Chapter 1: Introduction

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1.1 Charter

The [Curriculum Committee](#) (CC) is a sub-committee of the [Academic Senate](#). It is charged with reviewing and approving College curricula before recommending to the Chancellor, Board of Trustees, and the State Department of Education for final approval.

Actions

The Committee is charged with recommending action on the following:

● New Courses ● Course Revisions ● Course Deletions ● Discipline placement of courses ● New Course Outline Addenda (Distance Education and Honors) ● Course Outline Addenda Revisions	● Prerequisites, corequisites, and advisories for courses and programs ● New Certificate and Degree Programs ● Revisions to Certificate and Degree Programs ● Deletion of Certificate and Degree Programs ● Revision of Department Name ● Creation of new course prefixes

Mission

The mission of the Committee is to use careful study and discussion to promote academic excellence and to thoughtfully apply State regulations (Title 5) and District policies.

Scope

The Curriculum Committee is responsible for ensuring the merit of academic proposals submitted to the Board of Trustees and the State for approval. Faculty, departments, and administrators are responsible for the content of program and course proposals. Budgetary consequences of curricular change requests are the responsibility of the departments in consultation with the Vice Chancellor of Instruction.

1.2 Authority

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The Academic Senate for California Community Colleges (ASCCC) and the California Community College Chancellor's Office issue guidelines for the implementation and approval of curricula at the California Community Colleges. Curriculum is the first area listed in ASCCC's 10+1. Curriculum is written by faculty and is under faculty purview. CCSF uses Title 5 of the California Code of Regulations and the following publications as a basis of decisions related to curriculum..

- Program and Course Approval Handbook 8th ed. (PCAH)
- The Course Outline of Record: A Curriculum Reference Guide Revisited
- Stylistic Considerations in Writing Course Outlines of Record, 1998
- Good Practices for Course Approval Processes, 1998
- Curriculum Committee Review of Distance Learning Courses and Sections, 1995

1.3 Course Outlines as Documentation

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Course outlines are public documents, copyrighted by CCSF that have a regulated life cycle. They are updated and revised on a regular basis and removed from course offerings as indicated by the department. Courses whose course outlines are obsolete are removed from the catalog. Outlines are visible by the public and represent the curricular product of the College. The processes used to create course outlines conform to the requirements of the regulatory/standardizing agencies and to College policies.

1.4 Handbook Conventions

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The following is a list of terms that appear in the handbook and their usage:

- **Department**: Any department identified in Appendix A of the District/Department Chairperson Council Collective Bargaining Agreement
- **College**: City College of San Francisco
- **Catalog or catalog:** CCSF Catalog
- **Class or course**: Course
- **Committee or committee:** Curriculum Committee
- **Office of Instruction:** Office of the Associate Vice Chancellor, Enrollment Management & Instructional Support Services
- **Title 5 or §55###:** State of California Code of Regulations, Title 5 Education, Division 6 California Community Colleges

1.5 Handbook Updates

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The expectations of the Curriculum Committee have evolved in the past and will continue to evolve, not unlike the course and program outlines the committee evaluates and strives to improve every semester. Some evolution is brought on by external forces, such as changes in Title 5 Regulations. At other times, the evolution of expectations is the product of the dialogue that happens during Committee meetings and other related College discussions.

The Curriculum Handbook establishes the requirements for submissions to the Curriculum Committee. It is to be used by faculty when preparing items for submission, and by Committee members as the basis for review. It is important to faculty preparers and Committee members to have stability of expectations, changes to the Curriculum Handbook will normally be made on an annual basis, with a new Handbook published at the beginning of the academic year. Appendix A: Change Log will be updated to include a summary of significant changes.

As ideas are developed during Curriculum Committee meetings or other College venues for changes to Curriculum Committee standards, those ideas will be noted by the Curriculum Committee chair and developed for inclusion in the following year's handbook. On rare occasions, external forces may require more sudden changes to the Committee's expectations. In those rare occasions, the chair will endeavor to bring the Committee to consensus quickly on the updated expectations, and will provide faculty originators, department chairs, and applicable administrators with those updated expectations as soon as they are developed.

1.6 Department Name and Prefix Changes

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The Procedure for Curriculum Committee approval of department name change and prefix changes is as follows (adopted Sept. 13, 2017).

Department Names

Requests to change a department name must be approved by the Curriculum Committee (AP 6.03 A.1.f). Changing a department name has consequences for students, the District, and for communication with other institutions, so it should not be undertaken without careful consideration and consultation.

