

AP 3010 Program, Curriculum and Course Development

The Curriculum Advisory Committee which is established in a way that is mutually agreeable to the District Administration and the Academic Senate evaluates and makes recommendations on matters related to the credit and noncredit curriculum to the College Board of Trustees. Course and program additions and deletions, or changes in program requirements or in course outlines must be acted upon by this committee.

The Curriculum Advisory Committee will:

- Develop written procedures for new course and program submission and approval.
- Review and make recommendations on proposed new courses and new programs and on course and program revisions. Recommend additions, deletions, and/or changes in course outlines for new and established courses. This includes ensuring appropriate course numbering, format, units, catalog and schedule description, method of instruction, out of class assignments, course content, course objectives and compliance with Title 5 regulations.
- Review and recommend prerequisites, corequisites, advisories, and limitations on enrollment pursuant to Title 5.
- Determine if a course is transferable or if a course is to be classified as General Education and into which category it should be placed.
- Review course proposals for alignment with articulation requirements
- Review and approve all stand alone credit courses
- Recommend procedures and policies affecting curriculum

The agendas and approved minutes of all Curriculum Advisory Committee meetings will be posted on the committee's website. Meetings of the committee will be held regularly throughout the fall and spring term and otherwise as needed. All new courses and programs recommended by the committee will be sent to the Board of Trustees for approval. New non-credit courses and all new programs will be submitted to the Chancellor's Office for approval. All other course revisions and program changes will be forwarded to the Curriculum/Scheduling/Catalog Technician to enter into the college's Santa Rosa system. All curriculum will be reviewed through the college's program review process and sent for approval to the Curriculum Advisory Committee every six years. All course outlines of record shall be maintained in the Office of Academic Affairs and in the college's online CurricUNET system.