

PREFACE

Curriculum Basics has been developed to assist faculty with the curriculum development process. Rather than an all-inclusive document relating to curriculum development issues, this handbook includes a practical “how to” guide for completing forms and a streamlined version of the rules and regulations that govern curriculum. The purpose of this handbook is to inform rather than overwhelm.

All faculty are encouraged to refer to *Curriculum Basics* when developing courses or programs. The step-by-step format of the “how to” section will simplify the process and facilitate the proposal’s journey from its inception to its approval by the Board of Trustees. The other sections of the handbook are designed to be used as reference tools. Title 5 regulations, the glossary and the appendix are included to clarify the process and to increase awareness of curriculum issues.

Curriculum Basics is a living document. It will change as the curriculum process evolves and as feedback is received from its users. Please feel free to offer suggestions or comments to any Curriculum Advisory Committee member.

**Monterey Peninsula College
Curriculum Advisory Committee
Membership
2004-05**

The Curriculum Advisory Committee represents the diverse constituencies of the campus community. The roster below shows the area of campus representation, the member from each area, the voting status, and the term of appointment of each member.

Area of Representation	Name	# of Votes	Term of Service
Student (Term: 1 year)	Trisha Anderson	1	Spring 2005-Fall 2005
Counseling Faculty* (Term: 3 years)	Susan Walter	1	Fall 2001- (voluntary extension)
Library Faculty (Term: 3 years)	Bernadine Abbott	1	Fall 2002 – Spring 2005
Business and Technology (Term: 3 years)	Tom Rebold	1	Fall 2004-Spring 2007
Humanities (Term: 3 years)	Eleanor Szaszy	1	Fall 2003-Spring 2006
Social Science (Term: 3 years)	Tom Logan	1	Fall 2003-Spring 2006
Physical Science (Term: 3 years)	Vacant	1	
Life Science (Term: 3 years)	Vacant	1	
Creative Arts (Term: 3 years)	Connie Gamiere	1	Spring 2005-Fall 2008
Physical Education (Term: 3 years)	Vacant	1	
ESL (Term: 3 years)	Richard Abend	1	Fall 2000- (voluntary extension)
Basic Skills (Term: 3 years)	Beth Penney	1	Fall 2004- Spring 2007
Supportive Services (Term: 3 years)	Vacant	1	
Nursing (Term: 3 years)	Vacant	1	
Articulation Officer (Standing position)	Elizabeth Harrington	1	Fall 1999-
Senate Faculty Rep (Term: 3 years)	LaRon Johnson	1	Spring 2005-Fall 2008
Administration (Term: Discretion of office)	Bill Cochran/Dean, Liberal Arts	0	Fall 2002 –

*Traditionally serves as Chairperson

CAC Flow Chart