1. Departments originate all name-change requests, and requests must be discussed and approved by a majority of the faculty within the department. This approval should be documented in faculty meeting minutes or other appropriate record. Deans should be consulted during the process and asked to sign off on the final request.
2. A justification with evidence for the need or desirability of a name change should be part of internal department discussions and made available for Curriculum Committee review. Examples of such evidence may include documents showing the use of the proposed name on departments at other community colleges or universities, time-tested discipline/industry name usage, and/or appropriateness to the discipline and curriculum within the local context.
3. Departments should consult with Chairs from departments with related disciplines for their input on the name change and prepare to bring that to the Curriculum Committee.
4. The Chair of the department requesting the name change should communicate in writing to the Chair of the Curriculum Committee to request that the name change be on the Committee's agenda. The Curriculum Committee Chair may request that all of the documentation and support listed above, including departmental vote tallies, be compiled before placing the request on a Committee agenda.
5. Department name change requests must be discussed by the Curriculum Committee at a meeting. The Committee may ask for additional information/justification from the department before making a decision.
6. The Curriculum Committee will not approve a name change request for the same department more than once every 6 years due to the impact of the change.
7. The effective date for a department name change must coincide with publication of the College Catalog.

Prefix Changes

Changes for prefixes on courses have more consequences than a department name change for departments, programs, student records, departments, schedules, and articulation. These will be considered as a separate item from a department name change request, even if requested simultaneously. Approval of one does not imply approval of the other.

1. Requests to create a new prefix for new courses, or to change an existing prefix, should be based on discipline faculty discussion and agreement, and justifications similar to the department name change, such as updated discipline designations, and improved communication for students and across institutions. Alignment with a new department name is not necessarily sufficient justification for a prefix change, although it may be considered as one factor.
2. In the case of requesting a change to an existing prefix, impacts on existing courses, programs, articulation, and workflows must be considered as part of the approval process.
3. The requested prefix must not have been used at CCSF previously for a different department or discipline.
4. Prefix changes, if approved, may only take effect at the beginning of a new academic year (i.e., approved by the deadlines for Catalog publication and Fall semester schedule).

1.7 Equity Considerations

As part of the outline writing or revision process faculty should have conversations about equity within the context of their disciplinary expertise. These considerations will continue through the tech review and approval processes.

An equity review can include but is not limited to--
- Accessible, student-facing titles and catalog descriptions
- Inclusive, welcoming language
- Manageable, meaningful, attainable learning outcomes
- Culturally responsive content, texts, and contexts
- Diverse, relevant, and culturally responsive examples
- Methodological approaches that allow for student reflection and contribution
- Appropriate, helpful requisites and other requirements that do not have disproportionate impact on underrepresented student groups
- Manageable, appropriate contact time
- Access on multiple levels (useful online resources, credit for prior learning, program pertinence)
- Support availability
- Reasonable $$$ for hours/units, textbooks (OER?), and materials

In other words, outlines should address what students and communities need, and they should be written in a way that promotes opportunities and accomplishment for all.

1.8 Appreciation

The following individuals have contributed over the years to various editions of this handbook:

- Deanna Abma (former Articulation Officer)
- Elizabeth Anderson (SDCCD)
- Joan Bell (Catalog Editor, CSM)
- Tom Boegel (Associate Vice Chancellor, Enrollment Management & Instructional Support, former Chair of the Curriculum Committee, former Dean of Instruction)
- Jim Cagnacci (former Dean of Curriculum and Chair of the Curriculum Committee)
- Maria Cheremeteff (former Chair of the Curriculum Committee)
- Barbara Cutten (former Chair of the Curriculum Committee)
- Ms. Bob Davis (former Chair of the Curriculum Committee)
- Jerry Dear (former Catalog Editor, Library)
- Cynthia Dewar (Dean of Online Learning)
- Brian Ellison (former Dean of Curriculum)
- Kim Ginther-Webster (former Chair of the Curriculum Committee)
- Michael Kelly (former Chair of the Curriculum Committee, handbook editor)
- Jennifer Kienzle (Associate Dean of Online Learning)
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- Craig Kleinman (Chair of the Curriculum Committee and former SLO Coordinator)
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- Kitty Moriwaki (former Assessment and Prerequisite Coordinator)
- John Odell (former Chair of the Curriculum Committee, handbook editor)
- Donna Reed (former Dean of Library and Learning Resources)
- Carol Reitan (former Chair of Distance Learning)
- Todd Rigg Carriero (former Chair of the Curriculum Committee)
- Fred Teti (Educational Technology Chair)
- Melinda Weil (former Chair of the Curriculum Committee)
- Katryn Wiese (former SLO Technical Coordinator and CurrIQunet Administrator)

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