

COS Curriculum Committee Policy: Course Discipline Re-Assignment

Title 5 §53200 stipulates that assignment of courses to disciplines falls under the authority of the Academic Senate; the COSTA Master Agreement further specifies that “reassignment of a course to another discipline by the curriculum committee must have the consent of the Association and the Faculty Senate” (20.3.3). At COS, the assignment of courses to disciplines is managed by the Curriculum Committee, with consultation from COSTA in cases where existing courses are re-assigned.

At COS, discipline assignment is managed through the assignment of one or more disciplines on the Course Outline of Record. These areas correspond to the Chancellor’s Office Minimum Qualifications Handbook and/or an identified Faculty Service Area, which are used to determine minimum qualifications for instruction.

Assignment of courses to a discipline should be based on the subject area expertise necessary to teach a course, and all requests for discipline re-assignment must originate with faculty in the division. The curriculum committee will review the request based on the course content, any applicable transfer requirements, and the justification for re-assignment provided by discipline faculty. Justification for the update should specifically reference the course content and explain why discipline qualifications and expertise in the new area is appropriate faculty preparation for the course content.

Prior to curriculum committee review of the request, the discipline faculty must seek consent from COSTA for the requested re-assignment using the attached form. Consent may be sought while the course update completes Technical Review, but must be approved by COSTA and forwarded to the curriculum coordinator prior to course review by the curriculum committee. COSTA will review the request to determine any impact on current faculty, as well as changes in how the course will be assigned via the division’s scheduling processes. If approved by the Curriculum Committee, proposals for discipline reassignment will proceed to the Academic Senate, which will consider them as an agenda item separate from the standard curriculum report.

Discipline Reassignment Consent Form

Requests to reassign a course to another discipline must be submitted by faculty in the course's current division and receive the consent of COSTA prior to review of the course by the curriculum committee (CC Policy 20200304-2). This form must be completed, with all signatures, and submitted as soon as possible to the COSTA Secretary for presentation to the COSTA Executive Board (Exec). Exec will review and investigate and may request the appearance of the proposing faculty member or a designated representative at an Exec or Representative Council meeting to explain the proposal in more detail. If you have any questions regarding the contents of this form, please contact the Curriculum Coordinator or your division's Curriculum Representative for assistance.

Once COSTA has signed-off, submit this form to the Curriculum Coordinator, who will attach it in the Curriculum Management System for committee review.

1. This proposal is for reassignment of the following course: _____

The corresponding Chancellor's Office or Faculty Service Area (FSA) discipline is: _____

2. The course will be reassigned to the discipline: _____

The corresponding Chancellor's Office or FSA discipline is: _____

3. The requested change will place the course in a new FSA: Yes No

If yes, name the new FSA: _____

Attach additional pages as needed to address the following questions:

4. Describe the rationale for this change, focusing on course content and faculty qualification in the new discipline:

5. Describe how this change will impact current faculty members. Please also list the affected faculty members:

6. Describe how this change will impact your division's course selection process. Please be specific:

In addition to the above, please attach any relevant documents you would like COSTA and/or the curriculum committee to review, including but not limited to course outlines, C-ID requirements, division scheduling policies/ procedures, and advisory committee meeting minutes. Prior to submission to COSTA, this proposal should be discussed and approved by your Division, with relevant signatures collected below (see next page). The proposing faculty member or a designated representative should be prepared to attend a COSTA Exec or Representative Council meeting if requested and present the above to the committee, with time to address any questions.

Proposed By (Faculty Member)

Date

Division Chair

Date

Division Dean

Date

By signing below, I signify that COSTA has reviewed the above proposal, and grant consent for the proposed change to course discipline to move forward to the Curriculum Committee.

COSTA President

Date