. The Agenda of the Curriculum Committee is e-mailed to:

- a. All Faculty
- b. College President
- c. College Administrators
- d. Governing Board members
- e. Student Government President
- f. Classified Senate President

VIII. CURRICULUM COMMITTEE SUMMARY NOTES

A. The Curriculum Specialist takes the summary notes. The Curriculum Committee summary notes are a record of business that has been completed, and summarize the meeting for anyone absent or interested in the proceedings. Summary Notes include:

- Date of the meeting.
- Members present or absent at each meeting.
- Exact time the meeting began and ended.
- Information items.
- Synopsis of discussion about each topic.
- Motions made, action taken.
- A record of all votes, recorded by name via a "Attendance and Vote Count Sheet".

B. The Summary Notes of the Curriculum Committee are e-mailed to:

- All Faculty
- College President
- College Administrators
- Governing Board members

- Student Government President
- Classified Senate President

C. The officially approved Summary Notes shall be maintained in a permanent log in the Curriculum Office and posted on the College's Google Drive Folder, and on the Chaffey College Curriculum Office website.

IX: Educational Program Viability Review: Curriculum Committee Actions

Degrees, certificates, and courses that have been recommended for program discontinuance as determined by the [Educational Program Viability Review Process \(AP 4021\)](#) will be launched for a deactivation in the curriculum management system, [CurriQunet META](#), by the Curriculum Chair. The Curriculum Chair will report to the committee on curriculum actions related to EVPR decisions.