



## **PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY**

**Title: Curriculum Development, Adoption, and Review**

**Policy No. 3200**

**Legal Authority: Title 5 Sections 55002, 55060-55072**

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**It is the policy of the Pasadena Area Community College District** that the Curriculum and Instruction Committee shall facilitate, coordinate, and maintain quality control for the process of curriculum review and development as defined in Title 5 and other State administrative codes and as directed by the Board of Trustees. Actions taken by the Curriculum and Instruction Committee shall be submitted for approval to the Vice President for Instruction and to the Board of Trustees. The expertise for curriculum development and innovation resides, though not exclusively, with the faculty within each division.

The final responsibility and authority for educational programs in general and curriculum in particular rest with the Board of Trustees of the Pasadena Area Community College District.

The Board of Trustees approves the composition of the College Curriculum and Instruction Committee as established by mutual agreement of the College administration and the Academic Senate.



**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROCEDURES  
For Policy No. 3200**

**Title: Curriculum and Instruction Committee: General**

**Procedure No. 3200.10**

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1. **Name**  
The name, "Curriculum and Instruction Committee" (hereinafter cited as the "C & I Committee"), shall apply to the college-wide group charged with the disposition of curriculum proposals at Pasadena City College.
2. **Charge of the Committee**  
The specific charges of the C & I Committee shall be as follows:
  - a. To review, evaluate, and approve curriculum proposals and educational programs in accordance with the criteria established in Title 5, California Code of Regulations and the current Curriculum Standards Handbook:
    - (1) Sections 55002(a)55060-55064, 55130 - degree applicable credit courses;
    - (2) Section 55002(b) 55160, 55170 - non-degree applicable credit courses;
    - (3) Section 55002(c) 55064, 55150- 55155 - noncredit courses.
  - b. To review the requirements for the Associate in Arts Degree, the Associate in Science Degree, General Education Certification, Majors, Areas of Emphasis, Certificates of Achievement, Occupational Skills Certificates, and Certificates of Completion. In accord with this review process, division faculty and program managers will review courses required for competency requirements and general education categories of the Associates degree and courses required for a major or "area of emphasis" on a periodic basis, and make modifications to existing courses and/or recommend the removal of courses and/or the addition of new courses, as appropriate. Newly developed courses must be evaluated for possible inclusion in a competency requirement and/or general education category of the Associates degree. Changes to the required degree course list are submitted to the C & I Committee for review and approval.
  - c. To drop or change catalog course descriptions based on the recommendation of division faculty.
  - d. To forward recommendations on curriculum proposals to the Vice President for Instruction.
  - e. To establish schedules as follows:
    - (1) To complete the C & I curriculum review process in sufficient time for the approval of the C & I actions by the Vice President for Instruction and the Pasadena College Board of Trustees in accordance with printing deadlines for the College catalog.
    - (2) To review each academic division's curriculum periodically.
  - f. To encourage the research and development of curriculum at Pasadena City College and at the Community Education Center, especially:
    - (1) To promote a college-wide review and study of the literature on curriculum development and to evaluate innovative proposals generated from any college with the objective of making recommendations to the administration or divisions for curriculum development.
    - (2) To organize and/or participate in workshops designed to maintain a vital, relevant and innovative curriculum.
  - g. To establish an appeals procedure for the curriculum review process.



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3. Composition of the Committee
    - a. A tenured fulltime faculty member shall serve as chairperson of the C & I Committee and shall receive either reassigned time equivalent to 20% of contract load or an equivalent overload stipend for each semester.
    - b. A tenured fulltime faculty member shall serve as vice-chairperson and be prepared to serve in the absence of the chairperson if necessary. The vice-chairperson must be someone currently serving on the C & I Committee.
    - c. The C & I Committee shall be made up of five components: Faculty representatives, Division Deans, Student representatives, Members Ex-officio, and Resource Experts.
      - (1) Faculty Representatives:  
One tenured or tenure-track fulltime faculty member from each of the instructional divisions, one tenured or tenure-track fulltime member from the Community Education Center, one tenured or tenure-track full time member from the Counseling Division, and one tenured or tenure-track fulltime member from the Library. Equally qualified alternates should be designated from each of the above areas to serve as needed.
      - (2) Division Deans. One division dean representing each of the four College Divisions: Applied Arts, Fine Arts, Humanities, and Natural Sciences and the Associate Dean of Counseling and Student Success Services.
      - (3) Student Representatives.  
The current Associated Students Vice President for Academic Affairs or his/her designee.
      - (4) Members Ex-officio.  
The Associate Dean of Academic Support, the Associate Dean of Career and Technical Education, the Articulation Officer, the faculty chairperson of the distance education committee, the Basic Skills Initiative Coordinator, and a representative of the Classified Senate.
      - (5) Resource Experts (Non-voting).  
Representatives shall consist of, but not be limited to, individuals from Admissions and Records, Computing Services, Enrollment and Instructional Data Management, Facilities, Institutional Planning and Research, and Learning Resources.
  4. Selection of Members
    - a. Members, whose terms are effective July 1, shall be selected in April as follows: The faculty chairperson of the C & I Committee shall be selected for a two-year term by the Executive Committee of the Academic Senate from the tenured fulltime faculty who have served at least two years (one being immediately prior) on the C & I Committee and shall be confirmed by a majority vote of the Academic Senate Board.
    - b. The vice-chair will be appointed by the chair with approval of the C & I Committee for a two-year term.
    - c. The faculty members and alternates shall be chosen from recommendations based on a majority vote of division faculty to the Academic Senate Executive Committee and confirmed by a majority vote of the Academic Senate Board.
      - (1) The minimum term for faculty members and alternates shall be two (2) years.
      - (2) The chairperson of the C & I Committee shall provide a mandatory orientation for all members and alternates each year.
    - d. The four instructional division deans shall be chosen by the Vice President of Instruction.
    - e. The Vice President of Academic Affairs of the Associated Students shall be selected according to the voting procedures of the Associated Students.



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5. Procedural Guidelines
    - a. The C & I Committee business shall be governed by Robert's Rules of Order, Newly Revised.
    - b. The committee chairperson shall develop C & I Committee meeting schedules based on expected workload, catalog publishing dates, and other deadlines that require a timely completion of the C & I Committee business.
    - c. A written notice of each meeting—along with all relevant paperwork—shall be provided at least one week in advance of the meeting.
    - d. A recording secretary shall provide in a timely manner a written record of C & I Committee meetings.
    - e. The faculty representatives on the C & I committee shall be responsible for:
      - (1) Assisting division faculty with the curriculum development process.
      - (2) Informing division faculty of C & I committee actions and activities.
      - (3) Reviewing proposed curriculum changes in preparation for discussion at C&I Committee meetings.
    - f. The Chairperson of the C & I Committee may intervene at any point to facilitate the curriculum development process.
  6. Voting Procedures
    - a. Each member of the C & I Committee shall have one vote. If a voting member is absent, an alternate member may vote.
    - b. The committee chairperson may exercise the right to vote only in the event of a tie.
    - c. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by roll call.
    - d. A quorum shall exist when one over half of the C & I Committee membership is in attendance. The committee chairperson or vice chairperson must be in attendance.
  7. Standing subcommittees of the C & I Committee shall be charged with specific duties and responsibilities as defined by the C & I Committee.
    - a. Standing Subcommittee on Style and Mechanics

A standing subcommittee for curriculum shall be formed to examine each course proposal. In particular, this subcommittee shall examine each proposal to ensure that it is written in correct catalog style, meets State requirements, and has the correct prerequisite(s), units, and class or lab hours. This subcommittee shall be comprised of:

      - (1) The chairperson of the C & I Committee or his/her designee, who shall act as convener of the subcommittee;
      - (2) An administrative representative of Academic Support, Career and Technical Education, and Counseling;
      - (3) The college articulation officer;
      - (4) The chairperson of the distance education committee or designee.
      - (5) Representative faculty members deemed appropriate by the chairperson of the C & I Committee;
      - (6) Any other person(s) deemed appropriate by the chairperson of the C & I Committee
    - b. Standing Subcommittee on In-Service Education

A standing subcommittee for in-service education shall be formed to coordinate in-service education for Instructional Units. This subcommittee shall be comprised of:

      - (1) The chairperson of the C & I Committee or his/her designee, who shall act as convener of the subcommittee;
      - (2) The Associate Dean of Academic Support;
      - (3) The person(s) deemed appropriate by the chairperson of the C & I Committee



- c. Subcommittees on Program Development  
Subcommittees on program development shall be formed to explore and bring forward proposals for new majors or areas of emphasis for the Associate degree. These subcommittees may also recommend modifications to existing majors or areas of emphasis. These subcommittees may also make recommendations for courses to be added or removed from the general education requirements for the Associate in Arts and Associate in Science degrees. These subcommittees shall be comprised of:
  - (1) The chairperson of the C & I Committee or his/her designee, who shall act as convener of the subcommittee;
  - (2) The faculty members deemed appropriate by the chairperson of the C&I Committee.
- 8. Amendments to these policies and procedures shall be governed by the following guidelines:
  - a. Proposed amendments shall accompany written announcements of meetings or they shall be brought to the attention of the C & I Committee members at a regular meeting under new business.
  - b. Proposed amendments shall be written specifically and accurately. They must be signed by at least two C & I Committee members. Copies shall be made available to all C & I Committee members.
  - c. Proposed amendments must be approved by a majority vote of the C & I Committee members.
  - d. Even though the approved amendments shall be effective immediately, they shall be subject to the approval of the Academic Senate Board, and review of the Vice President for Instruction, the Superintendent/President of the College, and the Board of Trustees of Pasadena City College.